

**First Presbyterian Church
Presbyterian Church (U.S.A.)
Corner of Jefferson and Clinton Streets
Marianna, Florida 32446**

The session and staff of the First Presbyterian Church thank you for your interest in celebrating your marriage at the First Presbyterian Church. We look forward to working with you to make this a very special occasion in your lives, and the beginning of a life-long commitment of love one to the other.

We would like to remind you that before a date can be placed on our church calendar you need to:

1. Review our wedding policies as outlined in this packet.
2. Complete an application form.
3. Make an appointment and meet with the pastor of the First Presbyterian Church.
4. Check the date with the church calendar and the church organist.
5. After meeting with a pastor and receiving final approval the completed application form, (and a \$100.00 returnable deposit for non-members), must be turned into the church office.

POLICIES GOVERNING WEDDINGS

The session (the governing body) of the First Presbyterian Church, Marianna, has prepared this statement (primarily based on the *Book of Order* of the Presbyterian Church (U.S.A.)) to help couples planning their marriage ceremony at the First Presbyterian Church to understand the meaning of Christian marriage and the policies of the church for such services.

CHRISTIAN MARRIAGE

The *Book of Order* of the Presbyterian Church (U.S.A.) states:

Marriage is a gift God has given to all humankind for the well-being of the entire human family. Marriage is a civil contract between a woman and a man. For Christians marriage is also a covenant through which a man and a woman are called to live out together before God their lives of discipleship. In a service of Christian marriage a lifelong commitment is made by a woman and a man to each other, publicly witnessed and acknowledged by the community of faith.

It is this understanding of marriage that influences all of the policies established by the session for wedding ceremonies at the First Presbyterian Church.

PREPARING FOR MARRIAGE

The *Book of Order* of the Presbyterian Church (U.S.A.) states:

In preparation for the marriage service the minister asked to lead the service shall provide for a discussion with the man and the woman concerning

- the nature of Christian commitment, assuring that at least one is a professing Christian,
- the legal requirements of the state,
- the privileges and responsibilities of Christian marriage,
- the nature and form of the marriage service,
- the vows and commitments they will be asked to make,
- the relationship of these commitments to their lives of discipleship,
- the resources of faith and the Christian community to assist them in

fulfilling their marriage commitments.

This discussion is equally as important in the case of a first marriage, a marriage after the death of a spouse, and a marriage following divorce. If the minister is convinced after discussion with the couple that commitment, responsibility, maturity, or Christian understanding are so lacking that the marriage is unwise, the minister shall assure the couple of the church's continuing concern for them and not conduct the ceremony. In making this decision the minister may seek the counsel of the session.

FORM AND ORDER OF SERVICE

The *Book of Order* of the Presbyterian Church (U.S.A.) states:

The service begins with the scriptural sentences and a brief statement of purpose. The man and the woman shall declare their intention to enter into Christian marriage and shall exchange vows of love and faithfulness. The service includes appropriate passages of Scripture, which may be interpreted in various forms of proclamation. Prayers shall be 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. In the name of the triune God the minister shall declare publicly that the woman and the man are now joined in marriage. A charge may be given. Other actions common to the community and its cultures may appropriately be observed when these actions do not diminish the Christian understanding of marriage. The service concludes with a benediction.

The session reminds couples that the actual form of the service to be used should be discussed with the pastor, or the minister leading the service, and that that person shall be the final authority over its contents.

Wedding bulletins may be printed listing the order of service, the music and the participants. Since these are neither provided by nor printed by the church office, arrangements for the same are the

responsibility of the couple. The pastor, or officiating minister, and the organist should be consulted concerning the contents of any bulletins prior to their being printed.

EXPECTATIONS OF COUPLES BEING MARRIED

All couples who marry at the First Presbyterian Church must be willing to adhere to the following expectations and conditions:

1. Couples must read the detailed policies, agree to the fee schedule, have an initial meeting with the pastor and return the completed application form to the church office before the wedding date may be put on the church calendar.
2. Couples being married in the church must be willing to abide by the policies of the church, and be responsible for the actions of the wedding party.
3. Arrangements for weddings are made on a first come, first served basis with scheduled church functions always taking priority.
4. When neither the couple, nor their immediate families, are members of the First Presbyterian Church the wedding may be held at the church if they have met with the pastor, shown evidence of their Christian faith, valid reasons why the marriage should be conducted at the church, and agree to all the policies and fees of the church.
5. Weddings must be performed by the pastor of this church. Other ministers may assist by invitation of the pastor of the First Presbyterian Church. The division of the service will be made in consultation with the couple.
6. If the pastor is not available, or the couple desire for another minister to take the entire service, the approval of the pastor and the worship and music committee and/or the session must be obtained for the minister who will be conducting the service.
7. The pastor requires that the couple meet with the officiating minister to make arrangements for the service and to enter into the discussions required by the *Book of Order*.
8. Pre-marital counseling is recommended by the State of Florida. For those having proof that they have engaged in such counseling there is a reduction in the cost of the marriage license and the three day waiting period does not apply.
9. Counseling is also required by the First Presbyterian Church. This counseling may be done with the pastor, who is registered with the clerk of court's office in Jackson County, or with a qualified counselor or minister in another location. If the counseling is done by the pastor there is no charge except for any programs which may be used in the counseling for which the pastor is charged. Any such charges should be discussed with him at the beginning of the counseling sessions. If the counseling is not done by the pastor a form indicating completion of such counseling, such as is required by the State of Florida shall also be furnished to the pastor at the final meeting in preparation for the ceremony.

10. It is the responsibility of the couple to present to the pastor at the rehearsal, or earlier, the State of Florida Marriage License. This may be obtained from any Clerk of Court office in Florida. If it is not obtained in Jackson County it is responsibility of the couple to inform the pastor since the license has to be returned to the office of the Clerk of Court in the county where it is taken out to be registered. **Couples are reminded that if the required counseling indicated in 7 and 8 above is not undertaken there is a three day waiting period after taking out the license before it may be used.**
11. If the wedding is to include music, the organist of the First Presbyterian Church will oversee the selection of the music, and will ordinarily serve as organist. In the event he is unable to play, the guest organist must consult with him and meet with his approval. The organist shall be compensated for his services as agreed between the organist and the couple. *(See attached Music Policy)*
12. The use of an experienced wedding coordinator is encouraged. At the rehearsal the wedding coordinator shall direct the processional and recessional portions, and the officiating minister the ceremony portion.
Any wedding coordinator who has not worked with the pastor previously, **shall** meet with him prior to the rehearsal to review the policies and traditions of the church and the plans for the rehearsal and the ceremony.
The couple **shall** meet with the wedding coordinator prior to the rehearsal to work out all of the details of the rehearsal and ceremony. *(See attached information on Wedding Coordinator)*
13. The Form and Order of the Wedding Service shall be planned in consultation with the pastor or officiating minister as set forth in these church policies.
14. Every wedding and reception held at the First Presbyterian Church shall utilize the services of the church custodian, and the appropriate fees shall be paid to the custodian by members and non-members.
15. Although every precaution will be taken to assure their safety, the church cannot be responsible should any personal items or clothing belonging to the wedding party be lost, stolen or damaged.
16. Smoking is **NOT** permitted in any of the church facilities.
17. Food and beverages are not allowed in the library or parlor at any time, and no alcoholic beverages are permitted in the church buildings or on the church grounds.
18. No confetti, macaroni, rice or other products that litter and make clean-up difficult may be used inside or outside the buildings at weddings. Bird seed may be thrown on the grass areas only, and not on any sidewalks or driveways. Bubbles have become a more common form of send off with less incident of injury. The church will not be liable for accidents resulting in injury to persons sustained through the careless use of items to "shower" the bride and groom.

19. Make certain your decorator, photographer, videographer and caterer (if the reception is to be held at the First Presbyterian Church) are aware of, and willing to abide by, the church's policies concerning their areas.

First Presbyterian Church
Corner of Jefferson and Clinton Streets
Marianna, Florida
(850) 526-2430

MUSIC POLICY

The Book of Order of the Presbyterian Church (U.S.A.) states:

Music suitable for the marriage service directs attention to God and expresses the faith of the church. The congregation may join in hymns and other musical forms of praise and prayer.

The session anticipates that the church organist will play for all weddings at the First Presbyterian Church. If, for some reason, the organist is not available or the couple has valid reasons for using another qualified organist, the church organist must give approval for such a person. If the church organist is unavailable to give such approval, or has some reluctance to do so, the permission of the worship and music committee must be obtained for such a visiting organist. It shall be the responsibility of the visiting organist, or the couple, to contact the church organist to make arrangements regarding the use of the organ.

After the date for the wedding has been cleared on the church calendar and with the pastor, and prior to the initial meeting with the pastor and the completion of the application form, the couple shall check the date with the church organist, or check with him about the person they would like to play.

The session wishes to remind couples that since the service of Christian marriage is a service of worship only sacred or classical music (vocal or instrumental) may be used. Music basically secular in orientation, such as most current popular songs, selections from Broadway shows, and other music not suitable for the worship service, may not be used. Music of this type is best left for the reception.

The placement of any vocal and/or instrumental solos, or other special music, in the pre-service music shall be discussed with the organist. The inclusion of any special music in the service, including any hymns to be sung by the congregation, shall be discussed with the pastor and the organist.

Since there are many possibilities for processional and recessional music, the choice of these pieces needs to be discussed. If the couple has no particular suggestions to make with respect to the music, the organist will plan a program of suitable pre-service music.

Since the church organist must give final approval to all music (vocal or instrumental) it is important that the couple hold a conference with the organist, well in advance of the rehearsal, to discuss the

music to be used before any other musicians or vocalists are invited to take part.

If the piano in the sanctuary is to be used for the wedding together with, or in place of the organ, the placement of this piano should be discussed with the church organist and the wedding coordinator. The placement of other instrumentalists should also be discussed with the church organist and the wedding coordinator.

It is the responsibility of the couple to consult with the church organist and with any soloists or instrumentalists as to their honorarium (fees) for their professional services. These honoraria should be paid no later than the time of the rehearsal.

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WEDDING POLICIES ON PHOTOGRAPHY

AND RECORDING

The choice of a photographer for a wedding at the First Presbyterian Church is at the discretion of the couple. It is the responsibility of the couple to assure that the following church policies are understood, and agreed to, by the photographer chosen.

Since the marriage service is a service of worship, it should have no intrusions such as come from the taking of flash photographs or the movement of people to take pictures or to make recordings. It is requested, therefore, that no flash photographs be taken during the service. *This applies to family and guests with cameras as well.*

A professional photographer may take a picture from the rear of the sanctuary as the bride enters and as the couple recesses.

Time exposures, requiring no movement or distracting noises on the part of the photographer, may be taken from the rear of the sanctuary during the service.

After the service has concluded, flash pictures may be taken in the chancel area.

In order to expedite the taking of pictures before and after the ceremony, it is well to discuss in advance with the photographer the groups or persons to be photographed.

Any video or audio recordings of the service must be done without any distracting movement or noise on the part of those making the recordings. If such recordings are made it is the responsibility of the couple to make arrangements for the same and to inform those making them of these regulations. Location for video and audio recordings must be discussed with the wedding coordinator and be approved by the pastor no later than the time of the wedding rehearsal.

IT IS THE RESPONSIBILITY OF THE COUPLE TO INFORM THE PHOTOGRAPHER HIRED TO TAKE PICTURES, AS WELL AS FAMILY AND FRIENDS, OF THESE REGULATIONS.

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WEDDING POLICIES ON DECORATIONS

The Book of Order of the Presbyterian Church (U.S.A.) states:

Flowers, decorations, and other appointments should be appropriate to the place of worship, enhance the worshipers' consciousness of the reality of God, and reflect the integrity and simplicity of Christian life.

In the light of that statement, the session recommends that all decorations be kept to a minimum in order not to detract from the beauty of the sanctuary and the stained glass windows.

Any decorations that are used are the responsibility of the couple. **It is their responsibility to inform those arranging the decorations of the following regulations:**

- (a) that tape, nails or staples may not be used on any of the furniture. Pew markers, if used, must be wrapped.
- b that floor and furniture must be protected from candle drippings and water spills.
- (c) that all candles must be non-drip, be in appropriate holders, and be located in places where they will not be in danger of being easily knocked over.
(The church has no candelabra so it is the responsibility of the couple to provide their own candles and holders)
For safety reasons candles may not be placed on any of the windows.
- (d) that nothing may be nailed or attached to the floors, walls or furnishings that will deface the property.
- (e) that the least amount of furniture at the front of the sanctuary be removed as possible. If the communion table, piano, baptismal font, pulpit, chancel chairs are removed this must be done in consultation with the church custodian prior to the rehearsal, and with arrangements being made for them to be set back in place as soon as possible following the ceremony. The church custodian shall be paid the appropriate fees for this extra work.
- (f) that if the communion table is removed the cross that generally is placed on the table must remain in a prominent place in the sanctuary.
- (g) that all decorations must be placed to ensure ease of access to the organ or any

- other musical instruments which are being used.
- (h) that none of the regular banners, paraments or other hangings of the church may be removed.
 - (i) that flowers may be placed on the movable flower stands which can be located at various positions in the front of the church.
 - (j) that florists must provide their own containers to fit the church's brass urns. The urns belonging to the church cannot be removed from the church.
 - (k) that if the "Marriage" or "Unity" Candle is to be lit, this can be done only at the conclusion the ceremony, following the benediction. It is the responsibility of the couple to discuss this with the pastor in planning the service, and to discuss with the wedding coordinator the location of such a standing candelabra. If it is to be used, it should be available at the rehearsal.
(Since the church does not have such a candelabra it is the responsibility of the couple to furnish the same and the appropriate non-drip candles)
 - (l) that if a kneeling bench or any other additional items are to be used in the ceremony, these also should be available for the rehearsal.
 - (m) that the total seating in the sanctuary (without the choir loft) is 216. (Facing from the back – Far right on Jefferson Street side 53; Center 55; Left 40; Far Left on Fellowship Hall side 68) Approximately 24 chairs may be added at different locations for a total of 240.
 - (n) that all decorations must be removed as soon as possible after the ceremony. (This is particularly important for Saturday weddings since the church has no facilities to store flower stands and candelabra -- if arrangements cannot be made for these to be collected immediately following a Saturday wedding they should not be used)
 - (o) that the facilities must be left as they were found. (Kitchen cleaned and swept, all decorations and other debris removed, flower boxes disposed of and trash placed in the large garbage cans outside the fellowship hall on Clinton Street, and sanctuary furniture returned to its original positions)
 - (p) that no confetti, macaroni, rice or other products that litter and make clean-up difficult may be used inside or outside the buildings at weddings. Bird seed may be thrown on the grass areas only, and not on any sidewalks or driveways. Bubbles have become a more common form of send off with less incident of injury. The church will not be liable for accidents resulting in injury to persons sustained through the careless use of items to "shower" the bride and groom.

The Church has available for decorating the following items:

- a Two brass candlesticks and candles for use on the communion table.
- b Two movable wooden flower stands and matching brass vases for the placement of flower arrangements at the front of the sanctuary. **Liners must be provided by the florist.**
- (c) One brass candlelighter.
- (d) A step to be used to "step-up" to the chancel area when the communion table and pulpit are moved.

The white parament generally is used on the pulpit for weddings and the pastor generally wears a white stole.

If the flowers from the wedding are to be left for a subsequent Worship Service, please inform the church office when the application is made. The flowers may be only left if they do not conflict with what is already on the flower calendar. The person in charge of the arrangements for flowers and the chairperson of the worship and music committee will be informed of the plans for the flower arrangements. They may be left for further use in the narthex if memorial flowers are already in place for the sanctuary.

Arrangements regarding the day and hour when decorating will be done, and when any flower stands and candelabra will be collected following the ceremony, should be finalized with the wedding coordinator, who is responsible for assuring that access to the church is provided.

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WEDDING POLICIES FOR

CATERERS/RECEPTIONS

The fellowship hall is available for wedding receptions and rehearsal dinners if there is no other activity scheduled for that area. If the reception and/or the rehearsal dinner is to be held in the fellowship hall, this should be reserved at the same time that the wedding date is set, or as soon as possible afterwards.

The use of kitchen appliances must be approved by a representative from the church's Evangelism and Fellowship Committee.

Those holding receptions or rehearsal dinners in the fellowship hall will provide all equipment except tables and chairs. The church does not furnish china, glassware, cutlery, tablecloths, decorations, or any such equipment.

It will be the responsibility of the caterer to see that the fellowship hall, along with the kitchen and any other rooms that are used, is cleaned and returned to its original arrangement after use. Following the reception no food may be left at the church.

No alcoholic beverages may be served at any function on the church premises.

No smoking is allowed in the church facilities.

Animals will not be allowed in the facilities, with the exception of certified service animals, unless authorized by the session.

Access to the church fellowship hall and kitchen should be coordinated with the wedding coordinator, or the church secretary.

***First Presbyterian Church
Marianna, Florida 32446***

WEDDING FEES

MEMBERS

MINIMUM FEES FOR THOSE ASSISTING MEMBERS WITH WEDDINGS AT THE FIRST PRESBYTERIAN CHURCH

1. Use of Church Facilities	No Charge
2. Church Custodian	
Rehearsal and Wedding	\$ 50.00
Moving of Sanctuary Furniture	\$ 25.00
Church Reception	\$ 50.00
Church Rehearsal Dinner	\$ 50.00
3. Musicians	
Organist	\$ 100.00
Additional if a vocalist or instrumentalist is used for each additional rehearsal with other musicians other than the full rehearsal	\$ 35.00
4. Pastoral Services	
The pastor is happy to participate in your wedding. There is no charge, except for any	

programs used in counseling.
An honorarium may be given if desired.

5. Wedding Coordinator

The honorarium should be set in consultation with the person who is being used.

Separate checks covering the individual fees should be made payable to:

Stanley Littleton, Organist

Melissa Krebeck, Custodian

***First Presbyterian Church
Marianna, Florida 32446***

WEDDING FEES

NON-MEMBERS

**MINIMUM REQUIRED FEES FOR CHURCH AND FOR THOSE ASSISTING COUPLES
WITH THEIR WEDDINGS AT THE FIRST PRESBYTERIAN CHURCH**

- | | |
|---|----------------------------|
| 1. Wedding Ceremony in sanctuary | \$ 50.00 |
| Wedding Ceremony and Rehearsal | \$ 75.00 |
| Use of Fellowship Hall for reception
or rehearsal dinner | \$ 50.00 for each occasion |
| 2. Organist | \$ 100.00 |
| Additional if a vocalist or instrumentalist is used | |
| Fee for each additional rehearsal with other
musicians other than the full rehearsal | \$ 35.00 |
| 3. Custodian (to be paid in addition to the fees to the church) | |
| Rehearsal and Wedding | \$ 50.00 |
| Moving of Sanctuary Furniture | \$ 25.00 |
| Church Reception | \$ 50.00 |
| Church Rehearsal Dinner | \$ 50.00 |
| 4. Pastoral Services (for pastor of the church) | \$ 100.00 |
| (plus any charges for programs used in counseling) | |

5. Wedding Coordinator

The honorarium should be set in consultation with the person who is being used.

6. Security Deposit \$ 100.00
(This deposit is to be paid with the wedding application. It will be returned by mail after the wedding if not needed for additional cleaning or repair.)

The fees for the use of the church, and the custodian must be paid regardless of who officiates at the service, who directs the wedding, or who plays the organ.

Separate checks covering the individual fees should be made payable to:

1. First Presbyterian Church
2. Stanley Littleton, Organist
3. Melissa Krebeck, Custodian
4. Huw Christopher, Pastor, or the minister conducting the ceremony
5. Your Wedding Coordinator

These checks should be brought to the church office prior to the rehearsal or given to the wedding coordinator at the rehearsal to distribute to the appropriate people.

CONCLUSION

The pastor and the church staff will be available for consultation on any matters regarding your wedding. They may be contacted at the church office, (850) 526-2430, or at the numbers listed below. Couples are reminded to complete the attached forms and to return them to the church office at least two weeks prior to the wedding to assist the pastor and the church staff in preparing for the ceremony.

For your records and those of the First Presbyterian Church your marriage will be recorded by the church as required by the *Book of Order* in the minutes of the session and also in the church register.

FIRST PRESBYTERIAN CHURCH STAFF

PASTOR: Huw Christopher
(Work) (850) 526-2430
(Home) (850) 482-8118
E-Mail: huwc@embarqmail.com

ORGANIST: Stanley Littleton
(Work) (850) 526-3181
(Home) (850) 482-9631
E-mail: slittles@embarqmail.com

ADMINISTRATIVE ASSISTANT: Valerie Marlow
(Office) (850) 526-2430 (Monday through Thursday, 8:00 a.m. to 5:00 p.m.
Fridays, 8:00 a.m. to 3 p.m.)
E-mail: firstpresmarianna@earthlink.net

CUSTODIAN: Melissa Krebeck

All communication with the custodian should be done through the Administrative Assistant or your Wedding Coordinator.

**FIRST PRESBYTERIAN CHURCH,
MARIANNA, FLORIDA
WEDDING APPLICATION**

*(Please bring this completed application form when you come to meet with the pastor.
An initial meeting with the pastor must be held and a \$100.00 deposit must be paid (by non-members) **before** the date can be reserved on the church calendar.)*

Wedding Date: _____ Time: _____

Rehearsal Date: _____ Time: _____

Request: Sanctuary: _____ Fellowship Hall: _____

Bride:

Full Name _____

Mailing Address _____

Home Phone: _____ Work Phone: _____

E-mail Address: _____

Member of First Presbyterian Church? _____ Yes _____ No

If no, where do you belong? _____

Father's Full Name _____ Living _____ Deceased _____

Address: _____

Mother's Full Name _____ Living _____ Deceased _____

Address: _____

Groom:

Full Name _____

Mailing Address _____

Home Phone: _____ Work Phone: _____

E-Mail Address: _____

Member of First Presbyterian Church? _____ Yes _____ No

If no, where do you belong? _____

Father's Full Name _____ Living _____ Deceased _____

Address: _____

Mother's Full Name _____ Living _____ Deceased _____

Address: _____

Intended Residence after Wedding _____

OFFICIATING PASTOR: _____

GUEST MINISTER (If applicable): _____

Address _____

Telephone Number _____

E-Mail Address _____

ORGANIST: _____

GUEST ORGANIST (If applicable): _____

Address

Telephone Number

E-Mail Address _____

WEDDING COORDINATOR: _____

Address

Telephone Number

E-Mail Address _____

Will the flowers be left for a worship service following the ceremony? _____
(The flowers may only be left if they do not conflict with arrangements already on the church flower calendar)

Signature _____ Date _____

FOR OFFICE USE

Required Deposit of \$100.00 paid (non-members only) _____

Approval needed for Wedding Coordinator _____ Yes _____ No

Approval needed for guest minister _____ Yes _____ No

Approval needed for Guest Organist/Musicians _____ Yes _____ No

Rehearsal and Wedding Dates placed on church calendar _____

Information forwarded to

Chairperson of the Worship and Music Committee _____

Chairperson of the Flower Committee _____

Organist _____

Pastor _____

Session _____

**FIRST PRESBYTERIAN CHURCH,
MARIANNA, FLORIDA
FORM FOR THE WEDDING COORDINATOR**

(Please fill out and bring with you when you meet with the

Wedding Coordinator.)

BRIDE HOME PHONE WORK PHONE

E-Mail _____

GROOM HOME PHONE WORK PHONE

E-mail: _____

BRIDE'S PARENTS _____

GROOM'S PARENTS _____

REHEARSAL: DATE _____ TIME _____

WEDDING: DATE _____ TIME _____

TIME THE CHURCH WILL NEED TO BE OPENED ON THE DAY OF THE WEDDING
(Please coordinate this time with the florist, caterer, photographer, etc.)

NUMBER OF WEDDING GUESTS EXPECTED

WEDDING PARTY

MEMBER OF WEDDING PARTY RELATIONSHIP TO BRIDE/GROOM

BRIDE'S ESCORT

MAID OF HONOR

MATRON OF HONOR

BRIDESMAIDS

BEST MAN

USHERS

FLOWER GIRL (Name and age) _____

RING BEARER (Name and age) _____

ESCORTS:

BRIDE'S MOTHER

GROOM'S MOTHER

OTHER PERSONS TO BE ESCORTED IN AND OUT

By Whom

By Whom

By Whom

IS THERE TO BE A BRIDE'S AND GROOM'S SIDE

HOW MANY ROWS SHOULD BE RESERVED FOR THE BRIDE'S FAMILY

HOW MANY ROWS SHOULD BE RESERVED FOR THE GROOM'S FAMILY

HOW WILL THE CONGREGATION BE DISMISSED

(For practical purposes, picture-taking and reception, a receiving line at the church is discouraged.)

WILL THERE BE A GUEST REGISTER AT THE CEREMONY

If yes, who will be in charge of it?

WILL THERE BE BULLETINS FOR THE SERVICE

If yes, who will be in charge of distributing them?

WILL THE FLOWERS BE LEFT FOR A WORSHIP SERVICE FOLLOWING THE CEREMONY?

(The flowers may only be left if they do not conflict with arrangements already on the Church flower calendar)

If Yes, how should the flowers be listed in the church bulletin?

how will they be used following the church service?

USE OF CANDLES DURING THE CEREMONY:

How many candles will be used and where will these candles be located in the sanctuary?

Who will be providing the candles/candelabra?

Who will be responsible for the removal of candles/candelabra following the ceremony?

LIGHTING OF CANDLES (other than "Unity" candle):

BY WHOM

WHEN

If the "marriage" or "unity" candle is to be used

Where will it be located? _____

To be lit by?

When to be lit?

LEADERSHIP:

PASTOR

TELEPHONE NUMBER _____

GUEST MINISTER

TELEPHONE NUMBER

ORGANIST

TELEPHONE NUMBER

OTHER INSTRUMENTS

SOLOIST

When will solos be sung?

PHOTOGRAPHER

TELEPHONE NUMBER

VIDEO

TELEPHONE NUMBER

AUDIO

TELEPHONE NUMBER

FLORIST _____

TELEPHONE NUMBER _____

**FIRST PRESBYTERIAN CHURCH, MARIANNA, FLORIDA
FORM FOR THE OFFICIATING PASTOR**

(Please fill out and return to the officiating pastor at least two weeks before the ceremony.)

Soloist

What solos will be sung and at what time

Other instrumentalist

Will there be any hymns sung by the congregation?

Which Affirmation by the family is being used? Long _____ Short _____

What Scripture would you like to have used?

Will any audio or video recordings be made?

If yes, by whom?

Wedding Coordinator

Phone _____ E-mail: _____

Florist

Photographer

When will the main group of photographs be taken?

If the main group of pictures is to be taken before the ceremony, at what time is the pastor expected to be present for the photographs?

THE WEDDING PARTY

MAID OF HONOR

BEST MAN

MATRON OF HONOR

BRIDESMAIDS

USHERS

FLOWER GIRLS:

RING BEARER:

Will the ring bearer be carrying the real rings?

PERSONS IN ADDITION TO THE PARENTS WHO WILL BE ESCORTED OUT AT THE
CONCLUSION OF THE SERVICE: