

A Guide to Weddings
at
Loyd Presbyterian Church
LaGrange, GA

Revised 03/15/10

A Guide to Weddings at
Loyd Presbyterian Church

550 Glass Bridge Road

LaGrange, GA 30240

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YOUR WEDDING

Presbyterians believe that “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 a covenant 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.” (Book of Order, Presbyterian Church U.S.A.).

Loyd Presbyterian rejoices in your decision to marry and hopes your service at our Church will be a happy occasion. Our Minister, Wedding Committee Members, and Church Staff will assist you in any way they can. This booklet is presented to you with the prayer that it will assist you in making your plans in such a way that this day may be among the most memorable of your life. We ask that you comply with these policies so that no detail may be overlooked in making your wedding one of the happiest and holiest moments of your life.

SCHEDULING THE CHURCH

Reservations for weddings are to be made through the Church Office Manager at least 6 weeks in advance of the proposed wedding date. A copy of these policies will be given to the bride-to-be by the Wedding Coordinator. At that time, the Wedding Coordinator will review the information in this guide, including fees assessed. The member rate is for all active members of Loyd Presbyterian Church and/or their children. **Once the reservation form (included in this guide) is filled out and signed and a deposit is paid, the church will be reserved subject to the provisions below.** The bride-to-be is responsible for distributing these policies to the photographer, video persons, florist, caterer and other persons involved.. Our church Wedding Coordinator serves to counsel with the bride-to-be regarding these policies and to oversee the wedding. Wedding directors need to meet with our pastor and/or Wedding Coordinator to go over guidelines.

The Church is not available Thanksgiving weekend, Christmas Eve & Day or Easter weekend.

You are responsible for contacting the Minister, who will review with you the Order of Service and set up the required premarital counseling. Please contact the minister when reservations for the church are made. **If an outside minister is to be used, it must be approved by the minister of our church before the wedding can be placed on the church calendar.** Please provide us with the minister's name and contact information immediately. Our minister will extend a personal invitation to a visiting clergy and discuss the service of worship. **Our minister would also like to talk with the couple to be married when reservations are made (even if another minister is used for the wedding) to go over the wedding service.**

I. THEOLOGY

1. A wedding is a commitment which takes place before Almighty God and God's people. Therefore, we enter in worship and conduct worship during a wedding ceremony.
2. Communion (the Lord's Supper) may be administered if provided to the entire congregation. Our theology teaches that Christ died for all and therefore the Lord's Supper is always observed in that context.

II. FLOWERS

1. Since the wedding is a service of worship, decorations should be as simple as possible and should enhance the beauty of the Sanctuary.
2. Floral arrangements should be made in consultation with our Wedding Coordinator. Natural flowers only are to be used in the chancel area.
3. Arrangements may not be placed on the Communion Table, piano, organ, pulpit or lectern.
4. No decorations or flowers are to be placed in the choir area.
5. No decorations should be placed outside the chancel area, except to mark reserved pews.
6. All floral arrangements are to be made outside the sanctuary.
7. No nails, screws, thumbtacks, staples, or tape may be used in any part of the Sanctuary nor any carpentry work or temporary construction be erected.
8. If you are scheduling a December wedding, none of the Christmas decorations in the sanctuary are to be removed. You are expected to plan your decorations (if needed) around what is already in place.
9. **Flowers may be left for use by the church during Sunday Worship services if the wedding is held on Saturday and arrangements are made with the Church Office.**
10. The florist is expected to remove all decorations and equipment promptly following the ceremony. The Wedding Consultant or Custodian is not responsible for removing decorations or equipment.
11. No furnishings should be moved except the Baptismal font.

III. CANDLES

1. Dripless candles must be used. The church can provide mechanical candles and black candelabras, if needed.
2. There must be adequate protection from candle drippings for floors and other furniture.
3. Candles are not to be used on the ends of the pews. Only candles in globes are allowed in the windows.
4. The two single silver candlesticks are the only candles allowed on the Communion Table.
5. The church does not provide a unity candle holder.

IV. MUSIC

1. Music of a religious or classical nature provides a reverent setting for worship. The church is obligated to maintain the same high standards in the selection of music for weddings as it does in planning other religious services. It is helpful to remember that the first and most important function of music in the church is to glorify God, therefore, **keep in mind whatever music is chosen should be compatible with a Christian ceremony.**
2. All music must be approved by our Minister through the Wedding Coordinator.
3. No taped or recorded music is allowed unless expressly approved by our Minister.
4. It is the responsibility of the couple to secure an organist or pianist. Again, all music and outside pianists/organists that are used must be approved. It is the responsibility of the couple to pay an honorarium to the accompanist **at the time of the rehearsal.**
5. The piano is not to be moved.

V. PHOTOGRAPHS AND VIDEO RECORDINGS

1. **Persons operating cameras are asked to please be discreet so that the dignity and sanctity of the service is preserved.**
2. The photographer is permitted to take pictures in the Narthex; **however, no flash bulbs and/or any other form of lighting shall be used after the bride starts down the aisle.** No pictures shall be made during the ceremony.
3. Photographs may be made by your photographer during the recessional. The photographer may stand in the Narthex doorway for these pictures.
4. Extensive photographs of the bride and wedding party should be taken prior to the service. All photography is to be completed 30 minutes prior to the ceremony.
5. A video camera placed on a tripod may be used in the choir area or balcony area during the wedding ceremony if the equipment can be set up in such a way as not to detract from the altar area. No person may operate a video camera in the altar area. These policies go for family members and friends as well...please make sure they are aware of these guidelines.

VI. RECEPTIONS AND REHEARSAL PARTIES

1. **Darden Hall is available to all weddings for receptions and rehearsal dinners.**
2. Darden Hall is available for rehearsal parties and receptions. The Church does not assume responsibility for decorating.
3. It is your responsibility to assure that the fellowship hall is left in the condition that it was found.
4. No alcoholic beverages may be served at rehearsal parties or receptions.
5. Please do not serve red drinks or punch that will stain the carpet.
6. Darden Hall is a smoke-free environment.
7. The bride is responsible for securing the caterer.
8. Dishes (if used) must be washed and put away.
9. No band or D.J.

Dancing is allowed however, it is imperative to remember that our hall is part of the church environment and we would ask that your celebration be in keeping with the surroundings. Please restrict dancing to the space provided.

VII. FEES

A deposit of \$100 for members / \$300 for non-members is due at the time the church sanctuary is reserved. The remainder is to be paid to the Office Manager one month prior to the service. The deposit for Darden Hall is \$200 for members and \$300 for non members and is in addition to the sanctuary deposit.

	<u>Members</u>	<u>NonMembers</u>
Sanctuary Rental	\$ 100	\$750
Darden Hall Rental	\$ 150	\$575
White Table Cloths	\$ 10 each	\$10
White Serving Table Skirt	\$ 15	\$15

These fees include the work of our Wedding Coordinator for Non Members for an estimated 10 hours. If your wedding is more complex, the Wedding Coordinator will contact you should additional fees be required. The charges above also include "Standard Housekeeping" cleanup.

Members may make their own arrangements without the use of the Wedding Coordinator if possible.

You can insure the return of your full deposit by making sure the Sanctuary and Hall are left as you found them.

Minister: No fee is set for the service of the minister; however, an honorarium is in order. A suggested honorarium for the pastor is \$150. **The groom is responsible for paying the minister before the day of the wedding.**

Organist: The organist / pianist will establish their own fee. **The bride's family is responsible for paying the organist at the rehearsal.**

***Due to inflation, these fees are subject to review and change periodically. .**

VIII. GENERAL RULES

1. **No alcoholic beverages** of any kind are to be consumed or served on Church property.
2. **No smoking** will be allowed in any of the Church facilities.
3. **No food or drink** is allowed in the Sanctuary at any time.
4. **No rice, confetti, or silk flowers** are to be thrown inside the buildings or on Church property. Bird seed or bubbles may be used outside.
5. **No fresh flowers** are to be thrown on the carpet. They may be thrown outside.
6. **The Church is not responsible** for lost or stolen items.
7. **Bibles, pew cards, and hymnals** are permanent fixtures and are not to be moved.
8. **The Bride's room** located in the basement of the Sanctuary is available. The groomsmen may dress in the Adult II Sunday School room in the Educational Building.
9. **The rehearsal should start promptly** and last no longer than one hour. Participants are encouraged to be here 15-20 minutes early.
10. **It is your responsibility to assign someone to assure that the facilities are cleaned up immediately after the wedding service** (including the Bride's Room, Fellowship Hall, and any other rooms used.) This person should be available to walk through the building after the wedding with the Wedding Coordinator.
11. **Responsibility for any lost or damaged items or damage to church property is that of the renter.**
12. A nursery MAY be available if arranged separately through our Wedding Coordinator who will advise you of costs.
13. The church bell may be used with the approval of the ringer by the Wedding Coordinator.

TO BE COMPLETED BY THE BRIDE AND RETURNED TO THE Wedding Coordinator

1. Bride's Name _____

Address _____

Phone: Home _____ **Cell / Business** _____

Email: _____

2. Groom's Name _____

Address _____

Phone: Home _____ **Cell / Business** _____

Email: _____

3. Address After the Wedding

4. Wedding Date _____ **Time** _____ **Church Should be Opened by** _____

Rehearsal Date _____ **Time** _____ **Church Should be Opened by** _____

Pictures will be taken: (Time) _____

5. Minister _____

If Other than Loyd Presbyterian - Address _____ **Phone** _____

Organist _____ **Phone** _____

Soloist _____ **Phone** _____

Other Musicians: _____ **Phone** _____

Photographer _____ **Phone** _____

Florist _____ **Phone** _____

Caterer _____ **Phone** _____

Family Member to Contact if bride unavailable _____

Phone _____

6. Number of Bridesmaids _____

Number of Ushers / Groomsmen _____

TO BE COMPLETED BY THE Wedding Coordinator

Member _____

Non-Member _____

FEES REQUIRED

<u>Members</u>	<u>Non-Members</u>	<u>Assessed</u>		
Sanctuary Rental		\$ 100	\$750	_____
Darden Hall Rental		\$ 150	\$575	_____
White Table Cloths		\$10 each**	\$10	_____
White Serving Table Skirt		\$15	\$15 N/A	_____

TOTAL \$ _____

Less Deposit \$ _____

Balance Due \$ _____

(One Month Prior to Wedding)

Signature of Bride _____

Date _____

Signature of Office Manager _____

Date _____

Wedding Coordinator _____ **Phone No.** _____

Sound System _____

****It is understood if more cloths are used than originally paid for, I will be responsible for paying for the additional cloths used.**

WEDDING POLICIES FOR PHOTOGRAPHERS

Loyd Presbyterian Church

550 Glass Bridge Road

LaGrange, GA 30240

(706)882-5087

The wedding ceremony is one of the most important events in the lives of most couples and they want to preserve the memory of it in pictures. We want to cooperate in this procedure, and at the same time preserve the beauty and dignity of the wedding service itself. In order to accomplish this goal, it is necessary that certain policies be set which will insure that the sacredness and beauty of the ceremony will not be marred. Brides are provided with a copy of these policies.

The policies outlined below are to be followed at all times. If the bride wants something which is not covered by these policies, those requests are to be interpreted in the spirit of these guidelines and should be fully discussed with the wedding coordinator before the wedding.

1. **Persons operating cameras are asked to please be discreet so that the dignity and sanctity of the service is preserved.**
2. You are permitted to take pictures in the Narthex; **however, no flash bulbs and/or any other form of lighting shall be used after the bride starts down the aisle.** No pictures shall be made during the ceremony.
3. Photographs may be made during the recessional. You may stand in the Narthex doorway for these pictures.
4. Extensive photographs of the bride and wedding party should be taken prior to the service. All photography is to be completed 30 minutes prior to the ceremony.
5. The bridal party is always welcome to return to the chancel area after the ceremony for as many pictures as desired.
6. Wedding pictures may be taken in various rooms such as the bride's room, the pastor's office, the front steps, etc.
7. Hymnals, pew cards, and Bibles, etc. in the pew racks are considered as permanent parts of the sanctuary and are not to be removed.
8. A video camera placed on a tripod may be used in the choir or balcony area during the wedding ceremony if the equipment can be set up in such a way as not to detract from the altar area. No person may operate a video camera in the altar area. Persons operating cameras are asked to please be discreet so that the dignity and sanctity of the service is preserved.
9. If possible, we would like to have a photograph of the decorations in the church to be used in our wedding portfolio kept at the church for future reference.

The staff of Loyd Presbyterian Church wants to work with you to help make this wedding a memorable occasion for the bride and groom. Your cooperation in following these policies will assure a long and good working relationship with us.

Thank you for your cooperation!

WEDDING POLICIES FOR FLORISTS

Loyd Presbyterian Church

550 Glass Bridge Road

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(706)882-5087

All decorations in the Sanctuary should enhance the spirit of worship and dignity of the ceremony. Following is a list of specific policies of our church relating to the preparation of the sanctuary for a wedding. Items not specifically addressed in this document should be interpreted in the spirit of the following policies, and nothing outside the guidelines below should be done without discussion with and consent of the wedding coordinator. All brides are furnished a copy of these policies.

FLOWERS

1. Since the wedding is a service of worship, decorations should be as simple as possible and should enhance the beauty of the Sanctuary.
2. Floral arrangements should be made in consultation with your Wedding Committee representative. Natural flowers only are to be used in the chancel area.
3. Arrangements / Candles may not be placed on the Communion Table, piano, organ, pulpit or lectern.
4. No decorations or flowers are to be placed in the choir area.
5. No decorations should be placed outside the chancel area, except to mark reserved pews.
6. All floral arrangements are to be made outside the sanctuary.
7. No nails, screws, thumbtacks, staples, or tape may be used in any part of the Sanctuary nor any carpentry work or temporary construction be erected.
8. If you are scheduling a December wedding, none of the Christmas decorations in the sanctuary are to be removed. You are expected to plan your decorations (if needed) around what is already in place.
9. The florist is expected to remove all decoration and equipment promptly following the ceremony. The Wedding Consultant or Custodian is not responsible for removing decorations or equipment.
10. No furnishings should be moved except Baptismal font.
11. Hymnals, pew cards, and Bibles, etc. in the pew racks are considered as permanent parts of the sanctuary and are not to be removed.

CANDLES

1. Dripless candles must be used. The church can provide mechanical candles and black candelabras, if needed.
2. There must be adequate protection from candle drippings for floors and other furniture.
3. Candles are not to be used on the ends of the pews or in the windows.
4. The church does not provide candelabras or unity candle holder.

The florist must check with the church office manager to be sure there will be no conflict in the availability of the sanctuary at the time the decorating is to be done.

The staff of Loyd Presbyterian Church wants to work with you to help make this wedding a memorable occasion for the bride and groom. Your cooperation in following these policies will assure a long and good working relationship with us.

Thank you for your cooperation!

WEDDING POLICIES FOR CATERERS
Loyd Presbyterian Church
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Outside caterers are permitted to work wedding receptions, but must be approved by the wedding coordinator.

Caterers are expected to meet with the wedding coordinator no less than two weeks prior to the reception to make arrangements for food, equipment, the use of facilities, etc. Caterers are expected to bring all their own supplies including dishes, serving pieces, silver, etc. Charges apply for the use of church equipment, in some circumstances, and arrangements must be made in advance for its use. Caterers are responsible for clearing dirty dishes from the fellowship hall and will be responsible for the replacement value of items damaged or lost.

Under no circumstances are any alcoholic beverages to be brought onto the premises of the church.

Please do not serve red drinks or punch that will stain the carpet.

The staff of Loyd Presbyterian Church wants to work with you to help make this wedding a memorable occasion for the bride and groom. Your cooperation in following these policies will assure a long and good working relationship with us.

Thank you for your cooperation!