

ROXBORO PRESBYTERIAN CHURCH

WEDDING POLICY

Adopted by the Session on August 17, 1995

References: **Book of Order, Presbyterian Church (U.S.A.), 2004**

Weddings in a Presbyterian Congregation, Presbyterian Church, U.S., 1969

1. All members of Roxboro Presbyterian Church are authorized to use the church building to include sanctuary, classrooms, church parlor, fellowship hall and kitchen without charge. One, however, needs to notify the session in order that the date and time can be approved and scheduled on the church calendar. It is the minister's pastoral decision as to whether they will or will not conduct the ceremony. If a minister other than the minister for Roxboro Presbyterian is desired, this guest minister has to have the invitation of both the session and Roxboro Presbyterian's minister. (W-4.9002b, W-1.4006, W2.2008)
2. Request approval to schedule the wedding date and rehearsal through the session as early as possible. (W1.4004, G10. 0102n)
3. It is necessary for the couple desiring to be married by Roxboro Presbyterian's pastor to request the pastor's service directly from him/her. Premarital counseling is required by the pastor and no marriage will be performed by Roxboro Presbyterian's minister without this counseling. (W4.9002a)
4. A wedding coordinator is authorized for weddings taking place in Roxboro Presbyterian Church's building. However, the couple is cautioned to coordinate very closely with the minister in that the minister is the director for the wedding service itself and has final approval for music selections, vows, and the order of service. (W-4.9003, W-4.9005, W-1.4004-4006,)
5. Since the marriage service in our sanctuary is a religious service performed in the context of the Christian faith, it is important to our faith to maintain a worshipful ethos in the sanctuary where the community of the redeemed honor God. Therefore, sanctuary furniture identified as the pulpit, communion table, and baptism font will not be removed from the sanctuary. For the wedding parties' accommodation, this furniture may be positioned in one of three positions in the sanctuary: 1) Left in their normal positions as found for Sunday worship. 2) Pushed directly back from normal positions so that they are against the cancel choir rail. Or 3) Pulpit and baptismal font placed off of and to the sides of the raised cancel area while the communion table is repositioned against the cancel choir rail. Repositioned furniture will be visible and not hidden by flowers or other decorations. The cancel candles and cross will remain on the communion table. The cancel area chairs as well as the flower stands may be removed from the sanctuary. All

wedding parties are cautioned to the fact that the pulpit has a wired microphone and care should be exercised if relocating the pulpit so that no damage is done to the recording system. (W-1.3024)

6. The organist and other musicians are the responsibility of the wedding party. Roxboro Presbyterian's organist and choir director are willing to participate and assist the wedding party, but the contract for their service is exclusive of the church. If an organist is contracted outside of Roxboro Presbyterian, that organist needs to be approved by Roxboro Presbyterian's choir director.

7. Wedding decorations such as flowers and candles are authorized; however, simplicity is encouraged. Wedding decorations will be removed after the wedding. The church is not responsible for safe keeping of wedding decorations or other items from outside the church after the wedding. (W1.3024, W4.9005)

8. If a unity candle or other candles beyond the candles on the communion table are desired, these candles will be furnished by the wedding party. These candles are the property of the wedding party and should be removed along with flowers or other decorations after the ceremony. All candles used during the wedding will have protective devices to preclude wax dropping on the carpet. Candles in the sconces on the side walls will not be lit. Neither tacks nor tape will be used to secure flowers or decorations on the pews, furniture, or walls.

9. The church does not own a kneeler. If one is desired, it could be secured from the florist by the wedding party.

10. No photography, professional or guest, will be allowed after the service begins (the bride arriving at the cancel area). Photography may occur after the benediction and as the wedding party departs. A stationary video camera without additional Lighting may be positioned and used from the back of the sanctuary. A non-manned stationary video camera without additional lighting may be placed in a non-intrusive cancel area location. It is the responsibility of the wedding party to communicate this policy on photography to the professional photographer as well as to invited guests.

11. No alcohol beverage will be consumed in the building nor on the grounds. This includes the reception if the fellowship hall is used for the wedding reception.

12. Rice will not be used on the church grounds. Bird seed may be used only on the walkway away from the porch.

13. After the service and prior to the next activity in the building, the sanctuary and all other areas used by the wedding party will be returned to their original conditions to include all furniture repositioned, led, flowers and other decorations removed, and all trash discarded. All trash will be bagged in plastic trash bags and placed in outside trash containers. If necessary, floors in all areas used by the wedding party will be swept,

vacuumed, and or mopped as needed; this includes the sidewalks and landings. Pews will be cleaned of bulletins and books in the pew racks will be repositioned and straightened. All lights will be turned off, thermostats reset to off positions and all doors locked.

14. Non-members of Roxboro Presbyterian Church may request use of the facilities through the Session with the understanding that all provisions outlined above will be followed. A donation is requested to cover facility expenses. A donation of \$300.00 is suggested.