



**KING'S GRANT PRESBYTERIAN CHURCH**  
745 Little Neck Rd. Virginia Beach, VA 23452 (757) 340-2840

**WEDDING POLICY**

The following statements of policy and practice are designed to enable those who wish to use the church for a worshipful wedding ceremony to do so in the most responsible way. All planning will be based on the understanding that a wedding is a worship ordinance and, as such, should honor Jesus Christ.

**GENERAL POLICIES**

1. Members of King's Grant Presbyterian Church (KGPC) and their families have priority in scheduling the use of the building.
2. Requests for reservations by non-members will be made to the Church Office. KGPC reserves the right to refuse requests for weddings by non-members.
3. The Pastor of KGPC will officiate at any wedding. If another Pastor is to be invited, the Presbyterian Book of Order requires approval of, and invitation by, the Session. Request for such action will be addressed to the Clerk of Session, in care of the Church.
4. Both the Church Office and the Pastor who is to officiate must clear approval of the date. Wedding dates must conform to the availability of the church and be approved by the Session. The date of the wedding will be entered on the church calendar after the couple meets with the Pastor, Director of Music, and Wedding Coordinator. The Wedding Information Form (attached) must be in the office as soon as wedding date is confirmed.
5. Use of any tape (adhesive tape, cellophane tape, masking tape, etc.) nails, tacks, or any such items is prohibited. The church candelabras are available to be used in the wedding ceremony. Floral materials or bows may be attached to the candelabras only if string or wire that has been covered with floral tape is used. The wedding party will demonstrate care for the building in a responsible manner.
6. Furniture may not be removed from the chancel unless authorized by the Pastor. The Communion Table may be placed next to the reredos table (tall table in front of the pipes), and the pulpit may be moved to the side. Flowers or decorations may be placed on the reredos table but may not be placed on the Communion Table or the piano. The chalice and plate shall remain on the Communion Table.
7. A bridal runner down the center aisle will not be used.
8. Unity candles may be used in the service, after discussing with the Pastor.
9. Careful consideration should be given concerning the age and participation of young children in the service.
10. The use of alcoholic beverages and all illegal substances are prohibited on church property and smoking is prohibited.
11. In the event the wedding is cancelled, the church will refund the deposit for the use of the church facilities (if applicable).

## **MUSIC**

1. The Director of Music (Janet Phelps 580-5899) should be contacted for all weddings. All desired music shall be submitted no later than one month prior to the service.
2. The King's Grant Presbyterian Church Organist (Director of Music) will be used for all weddings in the church. If the KGPC Organist is not available, the organist will arrange a qualified substitute.
3. Soloists and instrumentalists, if desired, must be discussed with the Director of Music well in advance.
4. In all cases music appropriate to the occasion will be used. A wedding is a worship event, and all parts of the event should honor God. Music, which intentionally honors God, as we know God in Jesus Christ, is acceptable. If questionable, the Pastor or Director of Music will make the determination.
5. Recorded music will not be used in the wedding ceremony.

## **CARE OF BUILDING**

1. The Church's Custodian will clean the building and ready the rooms before and after the wedding.
2. Any damage to the building during the course of events shall be the responsibility of the wedding party.

## **SOUND SYSTEM**

1. The sound system is available upon request and a qualified KGPC operator will manage the soundboard.
2. This facility permits audio recording of the wedding.

## **PREPARATION FOR THE WEDDING**

1. Pre-marital counseling by the Pastor is expected as part of the preparation for marriage, generally four two-hour sessions. Scheduling for this counseling is the responsibility of the couple.
2. The Church will provide a Wedding Coordinator to assist with the overall planning and coordination of the wedding rehearsal and wedding service.
3. Public announcement of the wedding should not be considered until after the agreement has been reached on a date and time with the Church Office and the Pastor.
4. If a wedding bulletin is planned containing the worship order, the Pastor, Director of Music and Church Office must review the bulletin before any printing is done at least one week before the service.

## **THE WEDDING REHEARSAL**

1. At least one month before the day of the rehearsal, the Wedding Information Form must be given to the Wedding Coordinator. Any changes to this information must be given to the Wedding Coordinator before the rehearsal date.
2. The Pastor is in charge of the rehearsal.
3. All rehearsals will take place the day before the wedding.
4. Rehearsal begins **promptly** at 6:00pm or at a set time discussed and agreed upon by the Pastor and Director of Music. Rehearsals will be approximately 30 minutes in length. Please make sure all members of the wedding party attend and arrive on time.

## **THE WEDDING CEREMONY**

1. The Pastor is in charge of all worship in the Church, which includes weddings.
2. The Pastor will expect to plan the wedding ceremony in consultation with the bride and groom.
3. The celebration of Communion, if requested, must be approved by the Session.
4. All services begin on time. Guests who arrive late will be seated after the Processional from the outside aisles only.
5. Other participants, such as soloists and readers, are to be arranged by the bride, who will be responsible for having them at the rehearsal. Any cost for such participants will be borne by the couple.
6. There is no minimum or maximum number of attendants. It is felt by most that the same number for bride and groom would be present.

## **PHOTOGRAPHERS**

1. Pictures may be taken before and/or after the ceremony. **Pictures requiring a flash for additional light are not allowed during the ceremony itself.**
2. Photographers will not move about the sanctuary during the wedding ceremony. The worship service begins when the Pastor, groom, and best man enter the sanctuary. The photographer will be required to contact the KGPC Wedding Coordinator to review the church policy through the Church Office.
3. Video recordings of the wedding are permitted if the camera is placed on a tripod in the choir loft and not moved. An attendant may stay with the camera to follow the wedding as it progresses

## FEES, HONORARIA, AND RELATED COSTS

	<b>For Members</b>	<b>For Non-Members</b>
Use of Church Facilities*	0	\$500.
Honorarium for Pastor**	\$300.	\$300.
Fee for Music Director/Organist	\$300.	\$300.
Fee for Wedding Coordinator	\$100.	\$100.
Fee for Custodian	\$75.	\$75.
Fee for Sound Board Operator	\$50.	\$50.

**\*50% of the Church Facility fee is due to reserve the church;** balance is due two weeks prior to wedding date. Checks should be made payable to King's Grant Presbyterian Church.

\*\* Any special circumstances regarding the fees may be discussed with the Pastor on a case-by-case basis.

Please do not feel obligated to invite the Pastor to your reception; however if you choose to do so, please send an invitation as you would to other guests.

All fees and honorarium should be paid by separate checks and made payable to each individual assisting with the ceremony. **Checks will be delivered to the Church Office at least one week prior to your ceremony.**

## MARRIAGE LICENSE

The license to marry will be obtained from the Circuit Court Clerk in any city in Virginia, no sooner than 60 days before the wedding date. Both bride and groom must be present. In general, it is wise to obtain this about a month prior to the wedding and bring it to the Pastor during one of the pre-marital counseling sessions. It must be in the hands of the Pastor at least three days prior to the wedding so the legal details may be noted.

## OTHER COMMENTS

1. Professionals who participate in the wedding, and their spouses, do not assume they are to be included in any of the events surrounding the wedding. If you know these participants, it is appropriate to include them and their spouses, but certainly not required. If you choose to include them, please send an invitation as you would to other guests.
2. The bride and groom should feel free to ask the Pastor any question that they believe will help them in making plans for their wedding, and for their future together. If the answer is not known, the Pastor will work with them in finding the answer as quickly as possible.
3. Any exceptions to this Wedding Policy require approval of the Session. Requests for exceptions will be addressed to the Clerk of Session in care of the Church.
4. All Wedding Information Forms must be returned to the Church Office no less than one month prior to the wedding date.

**KING'S GRANT PRESBYTERIAN CHURCH**  
**WEDDING INFORMATION FORM (part one)**  
**This page is to be completed and brought to the Church Office**

Member  
KGPC \_\_\_\_\_

GROOM'S NAME \_\_\_\_\_

Address \_\_\_\_\_ Telephone: \_\_\_\_\_

GROOM'S PARENTS' NAMES \_\_\_\_\_

Address \_\_\_\_\_

BRIDE'S NAME \_\_\_\_\_

Address \_\_\_\_\_ Telephone: \_\_\_\_\_

BRIDE'S PARENTS' NAMES \_\_\_\_\_

Address \_\_\_\_\_

DATE OF WEDDING \_\_\_\_\_ TIME \_\_\_\_\_

PLACE OF WEDDING \_\_\_\_\_

PLACE OF RECEPTION \_\_\_\_\_

OFFICIATING MINISTER \_\_\_\_\_

DATE OF REHEARSAL \_\_\_\_\_ TIME \_\_\_\_\_

**Please make sure all members of the wedding party attend and arrive on time.**

NUMBER OF ATTENDANTS: BRIDE \_\_\_\_\_ GROOM \_\_\_\_\_

NUMBER OF RINGS \_\_\_\_\_

WHO WILL GIVE THE BRIDE IN MARRIAGE? \_\_\_\_\_

ORGANIST \_\_\_\_\_ VOCALIST \_\_\_\_\_

PHOTOGRAPHER \_\_\_\_\_ FLORIST \_\_\_\_\_

WEDDING PLANNER \_\_\_\_\_

OTHER INFORMATION \_\_\_\_\_

\_\_\_\_\_

**WEDDING INFORMATION FORM part two**

**This page is to be completed, signed and copied for those listed below**

**SCHEDULE OF FEES AND HONORARIA PAYMENTS**

Use of church facilities, **Paid to King's Grant Presbyterian Church** (nonmembers)

Due at time of reserving the church (50%) \$250. \_\_\_\_\_

Balance due two weeks prior to the wedding \$250. \_\_\_\_\_

Fees and Honoraria

**Checks made payable to each individual listed below will be delivered to the Church Office along with the wedding license prior to wedding rehearsal date.**

- Pastor \$300. (includes counseling sessions)
- Organist \$300.
- Wedding Coordinator \$100.
- Custodian \$75.
- Sound Board Operator \$50.

**The church phone number is 340-2840.** For your convenience, in both initial contacts and necessary payments, the following names and titles are provided:

- The Reverend Christina Carrasco, Pastor
- Janet Phelps, Music Director and Organist
- Jennifer Baden, Wedding Coordinator
- Pat Kelley, Office Administrator
- \_\_\_\_\_ Custodian
- \_\_\_\_\_ Sound Board Operator

We have read and understand the Church Policy regarding use of the King's Grant Presbyterian Church Building and Grounds for weddings. In particular that the use of alcoholic beverages and all illegal substances is not permitted in the building or on the grounds and that smoking is not permitted in the building. Any questions about the policies of the church have been answered so that we understand all the requirements. We will be personally responsible to insure that all present will abide by the policies of the church. In granting this application for the use of the building and grounds for our wedding we shall indemnify, hold harmless and defend the trustees, Session, staff, and liability to individuals or property arising from such use.

Signed \_\_\_\_\_ (Bride) \_\_\_\_\_ (Groom)

Wedding Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

**COPIES OF COMPLETED FORM**

\_\_\_ Pastor      \_\_\_ Director of Music      \_\_\_ Wedding Coordinator

**KING'S GRANT PRESBYTERIAN CHURCH**  
**CHURCH WEDDING COORDINATOR**

A Wedding Coordinator will be provided by the Church to assist with the overall planning and coordination of the wedding service consistent with the policies and practices of the church.

When a request is made to utilize the church for a wedding, the couple will receive from the Church Office the King's Grant Presbyterian Wedding Policy. The Wedding Coordinator will follow-up to schedule a meeting at the church to include: the couple, the Pastor, the Director of Music (organist) and the Wedding Coordinator.

1. The Wedding Coordinator will ensure that the meeting with the couple does review the church wedding policies and practices as well as the details of the wedding itself, including:
  - a. Rules for using the church
  - b. What is available for use during the service
  - c. The use of the Fellowship Hall, if a reception is to be at the church
  - d. Answering questions raised by the couple
  - e. Completion of the Wedding Information Form and giving it to the Office Administrator
  
2. The Wedding Coordinator will:
  - a. Make arrangements for the church to be open as needed, for florist, caterer, etc. to visit the church in preparation for the wedding.
  - b. Schedule the services of the Custodian and Soundboard Operator (if needed) and will provide their names for payment of services.
  - c. Attend the rehearsal to assist the wedding party and Pastor.
  - d. Make arrangements for the church to be open on the wedding day for the florist, photographer, and caterer to set up Fellowship Hall, and for others as needed.
  - e. Be at the church two hours prior to the wedding to assist the wedding party as needed.

**CHURCH WEDDING COORDINATOR INFORMATION**

**Please read the wedding policy and if there are any questions, call Jenn Baden – 757- 696-0246  
Information to be given to the Church Wedding Coordinator one month before the rehearsal.**

Names: Bride \_\_\_\_\_

Groom \_\_\_\_\_

\*Wedding Date: \_\_\_\_\_ \*Wedding Time: \_\_\_\_\_ \*What time do you want to be at the church? \_\_\_\_\_

\*Rehearsal Date (day before wedding): \_\_\_\_\_ \*Rehearsal Time: \_\_\_\_\_

\*How many in the Bridal Party? \_\_\_\_\_

Names and how you want them to enter the church (usually by height, but your choice).

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

\*Is there a flower girl (her name)?  No  Yes \_\_\_\_\_

\*Is there a ring bearer (his name)?  No  Yes \_\_\_\_\_

\*Are you having readers or soloists?  No  Yes \_\_\_\_\_

\*Are there additional ushers besides the groomsmen?  No  Yes \_\_\_\_\_

\*Who will escort the bride's mother? \_\_\_\_\_

\*Who will escort the groom's mother? \_\_\_\_\_

\*Will there be grandmothers & grandfathers  No  Yes

Who will escort them? \_\_\_\_\_

\*Are there other parents?  No  Yes \_\_\_\_\_

\*Do you want the gentlemen to enter with the best man, groom and minister or do you prefer them to enter from the back of the church? \_\_\_\_\_

\*Will you be dressing at the church?  No  Yes \* Are you going to have a receiving line in the Narthex?  No  Yes

\*Are you using the candelabras?  No  Yes

\*Who will light the candles (usually two ushers)? \_\_\_\_\_

\*Do you need the nursery (extra cost)?  No  Yes

\*Name of the florist and phone number (need to make arrangements for opening the church, etc)

\_\_\_\_\_

\*Name of the photographer (make sure they understand the policies of the church)

\_\_\_\_\_

\*Are you taking pictures before and/or after the Service?  No  Yes \_\_\_\_\_