

WEDDING POLICIES
of
Westminster Presbyterian Church
Hattiesburg, Mississippi

Approved by Session August 24, 2003, revised May 17, 2009, revised May 2, 2010

In General. A Christian wedding is an act of worship. These policies are to preserve and enhance the reverence and theological integrity of your Christian marriage.

Reserving the Church: Step by step procedure:

The church's governing board - the Session - must approve your wedding. In order to do so, you must complete the following steps.

- 1) Confirm with the church secretary that the date you have chosen is available. This should be done at least 60 days before the ceremony is to take place.
- 2) Obtain a *Wedding Reservation Form* from the church website (www.WPCHattiesburg.com) or the church secretary. Complete and return it to the church for review by the Session.
- 3) Speak with the Pastor about your plans. He can help answer questions and coordinate schedules.
- 4) Pay 50% of all fees. The other 50% is due one week before the ceremony. Until these steps are taken, the wedding date is not considered secured. Please do *not* send out invitations before completing these steps!

Using Another Pastor. If you wish for another minister to conduct the service, this must be discussed and approved by Westminster's Pastor in advance. If approved by Westminster's Session, our Pastor will invite your minister to conduct the service.

Premarital Counseling. For reasons of integrity, you need to plan a marriage and not simply a ceremony. The Session will not approve a wedding without satisfactory evidence of a plan for pre-marital counseling. Please give our Pastor at least two month's advance notice. During this time, the couple meets with the Pastor for counseling, to plan the ceremony, and for the rehearsal. The couple is expected to complete a pre-marriage inventory at a cost of \$35 as part of pre-marital counseling.

The Wedding Coordinator. In our tradition, a Christian wedding is a worship service. This means that the music must be sacred music and the decorations and other elements of the service must be appropriate for a worship service. To help you, we will provide free of charge a Wedding Coordinator who will assist you in planning and with the use of the church facility. If you do not have a wedding director, the Wedding Coordinator will also assist the Pastor in coordinating the bridesmaids, ushers, etc. for the wedding. If you have your own wedding director, she will need to coordinate with our Wedding Coordinator. This will help minimize stress and ensure a well-planned ceremony. The Pastor is in charge of designing the worship service, readings, music, decorations, and the like.

Music. Sacred music plays a vital part in the wedding service. An organ prelude and postlude are customary. You may also have one or more soloists or an organ interlude. The couple and the organist are responsible for the selection of the music, subject to the approval of Westminster's Pastor. It is our policy that our organist, Dr. Randall Harris, shall be asked to play at all weddings at Westminster. Please contact him as soon as possible to discuss musical arrangements after the wedding date is established. Dr. Harris' standard fee is \$200 and should be paid directly to him. If he is not available for your wedding, you may obtain an outside musician who is familiar with our organ. Any outside organist must be approved by Dr. Harris and the Pastor.

Outdoor chapel. Westminster has an outdoor chapel with electricity that may be reserved for weddings. If weather or other circumstances create the need for the wedding to move inside the church, the cost will increase to reflect the charges based on a sanctuary wedding. The wedding party is responsible for setting up chairs, microphones, etc. and after the wedding for restoring the outdoor chapel to its original state. Westminster will consider all requests to use the outdoor chapel but reserves the right to limit weddings to one per month for non-members.

Decorations and Furniture. Floral arrangements for weddings are to be in keeping with the beauty, elegant simplicity, and religious symbolism of the sanctuary. This is a church, not a ballroom or an auditorium. If you intend to use the church's silk floral arrangements, there will be an additional charge of \$150.00 for non-members, and these arrangements may only be moved by a specified church representative.

Do not move anything without prior permission. The communion table and baptismal font may be moved. Furniture in the narthex (hallway) shall not be moved. You may move or rearrange tables and chairs in the fellowship hall, but it is your responsibility to return everything to its original position and condition by midnight of the day of the wedding.

Dressing Rooms. The church parlor is available for the bride and attendants to use for dressing if needed. The church is not responsible for items if lost, stolen, or damaged.

Photography. Reverence is in order. Photographs may be taken before and after the ceremony, but not during the service. Have your photographer check with the Pastor prior to the service. Videography is permitted from a stationary position in the balcony.

Fees.

A. Member: (member fees include use of rehearsal dinner hall, sanctuary, reception hall, and use of silk floral arrangements)

Sanctuary wedding	\$300
Outdoor chapel wedding	\$150

B. Non-Member:

Sanctuary wedding	\$750
Reception (Fellowship Hall)	\$200
Rehearsal Dinner (Fellowship Hall)	\$ 50
Silk floral arrangements (optional)	\$150
Outdoor chapel wedding	\$300
Refundable clean-up fee, outdoor chapel	\$ 50

The Pastor does not charge. You may wish to give an honorarium, but that is your choice.

Note: Please pay half of the fees when you submit the *Wedding Reservation Form*. All remaining fees must be paid one week before the ceremony.

Miscellaneous.

- 1) Smoking is not permitted in the church.
- 2) Alcoholic beverages are not permitted on the premises.
- 3) Persons under the influence of alcohol or other drugs will not be permitted to participate in the wedding or reception.
- 4) Only non-drip candles are allowed.
- 5) No rice, please. We suggest birdseed outside the building.
- 6) After the service, please arrange to have any rented furniture removed and restore the church to its original status before midnight Saturday so the church can resume its normal schedule on Sunday morning.
- 7) Please lock and secure the building when you leave.
- 8) Please return the key to the Wedding Coordinator or arrange for it to be delivered to the church on Sunday following the wedding.
- 9) The bride and groom are jointly responsible for any damage suffered by the church before, during, or after the wedding that are related in any way to the wedding.

These policies have been adopted by the Session of the church. Please feel free to discuss these with the Pastor or our Wedding Coordinator.

We wish you God's blessing upon your preparation, your wedding, and your life together as husband and wife.

Approved by the Session of Westminster Presbyterian Church
Althea Jerome, Clerk of Session, last revised May 2, 2010

WEDDING RESERVATION FORM
Westminster Presbyterian Church

Wedding date: _____ Time: _____ Rehearsal date: _____ Time: _____

Sanctuary capacity: 300 Number of guests expected: _____

	BRIDE	GROOM
Full Name		
Address		
Phone		
Email		
Parents' Names		
Parents' Address		

FEES: Please give the Church Secretary a check covering applicable fees (50% due with application; 50% due one week before the wedding).

Member:

Sanctuary wedding	\$300
Outdoor chapel wedding	\$150

Non-Member:

Sanctuary wedding	\$750
Reception (Fellowship Hall)	\$200
Non-member, outdoor chapel wedding	\$300
Refundable clean-up fee, outdoor chapel	\$ 50
Rehearsal Dinner (Fellowship Hall)	\$ 50
Silk floral arrangements (optional)	\$150

Signature of Bride: _____ Date: _____

CONTACTS:

Pastor	Steve Ramp	601-584-7574
Wedding Coordinator	Beverly Dennis	601-268-9659
Church Secretary	Kay Salter	601-584-7574
Organist	Randall Harris	601-583-0977; 601- 466-6250
Floral Arrangements	Pam Dossett	601-543-5296

For office use:

Met with Pastor (date): _____

Approved by Session: _____

Approved by Pastor: _____

Approved by Wedding Coordinator: _____

Fees Paid: \$ _____ on _____ \$ _____ on _____

Information for the Pastor and Wedding Coordinator

Officiating Pastor: _____ Phone #: _____

Bride's/Groom's church affiliation: _____

Names of PARENTS who will be present

Bride's: _____

Groom's: _____

Names of GRANDPARENTS attending:

Bride's: _____

Groom's: _____

Names of Attendants:

Maid/Matron of Honor: _____

Bridesmaids: _____

Best Man/Groomsmen: _____

Ushers: _____

Flower Girl's name: _____ Age: ____ Ring Bearer's name: _____ Age: ____

Will you have bulletins? Yes ____ No ____ If yes, when will they be sent to the church _____

Florist: _____ Phone #: _____

Photographer: _____ Videographer: _____

Musicians: _____

Location of Reception: _____

Who will remove family items? _____

Who will have the rings the day of the wedding? _____

Permanent address of couple: _____

Special requests or concerns: _____

You may not be able to answer all of these questions at this time; however, any information that you can provide will assist the Pastor and Wedding Coordinator as they prepare for your wedding.