



# Wedding Policy of Williamsburg Presbyterian Church

February 2008

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**Williamsburg Presbyterian Church**

**215 Richmond Road**

**Williamsburg, VA 23185**

**Telephone: 757-229-4235**

**[www.mywpc.org](http://www.mywpc.org)**

# **Service of Christian Marriage**

## **Your Marriage is a Service of Christian Worship**

Presbyterians believe that marriage is a gift that God has given to humankind for the well-being of the entire human family. Although marriage is a civil contract between a man and a woman, for Christians, marriage is a covenant through which a man and a woman are called to live out together their lives of discipleship before God. In a service of Christian marriage, a life-long commitment is made by a man and a woman to each other, publically witnessed, and acknowledged by the community of faith. (*Book of Order*, W-4.9001)

As a service of Christian worship, the marriage service is under the direction of the minister and the supervision of the Session, Williamsburg Presbyterian Church. (*Book of Order*, W-1.4004-1.4006) Christian marriage is normally celebrated in the place where the community gathers for worship. The marriage takes place within a worship service which focuses upon God and celebrates marriage as a gift of God and as an expression of Christian life. We have prepared this policy to help you, and our church, make your wedding experience one of fond memories. We encourage you to read and follow this policy carefully.

## **Who may be Married at Williamsburg Presbyterian Church**

Williamsburg Presbyterian Church welcomes couples who have a family relationship with our church, and covenant to enter into a Christian marriage relationship, to be married at our church. The wedding ceremony is a Christian worship service that is different from a civil ceremony at a country club or Justice of the Peace office.

Williamsburg Presbyterian Church welcomes all couples who covenant to enter into a Christian marriage relationship and who meet one of the following criteria. (These criteria will also be used to determine applicable fees as described in a following section.)

1. One of the persons to be married: a) is an active member; b) is a William & Mary student who is active in the church; or c) has a parent or grandparent who is an active member of the Williamsburg Presbyterian Church; or,
2. One of the persons being married regularly attends the Williamsburg Presbyterian Church; or,
3. One of the persons being married has had a prior association with Williamsburg Presbyterian Church such as a former member of the church or the Westminster Fellowship. Persons in category 3 may not submit an application for a wedding more than eight months in advance of the wedding date.

Williamsburg Presbyterian Church does not permit marriages for local residents or for visitors to Williamsburg who have no affiliation with our church.

## How to Begin

1. Make an appointment and visit with one of our ministers to discuss your wedding plans and gain the minister's approval.
2. Read and commit to follow this wedding policy.
3. Contact the Church Administrator to determine if your proposed date(s) and time(s) are available on the church master schedule. The date and time **must be** agreed upon with the minister requested.
4. Complete a wedding application. See Appendix D.

## Clergy

One of the ministers of Williamsburg Presbyterian Church will officiate at a marriage service conducted in our sanctuary. If the minister of your choice is not available on the date requested, one of the other ministers may officiate at your marriage service.

Occasionally a couple may request that a minister of another church assist or officiate at their marriage service. The courtesy of our church may be extended to ministers who are members of a denomination or faith group recognized by the Presbyterian Church (USA) and who are willing to follow the procedural ethics of the Presbyterian Church (USA) as outlined in the *Book of Order*. Further, the Book of Order requires that a guest minister be invited to officiate by the Pastor/Head of Staff and be approved by the Worship Ministry and Session of the Williamsburg Presbyterian Church.

If you request a guest minister, the guest minister must be registered with a Circuit Court in the Commonwealth of Virginia to perform marriages.

## Your Marriage Service

The order of worship for marriage services at Williamsburg Presbyterian Church is described at Appendix A. Your officiating minister will help you to select readings for your worship service. Suggested readings are found at Appendix B.

Music for the marriage service directs attention to God and expresses the faith of the church. Other musical forms of praise and prayer are also appropriate during a marriage service. Suggested music is found at Appendix C

All aspects of the service (including flowers, decorations and other appointments) should be appropriate to the place of worship, should enhance the worshippers' consciousness of the reality of God, and should reflect the integrity and simplicity of Christian life.

## Music

Williamsburg Presbyterian Church is proud of its magnificent pipe organ and organist. Music can add much beauty and meaning to a worship service.

- If you plan to use the sanctuary organ, the church organist should be given the courtesy of being the first organist asked to play. If he/she is not available, he/she will approve any other

organist.

- The church officiating minister will discuss all musical selections to be used for the marriage service. All music selected for the marriage service should be appropriate for any worship service in the church. Please see Appendix C for examples of appropriate music for a marriage service.
- Additional musicians must also be approved by the church organist before being invited to participate in the wedding. There are a number of skilled vocal and instrumental musicians in greater Williamsburg. Consult the church organist for more information.
- Soloists who are employed by the church are available for weddings. They specialize in a variety of genres including classical and sacred repertoire. You may consult with the church organist for suggestions on music and soloists. Fees for soloists and additional musicians are established by agreement of the bride/groom with the individual musicians and are paid directly to the musicians.
- Recorded music and electronic amplification for musicians is *not permitted*.

### **The Wedding Coordinator**

The Wedding Coordinator will be present at your rehearsal and the marriage service to assist in the logistics of your rehearsal and wedding ceremony. As the church's representative, the Wedding Coordinator is the final authority on those matters dealing with the marriage service in the church, even if you have a Wedding Planner for the wedding.

### **More about Scheduling Your Wedding**

- After your wedding date and time have been approved, we will reserve the church facilities for a block of four (4) hours on the wedding day. If you require more time, please make arrangements with the Church Administrator at the time that your wedding is scheduled.
- Usually, only one wedding will be scheduled on any day.
- Holy Week, the week of Christmas, Advent decoration day (usually the second Saturday in December) and William & Mary Homecoming weekend are not available for weddings.

## **Decorating for Your Wedding**

- The church sanctuary and narthex (the entrance area to the sanctuary) are maintained for worship. You may not reconfigure them. Banners, church literature, furniture, hymnals, crosses, etc. may not be removed.
- The communion table and baptismal font will remain in the chancel.
- No decorations of any kind are to be placed on the communion table.
- Flowers and greens may be placed only on the *retable*, in the windows, and in the narthex.
- Nothing may be placed in any aisle.
- Please take care to not mar the woodwork.
- Floors, carpeting, and pew cushions are to be carefully protected from candle wax, scratching and marking.
- No adhesive of any kind may be used to attach pew bows or pew decorations.
- After the marriage service please clear the sanctuary, the bride's room, and the church library of all items belonging to the wedding party.
- Please make arrangements with the Wedding Coordinator regarding the disposition of the flowers after the service.
- The sanctuary will seat about 450 persons. 250 people can be seated in the main sanctuary and another 200 in the balcony.
- For safety reasons, the use of runners down the center aisle of the sanctuary is not permitted.
- You are responsible for any damage to the building or its contents. Damages will be billed to the wedding party.

## **Photography**

Photographs provide a permanent legacy of the wedding and are desired by most couples and their families. Because a wedding is a worship service, the taking of photographs should not divert attention from the religious ceremony. Please discuss the following policies of the church with the photographer, videographer, your families, and friends:

- Photographs may be taken in the sanctuary, in the bride's room, in the library, and in the narthex, before and after the ceremony. Flash, strobe and video cameras are permitted at these periods of the wedding.
- Guests and professional photographers are not permitted to use flash or strobe lights during the ceremony. The ceremony begins with the entrance of the pastor and the processional.
- Once the guests are seated in the sanctuary, photographers may not move about in the sanctuary.
- Photographs during the marriage ceremony, including the processional, may be taken discreetly from the narthex and from the balcony with fixed, non-obtrusive equipment.

## **Dressing Rooms**

Dressing rooms will be designated for the bride and groom during the meeting with the Wedding Coordinator. Valuables should not be left in these rooms during weddings. Williamsburg Presbyterian Church will not assume responsibility for lost or stolen items.

## **Rehearsal**

The officiating minister will conduct the wedding rehearsal. It is important that all participants in the wedding be present for the rehearsal and be at the church at the agreed upon time. Please bring your Virginia State marriage license to the rehearsal as it must be signed by the officiating minister.

### **Children in Your Service**

If you want a child under the age of six to serve in the wedding party, please discuss the role for the child with the officiating minister. You must designate an adult to be responsible for that child's deportment and performance.

### **Receptions**

The Stevenson Hall of our church is available for receptions and rehearsal dinners. The church has serving equipment which may be used. Champagne and wine are permitted, but mixed drinks and hard liquor are prohibited in the building. Catering and clean-up of the room are your responsibility. If you plan to serve alcoholic beverages you are responsible for gaining any necessary permissions from the Virginia Alcoholic Beverage Commission.

If you wish to use the church's facilities for a reception or rehearsal dinner, please complete a separate application form which is available from the Church Administrator. Use of the Stevenson Hall is granted by the Church Administrator on behalf of the Facilities Ministry.

### **Additional Considerations**

- The Williamsburg Presbyterian Church is a smoke free facility. Smoking is not allowed in any part of the building
- The throwing of rice, confetti, etc., anywhere inside the building is strictly prohibited. In place of confetti, bird seed may be thrown outside the buildings.
- The smooth flow of the marriage service depends on the ushers; therefore, select ushers for their dependability.
- Only fifteen regular parking spaces and four handicapped spaces behind the church are owned by the church. The College of William and Mary owns and controls all of the remaining parking area. Special permission for use of the college parking area is required through William and Mary Parking Services. There is a fee. You may call them directly at 221-4764.
- On Saturdays during the fall months when the College of William and Mary has home football games, parking near the church is not available. Before scheduling a wedding on a fall Saturday, we urge you to consult the William and Mary home football schedule.
- An information sheet with available public parking may be obtained from the church office.
- No food or drink may be brought into the sanctuary.
- Animals other than service animals for the disabled are not permitted on the property.
- You are responsible for the conduct of children. They must be properly chaperoned at all times.

## Fees and Remunerations

	<u>Members</u>	<u>Non-Members</u>
<u>Use of Facilities</u>		
Sanctuary	\$0	\$500
Stevenson Hall ( use fee) (refundable deposit)	\$200 \$200	\$200 \$200
<u>Custodial Services</u>		
Sanctuary	\$150	\$150
Stevenson Hall	\$150	\$150
<u>Personnel</u>		
Wedding Coordinator	\$200.00	\$200.00
Organist	\$275.00**	\$275.00 **
Soloist	(Consult soloist)	
Instrumentalist	(Consult instrumentalist)	

\*\* The fee for one rehearsal is included.

If you do not use one of our staff organists, a deposit in the amount of \$225 is required to cover the cost of a service call following the wedding should the organ require any maintenance due to abuse or negligence. Should the organ be found in good working condition afterwards, the deposit will be refunded promptly.

The payment of all fees are due to to the Church Administrator two weeks prior to the wedding and should be made payable as follows:

- Use of church: Payable to Williamsburg Presbyterian Church
- Use of Stevenson Hall: Payable to Williamsburg Presbyterian Church
- Custodial Services Payable to Williamsburg Presbyterian Church
- Organ deposit - if required Payable to Williamsburg Presbyterian Church
- Wedding Coordinator Payable to Wedding Coordinator
- Organist Payable to Organist

The payment of fees to soloist/instrumentalist will be as agreed with the musicians involved.

The suggested honorarium to the minister is \$300.00 and should be paid directly to the officiating minister.

**THE STAFF  
OF  
WILLIAMSBURG PRESBYTERIAN CHURCH**

- *John E. Morgan* Minister/Head of Staff
- *Harold McKeithen, Jr.* Covenant Pastor for Congregational Care
- *Rachel C. Hébert* Associate Pastor for Community Care
- *Norman Elton* Organist
- *Dr. Christopher Bechtler* Director of Music
- *Lynne Bundick* Director of Administration Ministries
- *Vanessa Gamble* Church Secretary
- *Martha Reier* Administrative Assistant
- *Ed Brock* Facilities Manager
- *Dennis Joyal* Sexton

\* \* \* \* \*

## Appendix A

**The following (or a similar) order of worship shall be used in all marriage services at Williamsburg Presbyterian Church:**

*[Prelude]*  
*Entrance*  
*Sentences of Scripture*  
*[optional Opening Hymn]*  
*Statement on the Gift of Marriage*  
*Prayer*  
*Declarations of Intent*  
*Affirmations of the Families*  
*Affirmations of the Congregation*  
*[optional Psalm, Hymn, or Spiritual]*  
*Readings from Scripture*  
*[Sermon]*  
*[optional Psalm, Hymn, or Spiritual]*  
*Vows*  
*Exchange of Rings (or Other Symbols)*  
*Prayer*  
*Lord's Prayer*  
*Announcement of Marriage*  
*Charge and Blessing*  
*[Recessional Psalm, Hymn, Spiritual, or Anthem]*

This service begins with sentences from scripture and a brief statement of purpose. The man and the woman declare their intention to enter into Christian marriage and then exchange vows of love and faithfulness. The service includes appropriate passages of scripture (see Appendix B for suggested scripture readings), which may be interpreted in various forms of proclamation. Prayers are offered for the couple, for the communities which support them in this new dimension of discipleship, and for all who seek to live in faithfulness to God. In the name of the triune God, the minister declares publicly that this man and woman are now joined in marriage.

## Appendix B

### Suggested Scripture Readings for Christian Marriage

#### Old Testament

- \* Gen. 1:26-31 Humankind created in the image of God
- \* Gen. 2:18-24 Bone of my bones and flesh of my flesh
- \* Song of Sol. 8:6-7 Set me as a seal upon your heart
- \* Prov. 3:3-6 Trust the Lord with all your heart
- \* Isa. 54:5-8 Your Maker is your husband
- \* Jer. 31:31-34 The Lord will make a new covenant

#### Psalms

- \* Ps. 8 Mortals crowned with glory and honor
- \* Ps. 67 May God be gracious to us
- \* Ps. 95:1-7 O come, let us sing to the Lord
- \* Ps. 100 Make a joyful noise to the Lord
- \* Ps. 103:1-5, 15-18 Bless the Lord, O my soul
- \* Ps. 117 Great is God's steadfast love
- \* Ps. 121 Lift up my eyes to the hills
- \* Ps. 128 Happy is everyone who fears the Lord
- \* Ps. 136:1-9, 26 O give thanks, for God is good
- \* Ps. 145 I will exalt you, O God my King
- \* Ps. 148 Praise the Lord
- \* Ps. 150 Everything that breathes praise the Lord

#### Epistles

- \* Rom. 12:1-2, 9-18 A living sacrifice . . . let love be genuine
- \* 1 Cor. 13:1-13 Faith, hope, love . . . greatest is love
- \* Col. 3:12-17 Clothe yourselves with love
- \* 1 John 4:7-12 Let us love one another . . . God is love
- \* Rev. 19:1, 5-9 Rejoicing at the marriage of the Lamb

#### Gospels

- \* Matt. 5:1-10 The Beatitudes
- \* Matt. 5:13-16 Salt of the earth . . . light of the world
- \* Matt. 22:35-40 Love the Lord with all your heart, soul, mind
- \* Mark 10:6-9 What God has joined, let no one separate
- \* John 2:1-11 The wedding at Cana
- \* John 15:1-17 Jesus, the true vine

## Appendix C

### Examples of Music Appropriate for a Wedding Service

#### ENTRANCE OF THE FAMILIES / BRIDAL PARTY

Sheep May Safely Graze (J. S. Bach)  
Ave Maria (J. S. Bach / Gounod)  
Wachet Auf (J. S. Bach)  
Jesu, Joy of Man's Desiring (J. S. Bach) Prelude in C (J. S. Bach) Bist Du Bei Mir (J. S. Bach / Stolzel) Priere a Notre-Dame (Boellmann) Aria (Handel) Air (Handel) Prelude from Te Deum (Charpentier) Canon in D (Pachelbel) Selections from the Water Music Suite (Handel)

#### ENTRANCE OF THE BRIDE

Prince of Denmark's March a.k.a. Trumpet Voluntary in D Major (Clarke) Bridal March from Lohengrin a.k.a. Here Comes the Bride (Wagner) Trumpet Tune (Purcell) Prelude to the Te Deum (Charpentier) Trumpet Voluntary (Stanley) Overture to the Music for a Royal Fireworks (Handel)

#### RECESSIONAL

Hornpipe (Handel)  
Trumpet Voluntary (Clarke)  
Wedding March from A Midsummer Night's Dream (Mendelssohn) Psalm XIX (Marcello) Rondeau (Mouret) Now Thank We All Our God (Karg Elert)

#### Vocal Repertoire

- \* The text of solos used in weddings should be God-centered, emphasizing the relationship between God and the Church. Secular solos may not be used during the wedding service. We suggest that secular solos be used at the wedding reception.
- \* Sheet copies of the music must be supplied to the organist 2 weeks before the wedding.

#### Congregational Hymns

- \* *Joyful, Joyful We Adore Thee*
  - \* *Praise, My Soul, the King of Heaven*
  - \* *For the Beauty of the Earth*
  - \* *O Worship the King*
  - \* *Now Thank We All Our God*
  - \* *Praise to the Lord, the Almighty*
  - \* *Morning Has Broken*
  - \* *Praise the Lord, God's Glories Show*
- \* For other hymn suggestions, please consult with the minister and/or organist. (Note: The hymnal used in our sanctuary is *Glory to God: The Presbyterian Hymnal*.)

**WEDDING APPLICATION FORM****Williamsburg Presbyterian Church***Please complete the following (type or print):*

Date of Application \_\_\_\_\_

Requested Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_

Requested Wedding Date \_\_\_\_\_ Time \_\_\_\_\_

Do you wish to have a particular WPC minister officiate? \_\_\_\_\_

**Bride Information**

Full Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

I currently attend/am a member of \_\_\_\_\_

Relationship to Williamsburg Presbyterian Church: Member \_\_\_\_\_ Family of Member \_\_\_\_\_

Regular Attendee \_\_\_\_\_ Affiliate Member (past or present) \_\_\_\_\_ Other \_\_\_\_\_

**Groom Information**

Full Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

I currently attend/am a member of \_\_\_\_\_

Relationship to Williamsburg Presbyterian Church: Member \_\_\_\_\_ Family of Member \_\_\_\_\_

Regular Attendee \_\_\_\_\_ Affiliate Member (past or present) \_\_\_\_\_ Other \_\_\_\_\_

**Member-Sponsor or Other Contact Person within the Congregation** *(if applicable)*

Name \_\_\_\_\_ Relationship to you \_\_\_\_\_

Address \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

**Do you desire to have a guest minister involved in the ceremony?** Yes/No \_\_\_\_\_

- Name of Guest Minister \_\_\_\_\_
- Denomination of Guest Minister \_\_\_\_\_
- Is he/she licensed in the State of Virginia? Yes/No \_\_\_\_\_

Please attach thorough, thoughtful responses to the following questions. Your written responses will help to prepare you and the minister for your meeting together.

- Why do you wish to have a Christian wedding service rather than a civil ceremony?
- **Non-members:** Why do you wish to be married at Williamsburg Presbyterian Church?

Along with this application form, you should have received a copy of the *Wedding Policy for Williamsburg Presbyterian Church*. Both the bride and groom should read this document thoroughly.

**We have both read and agree to the Wedding Policy established by the session of Williamsburg Presbyterian Church.**

\_\_\_\_\_  
Bride's signature

\_\_\_\_\_  
Groom's signature

Note: If you also wish to use the church's facilities for a rehearsal dinner or the wedding reception, you must complete a separate application form. This form is available from the church office.

**FOR WILLIAMSBURG PRESBYTERIAN CHURCH USE ONLY:**

- ❖ Officiating Pastor \_\_\_\_\_
- ❖ Alternate Pastor \_\_\_\_\_
- ❖ Organist \_\_\_\_\_

❖ Checks Received:

Fee	Amount	Date Received
Organist (payable to organist)		
Custodian - Sanctuary		
Custodian – Stevenson Hall		
Wedding Coordinator		
Facilities (payable to church)		
Sanctuary (payable to church)		
Rehearsal Dinner (payable to church)		
Reception (payable to church)		

❖ **Actions:**

- A. Wedding Request: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_
- B. Letter of Notification Sent: Date \_\_\_\_\_; Annotated on Master Calendar: \_\_\_\_\_
- C. Assigned Wedding Coordinator \_\_\_\_\_