

# First Presbyterian Church Fernandina Beach, Florida

**Anchored in grace. Moved to  
mission.**



## **A GUIDE TO YOUR WEDDING CELEBRATION**

The celebration of a wedding is a joyous and holy occasion for a couple and their families and friends. The wedding service is a witness to the Christian conviction that marriage is instituted and blessed by God.

First Presbyterian Church wants the preparation time for your wedding to be a period of growth in your understanding of Christian marriage.

The wedding policy and traditions of First Presbyterian Church have been developed over the years to ensure the beauty and dignity of the Christian wedding ceremony. In order to help you plan your wedding with an understanding of these policies and traditions, the following information is provided.

### **Christian Marriage**

Marriage is a gift God has given to all humankind for the well-being of the entire human family. Marriage involves a unique commitment between two people, traditionally a man and a woman, to love and support each other for the rest of their lives. The sacrificial love that unites the couple sustains them as faithful and responsible members of the church and the wider community. (Book of Order 2015-2017 W-4.9001)

We welcome you and your wedding. It is our hope that you will look to us for help in making the occasion of your marriage a beautiful, grace-filled experience

## TABLE OF CONTENTS

THE WEDDING .....	3
THE DATE .....	3
THE WEDDING COORDINATOR .....	3
MUSIC .....	3
FLOWERS AND GREENS.....	4
PHOTOGRAPHERS &VIDEOGRAPHERS .....	4
BRIDE'S ROOM & GROOM'S ROOM.....	4
REHEARSAL .....	5
MARRIAGE LICENSE.....	5
WEDDING DAY .....	5
FEES FOR PROFESSIONAL SERVICES.....	5
WEDDING COORDINATOR .....	5
INFORMATION FOR FAMILIES RESERVING FIRST PRESBYTERIAN CHURCH FOR WEDDINGS: .....	7
WEDDING INFORMATION FORMS .....	8
ATTACHMENT 1 - WEDDING DATE REQUEST FORM .....	9
ATTACHMENT 2 - 2015 FEES FOR PROFESSIONAL SERVICES.....	10
ATTACHMENT 3 - WEDDING INFORMATION FORM .....	11
ATTACHMENT 4 - INFORMATION FOR THE FLORIST .....	13
ATTACHMENT 5 - INFORMATION FOR PHOTOGRAPHERS AND VIDEOGRAPHERS.....	14
ATTACHMENT 6 - INFORMATION FOR CATERERS .....	15
ATTACHMENT 7 - HONOR OR MEMORY FLOWERS.....	16

## THE WEDDING

Your wedding is an occasion for joy. A Christian wedding is an act of public worship by the couple and the church. In a Christian wedding ceremony the worship of God is central. **Nothing** in a service should distract the couple or congregation from giving God the place of honor. The Wedding Coordinator is here to ensure that the service is carried out in a reverent, dignified manner for the intent of God's institution of marriage.

## THE DATE

**"Christian marriage should be celebrated in the place where the community gathers for worship. As a service of Christian worship, the marriage service is under the direction of the minister and the supervision of the session."** (Book of Order, Presbyterian Church USA W-4.9003).

Therefore, the bride will fill out the Wedding Date Request Form and leave it for the senior minister. The senior minister after having met with the bride will make the decision concerning the recommendation to session of the wedding request. After approval of the session, the bride will meet with a member of the Wedding Coordinator to go over fees and guidelines.

## THE WEDDING COORDINATOR

The Wedding Coordinator of First Presbyterian Church performs the task of wedding coordinator. Our church requires that the minister, along with the Wedding Coordinator, supervise the rehearsal and the wedding service and be consulted concerning all wedding ceremony arrangements. The Wedding Coordinator has been trained to work with the minister, organist, custodian, florist, and photographer/videographer coordinating all wedding activities in accordance with the Book of Order of the Presbyterian Church USA. Outside consultants, while not necessary, will be allowed to assist the bride, but final plans for the wedding ceremony activities taking place at First Presbyterian Church will be under the complete supervision and coordination of the Wedding Coordinator.

## MUSIC

Having established that a wedding is a service of worship; ***"Music suitable for the marriage service directs attention to God and expresses the faith of the church."*** (Book of Order, Presbyterian Church USA W-4.9005) Only appropriate sacred music may be played. Your musical selections will be submitted to First Presbyterian's music staff for approval. Our music staff welcomes your suggestions and input, but the final decision rests with them. First Presbyterian does not permit accompaniment by tape, CD, or digital sources.

The wedding coordinator will help you make arrangements to meet with a member of our music staff to go over music selections.

The organist at First Presbyterian has the right of first refusal for all wedding services. If our organist is not available, the Wedding Coordinator will work with you to find an appropriate substitute. See Attachment 2 for fees for an alternate organist.

The church organ is kept locked. Arrangements will need to be made for the guest organist to use the organ so as not to conflict with regularly scheduled programs and organ rehearsal.

Accomplished vocalists or instrumentalists may be invited to perform. The guest musicians must confirm all music with our church's music staff and rehearse at a mutually agreed upon date and time.

#### FLOWERS AND GREENS

The sanctuary of First Presbyterian Church, having a rich heritage, is a place of dignified beauty and reverence; it does not require extravagant decoration. ***"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."*** (Book of Order, Presbyterian Church USA W-4.9005)

It is preferred that only fresh flowers and greenery be used. Although flowers and greenery are lovely, please remember their use is optional.

All seasonal decorations in the sanctuary are designed to give glory to God. No removal of these decorations is allowed. This includes the banners.

#### PHOTOGRAPHERS & VIDEOGRAPHERS

A responsible professional should be used and should be notified of our guidelines. No pictures or videos are to be taken by relatives or guests in the sanctuary during the wedding ceremony.

#### BRIDE'S ROOM & GROOM'S ROOM

The church's library and Angel Davis Parlor are available for the bride and her attendants to use for dressing and waiting prior to the ceremony.

The groom and the groomsmen will be provided a room in the Education wing of the church.

Snacks and **non-alcoholic** beverages are permitted.

Arrangements must be made to have these rooms cleared of all the wedding party's personal belongings before the wedding party leaves for the reception. **The church is not responsible for your personal belongings.**

### REHEARSAL

The rehearsal should begin and proceed on time. The members of the wedding party should remember that they are in a holy place, dedicated to the worship of God. The Wedding Coordinator and Pastor will meet you at the appointed time. The organist will be available to play the processional and recessional music. Any last minute questions or concerns should be addressed at the rehearsal.

### MARRIAGE LICENSE

Please bring the marriage license to the wedding rehearsal. The marriage license is issued from the State of Florida. You will need to contact one of the State courthouses to obtain information about applying for a license.

### WEDDING DAY

On the day of the wedding, the wedding party is asked to arrive no earlier than two hours before the hour of the wedding. Should an earlier arrival time be needed, the Wedding Coordinator must be consulted and shall make that decision.

Arrangements must be made to have all personal belongings cleaned up and removed before the wedding party leaves for the reception. The custodial staff is not responsible for any items left following the wedding. Any items left behind, may be disposed of as the sanctuary is returned to its usual worship service state.

### FEES FOR PROFESSIONAL SERVICES

Attachment 2 shows the Fee Schedule for professional services and church contact formation for key individuals.

### WEDDING COORDINATOR

1. The Church secretary will notify the Wedding Coordinator of a wedding request.
2. The Wedding Coordinator will contact the bride and/or her designee as quickly as possible after the date of the wedding has been approved by the session to go over fees and guidelines.
3. At least six weeks prior to the wedding the Wedding Coordinator should set up a personal meeting with the bride and/or her mother to discuss arrangements for the ceremony.
4. The bride will give the Wedding Coordinator the names and contact information of the florist, photographer/videographer, and caterer (if anyone of these is being used.) The wedding Coordinator will see to it that the Church guidelines are given to the professionals listed.
5. If you need additional assistance from the Wedding Coordinator, contact her directly.
6. **NO ALCOHOLIC BEVERAGES, OPENED OR UNOPENED, ARE TO BE PRESENT ON CHURCH PREMISES AT ANY TIME.** If participants are found to be in violation of this policy,

the offending individuals may be asked to leave and/or the wedding may be subject to cancellation. No smoking is to be done inside Church buildings.

7. No cameras are allowed in the sanctuary during the wedding ceremony except those of the professional photographer and videographer.
8. There will be no rice, confetti or bird seed thrown in the Church or around the grounds.
9. It is the Wedding Coordinator's responsibility to see to the unlocking and locking of the church for both the rehearsal and ceremony.
10. The Wedding Coordinator will need to contact the church custodian about the dates for the wedding and when church furniture is to be moved.
11. If a guest organist is used, a \$250 deposit is required. The Wedding Coordinator will contact the church organist following the ceremony to ensure that no damage to the organ has occurred before the \$250.00 deposit is returned to the bride's family.
12. Various forms and information, required for the wedding ceremony, are included in Attachments 1-7. Please read the information on these forms. Complete the required forms and distribute the vendor information attachments to your florist, caterer, photographer, and videographer.

---

INFORMATION FOR FAMILIES RESERVING FIRST PRESBYTERIAN CHURCH FOR WEDDINGS:

Congratulations on your upcoming wedding. In order to provide order and dignity to the wedding worship service, the Session has instituted First Presbyterian Church's Wedding Policy to provide guidance in all aspects of planning and carrying out your wedding. It is important that participants and families read and understand the policy, however ultimately -the responsibility for communication of and adherence to the policy resides with the party reserving the church for the wedding date. Certain important points are highlighted here:

- As a service of Christian worship, the marriage service is under the direction of the minister and the supervision of the session (Book of Order, Presbyterian Church USA W-4.9003)
- A member of the First Presbyterian ministerial staff will officiate at **all** wedding services at First Presbyterian Church. The Senior Minister will decide whether to invite others (clergy, family members, or friends) to assist in participating in the wedding ceremony.
- The Wedding Coordinator will be a member of the First Presbyterian church and will have complete responsibility along with officiating pastor for directing and coordinating the rehearsal and wedding ceremony.
- The organist of the First Presbyterian will have the right of first refusal for all weddings at First Presbyterian Church. Only appropriate sacred music will be played.
- A professional florist is preferred and "flowers, decorations, and other appointments should be appropriate to the place of worship" as directed by the Book of Order.
- A responsible professional photographer and/or videographer are preferred. No pictures or videos are to be taken by relatives or guests in the sanctuary during the wedding ceremony. No flash photography may be used during the ceremony.
- All members of the wedding party will be 5 years of age or older.
- **NO ALCOHOLIC BEVERAGES, OPENED OR UNOPENED, ARE TO BE PRESENT ON CHURCH PREMISES AT ANY TIME.** This includes the rehearsal, wedding day, and reception. If participants are found to be in violation of this policy, the offending individuals will be asked to leave and/or the wedding may be subject to cancellation. No smoking is allowed in church buildings.
- The wedding fees and pertinent information concerning them are in Attachment 2.

The Wedding Information Form should be completed within two weeks of Session's approval of the wedding date and returned to the Wedding Coordinator to finalize the date of your wedding. **All** dates are tentative until this is complete.

The information presented in this Wedding Policy is understood and accepted:

---

Signature of the reserving party

Date

---

Printed name of the reserving party

## WEDDING INFORMATION FORMS

**Attachment 1    Wedding Date Request Form**

The Wedding Date Request Form must be completed and submitted to the church at your earliest convenience.

**Attachment 2    Fees for Professional Services and Church Contact List**

The current Fees for Professional Services and a Church Contact List is shown in Attachment 2.

**Attachment 3    Wedding Information Form**

The required Wedding Information Form is shown in Attachment 3. This information form must be completed and submitted to the church no later than two weeks after the Wedding Date Request Form is completed. If some of the arrangements are not finalized, submit the Wedding Information Form with the data you have within the two week period. Provide timely updates if not all the information is available.

**Attachment 4    Information for Florists**

The information for Florists is shown in Attachment 4. This information is to be given to the florist.

**Attachment 5    Information for Photographers and Videographers**

The information for Photographers and Videographers is shown in Attachment 5. This information is to be given to both the photographer and videographer.

**Attachment 6    Information for Caterers**

The information for Caterers is shown in Attachment 6. This information is to be given to the caterer.

**Attachment 7    Honor or Memory Flowers**

Attachment 7 is to be used if you would like to leave flower arrangements at the church for Sunday services.



ATTACHMENT 1 - WEDDING DATE REQUEST FORM

**Bride's full name**

**Bride's address:**

**Home phone:**

**Cell phone:**

**Work Phone:**

**Bride's email:**

**Groom's full name:**

**Groom's address:**

**Home phone:**

**Cell phone:**

**Work Phone:**

**Groom's email:**

**Preferred Wedding Date:**

**Time:**

**Alternate Wedding Date:**

**Time:**

**Session Approval Date:**

**Clerk of Session:**

**Session moderator:**

## ATTACHMENT 2 - 2015 FEES FOR PROFESSIONAL SERVICES

**1. Current Fee Schedule**

**Pastor:** \$300.00

**Organist:** \$250.00 (\$25.00 for each additional rehearsal with soloist or instrumentalists)

**Sexton:** \$100 (An additional \$150.00 if Jim Thomas Hall is used for the reception)

**Wedding Coordinator:** \$125.00

**Outside Organist:** \$250.00 refundable deposit.

Fees are to be given to the secretary in the front office one week prior to the wedding. Please place separate amounts in envelopes for the appropriate professionals providing the services.

**2. CONTACT LIST****Pastors:**

Rev. Dr. W. Wain Wesberry (904) 261-3837  
Rev. Julie Ann Jensen (904) 261-3837

**Organist:** Andy Shepard (904) 261-0524

**Wedding Coordinator:** Jo Brumund (904) 261-3837

**Church Secretary:** Gayle Wood (904) 261-3837  
churchoffice@1stpres-fb.com

**3. Church Information:**

First Presbyterian Church  
9 North 6<sup>th</sup> Street  
Fernandina Beach, Florida 32034  
Telephone: (904) 261-3837  
Fax: (904) 261-3933  
[www.first-presbyterian-church-32034.org](http://www.first-presbyterian-church-32034.org)

ATTACHMENT 3 - WEDDING INFORMATION FORM

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Time: \_\_\_\_\_

Bride's Full Name: \_\_\_\_\_

Bride's Address: \_\_\_\_\_

\_\_\_\_\_

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

Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Bride's present church membership: \_\_\_\_\_

Bride's parents' names: \_\_\_\_\_

Bride's parents' phone: \_\_\_\_\_

Groom's Full Name \_\_\_\_\_

Groom's Address: \_\_\_\_\_

\_\_\_\_\_

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

Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Groom's present church membership: \_\_\_\_\_

Groom's parents' names: \_\_\_\_\_

Groom's parents' phone: \_\_\_\_\_

Bride and Groom's future address: \_\_\_\_\_

\_\_\_\_\_

Bride and Groom's future phone: \_\_\_\_\_

Will Reception be in Jim Thomas Hall?

---

Officiating Minister:

---

Guest Minister:

---

FPC Wedding Coordinator:

---

Organist:

---

Guest Musicians:

---

Photographer:

---

Videographer:

---

Attendance expected:

---

I/we have read the Wedding Policy and will adhere to the provisions of the Wedding Policy

---

Bride's Signature

Date

---

Groom's Signature

Date

## ATTACHMENT 4 - INFORMATION FOR THE FLORIST

1. Fresh flowers and greens are preferred.
2. The Communion Table and Baptismal Font are not to be removed from the sanctuary.
3. All decorations should be in place at least two hours before the hour of the wedding.
4. All arrangements on doors must be hung on the nails already in place.
5. Nails, tacks, tape, etc. are not to be used to secure any arrangements. No floral clay may be used.
6. The seasonal decorations of the church are not to be removed, rearranged, or altered. This includes the banners.
7. Aisle cloths are not permitted.
8. There will be no rice, confetti, or bird seed thrown in or around the church.
9. Immediately after the ceremony and pictures, the florist is responsible for taking down all arrangements, except those which are being left for Sunday services. This should be completed within one hour after the pictures are made and the wedding party has departed for the reception.

## ATTACHMENT 5 - INFORMATION FOR PHOTOGRAPHERS AND VIDEOGRAPHERS

1. Professional photographers and videographers are preferred.
2. Wedding portraits made at the church must be arranged in advance with the Wedding Coordinator.
3. On the day of wedding, the church will be open approximately two hours before the wedding for pictures of the bride and the wedding party.
4. No pictures or videos are to taken by relatives or guests during the ceremony.
5. **No flash may be used during the ceremony.**
6. As the bride and groom exit, you may enter as far as the second to last pew as permitted by the Wedding Coordinator.
7. Pictures should be completed one hour after the ceremony. (This will allow the wedding party to move to the reception.)
8. You must have your equipment set up in the balcony of the Sanctuary and/or the Narthex at least one hour before the wedding.

ATTACHMENT 6 - INFORMATION FOR CATERERS

1. **Professional caterers are preferred.** Federal guidelines demand the utmost safety precautions be taken when serving food to the public.
2. Must provide linens, hollowware, flatware, china, etc.
3. Must set up, stay for the duration of the reception, break down, and clean areas used.
4. **NO ALCOHOLIC BEVERAGES WILL BE ALLOWED ON CHURCH PROPERTY AND NO SMOKING WILL BE ALLOWED IN CHURCH BUILDINGS.**
5. There will be no rice, confetti, or bird seed thrown in or around the church.

ATTACHMENT 7 - HONOR OR MEMORY FLOWERS

If you would like to leave your wedding flower arrangement(s) in the Sanctuary for Sunday morning services in memory or honor of a loved one, please fill out this sheet and give it to the Wedding Coordinator. This should be done at least three weeks before the wedding.

Flowers may be to be given:

- "In honor of....."
- "In Memory of ....." or
- "To the Glory of God"

Name(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_