

YOUNG MEADOWS PRESBYTERIAN CHURCH
WEDDING POLICY
(rev. 01-13-2015)

Purpose: The purpose of this policy is to set forth guidelines regarding the use and care of the facilities of Young Meadows Presbyterian Church for weddings and related events. This policy was initially approved by the Session on July 29, 1997, and may be changed or updated with the approval of the Session and/or Diaconate as needed.

I. About Christian Marriage

The marriage service is one of the most sacred and beautiful of the services of the church. The pastoral staff and Elders of Young Meadows wish to extend every possible courtesy to you during this special time. In order that we may assist wedding parties in the use of our facilities to the best possible advantage of all involved, the following procedures have been established.

Guidelines for the performance of wedding ceremonies by the pastors of Young Meadows Presbyterian Church:

- A. If a pastor believes that participation in a ceremony violates his conscience he has the right to refuse to perform the marriage ceremony. The pastors of Young Meadows Presbyterian Church are permitted to perform a Christian wedding under the following conditions as approved by the Session.
- ◆ The marriage is clearly allowed by the Scriptures.
 - ◆ That both parties have a credible profession of faith in Christ;
 - ◆ The couple has been dating for a reasonable period of time prior to becoming engaged;
 - ◆ The couple is demonstrating moral purity in their relationship; The couple has participated in either the Young Meadows Presbyterian Church's premarital counseling program, received premarital counseling from the pastor performing the service, or has received counsel from a source approved by the pastor performing the ceremony;
 - ◆ The couple agrees to the pastors having the final word regarding the content of the wedding ceremony;
 - ◆ The issue of honorarium is to be handled discreetly between the groom (or his best man) and the pastor performing the ceremony;
 - ◆ In the event of an out of town wedding, the travel, lodging, and meal expenses of the pastor performing the wedding is to be met by the wedding party.

Guidelines for the performance of a wedding ceremony in the case of a remarriage

The pastors of Young Meadows Presbyterian Church are permitted to perform a wedding ceremony for someone being remarried in the following cases:

- ◆ That the remarriage is clearly allowed by the Scriptures;
- ◆ The pastor believes that the performance of the ceremony would in no way violate his conscience;

II. The Role of the Clergy

A minister who is not a part of the Young Meadows staff may be invited to assist in the ceremony. Such arrangements must be made in consultation with the Senior Pastor and approved by the Session. See the Schedule of Fees regarding honorariums.

III. Available Facilities

We are commanded in scripture to be good stewards of the possessions God entrusts to us. Therefore, the care must be taken to assure that church property is preserved and respected and activities held glorify God. The following areas of the facility are available for wedding use:

Sanctuary - The sanctuary will seat approximately 250 guests and is equipped with sound system and a grand piano.

Fellowship Hall - Used for receptions. Includes a piano. Could seat approximately 200 at tables (or more using folding chairs) for a smaller, less formal wedding. A kitchen is available for reception food preparation.

Wedding services are not scheduled for Sundays or staff holidays. Saturday evening weddings have a "curfew" of 10:00 p.m. so that the facility may be cleaned and prepared for Sunday morning worship. ***In order to be married in the Young Meadows facility, either the bride or groom must be a member of Young Meadows or a child or grandchild of a member.*** If the couple belongs to a PCA church other than Young Meadows, but their church is not large enough to accommodate the wedding, Young Meadows will make our facilities available and the facility fee schedule will apply. Regularly scheduled church sponsored activities are given priority in scheduling. Tables and folding chairs are available for your use in the fellowship hall. See the Schedule of fees. Any exception must be approved by the Session.

Smoking and alcoholic beverages are prohibited in all facilities.

IV. Music

A church wedding is a sacred and reverent occasion. Its music should be suitable for a church service. ***All music to be used in the wedding service must be approved by either the Director of Music & Worship or the Senior Pastor.*** Our Music staff has a broad knowledge of good wedding music and will be happy to provide assistance in the selection process. The service of our regular pianist is recommended although it is permissible under certain circumstances to make other arrangements. The Director of Music & Worship and/or the Senior Pastor must approve all music presented by guest musicians. The bride should schedule practice times for guest musicians.

Payments to guest musicians (other than our pianist) should be handled by the bride. The church offers, through our Director of Music & Worship, the services of vocal and instrumental soloist and ensembles. We discourage the use of taped music.

V. Flowers & Decorations

No decoration is allowed which detracts from the spirit of worship during the wedding service. No nails, tacks, tape, glue, or other material, which would cause damage, can be used to affix decorations on walls, doors, stage, woodwork, or other fixtures. Ribbons may be used to secure flowers to pews and doors. Florist must not mist flowers in the sanctuary. The florist is responsible for placing the flowers the day of the wedding and removing them immediately following. Flowers may be left in the sanctuary after a Saturday wedding for use during the Sunday worship service if the wedding party arranges for the removal of the flowers after Sunday worship. Flower girls may drop artificial petals only. Only non-drip or mechanical candles may be used.

The florist and the bride will be held financially responsible for any damage to the facility or furnishings attributed to arrangements or decorations.

It is the responsibility of the bride and groom to inform the florist of our policy. The Wedding Coordinator will provide you a copy of the policy to give the florist if needed. The bride must provide the Wedding Coordinator the name and phone number of the florist to be used at least one month prior to the wedding (see attached form).

VI. Photography & Video Taping

We understand that taking pictures and video tape to remember this special event is important to you, however, photography and videography must not interfere with the spirit of worship during the wedding service. There are no restrictions on the pictures taken before and after the service.

The wedding party is encouraged to take as many pictures as possible before the wedding service. Photography in the Sanctuary before the service must be completed one hour before the start of the service. This hour may be used to take pictures elsewhere in the church or on church grounds.

Photography is not allowed during the wedding service (by both professional photographers and guests). This is to maintain a spirit of worship during the service. A photograph may be made as the bride & groom exit the service at the door of the sanctuary. Sanctuary furniture and candelabra may not be moved for photographs. Videotaping is allowed from the balcony area during the wedding service.

It is the responsibility of the bride and groom to inform the photographer, videographer, family, and friends of our policy. The Wedding Coordinator will provide you a copy of the policy to give the photographer & videographer if needed. The bride must provide the Wedding Coordinator the names and phone numbers of the photographer and videographer to be used at least one month prior to the wedding (see attached form).

VII. Audio Taping and Sound Technicians

A member of the Sound Technician team must perform audio taping. If microphones are used, a member of the Sound Technician team must be present during the wedding service. See the Schedule of Fees.

VIII. Nursery

If you need a nursery during the rehearsal, wedding, or reception, you must complete the nursery request section of the Reservation form. See the Schedule of Fees for fee amounts. The Wedding Coordinator will contact the Nursery Coordinator to arrange for nursery workers.

IX. The Wedding Coordinator

The Wedding Coordinator is a service of Young Meadows Presbyterian Church to assist you and to preserve the tradition of the Christian wedding. She will be your coordinator and advisor during the planning process, as well as supervise and direct the rehearsal and wedding. Young Meadows maintains a list of approved Wedding Coordinators all of whom have been trained in proper Christian wedding traditions and etiquette and approved by staff. It is mandatory that all weddings must be under the direction of a Young Meadows approved wedding coordinator. If a member of your family or friend is a Wedding Coordinator and would like to assist your in planning, our Wedding Coordinator will be glad to have her input. However, in such cases, the Young Meadows Wedding Coordinator will have final approval.

Please contact the Church Administrator to begin the planning and reservation process for your wedding. The Wedding Coordinator will contact the Church Administrator to determine the availability of the facilities requested and the staff, then schedule to meet with you to show you the available facilities. Once the decisions are made and dates reserved, the Wedding Coordinator will make the necessary contacts within the church. **Please do not announce your intended wedding date until the Administrator confirms availability.**

X. Wedding Rehearsal

It is imperative that the rehearsal begins on time. One hour is reserved for rehearsals in the sanctuary. The rehearsal is an integral part of the preparation of a wedding and should proceed in a reverent manner. The purpose of the rehearsal is to assist the wedding party in being comfortable with the arrangements for the wedding service. No person under the influence of alcohol will be permitted to participate.

The minister conducting the wedding service will be in charge of the rehearsal and will be assisted by the Wedding Coordinator. Prior to the rehearsal, the Wedding Coordinator will meet with the bride to set the arrangement of the wedding party.

XI. The Wedding

It is recommended that the wedding party arrive at the church several hours prior to the announced wedding time to allow ample time for dressing and picture taking. The bride may use the Bride's room located near the sanctuary or a classroom to dress. The bridesmaids may use the same room or a nearby classroom. The church is not responsible for any personal belongings left in these rooms. Please secure valuables. Please instruct the wedding party to remove all personal belongings and return the rooms to their original condition after the reception. The Wedding Coordinator will arrange for the facility to be open and will direct the wedding party, family, florist, caterer, etc. to the appropriate areas. Ten minutes prior to the announced wedding time, the Wedding Coordinator will assemble the wedding party in the gathering area for the seating of the mothers and processional. The pastor and the couple will decide the order and content of the service.

XII. Wedding Reception

The wedding reception may be held in the Fellowship Hall. If the wedding reception is to be held in the Fellowship Hall, it is strongly recommended that the bride appoint someone (a family member, friend, etc.) to oversee the wedding reception. The Wedding Coordinator is responsible for ensuring that the Fellowship Hall is set up for the reception as the bride would like it, but someone is needed to handle logistical issues leading up to and on the wedding day.

Caterers are responsible for clean up and removal of all supplies immediately following the reception. If the Kitchen is used, all church dishes must be washed and returned to cabinets. All of the caterer's dishes and materials must be removed. No alcohol is allowed. Decorations may not be affixed with nails, tacks, glue, or tape. It is the responsibility of the bride and groom to inform the caterer of our policy. The Wedding Coordinator will provide you a copy of the policy to give the caterer if needed. The bride must provide the Wedding Coordinator the names and phone numbers of the caterer to be used at least one month prior to the wedding (see attached form).

'Popular' music may be played and sung during the receptions but should be appropriate for a "family" atmosphere. If sound equipment is needed, a member of the Sound Technician team must be present to run the sound equipment.

As the bride & groom leave the reception, guest may throw birdseed, confetti, or flower petals. Rice is not allowed. The birdseed, etc., must be given to guests outside of the building.

The Wedding Coordinator will coordinate with the Church Administrator to assure that a property steward remains to lock up the building after the reception.

XIII. Schedule of Fees

All fees associated with the wedding, are to be payable to Young Meadows Presbyterian Church, unless specified below.

Fees - YMPC Members:

Honorarium for pastor	(at the discretion of the couple, to be paid directly to the individual)
Guest musicians/vocalists	(at the discretion of the couple, to be paid directly to the individual)
Wedding Coordinator	\$200.00
Church Supplied Pianist (if requested)	\$100.00
Music Director (if requested)	\$150.00
Custodial Staff	
Wedding only	\$75.00
Wedding & reception	\$125.00
Nursery Workers (if requested)	\$ 12.00 per hour, minimum 2 workers required
Facility Usage Fees	
Sanctuary	waived
Fellowship Hall	waived
Damage Deposit	waived

Fees - YMPC Non-Members:

If the couple belongs to PCA church other than Young Meadows, but their church is not large enough to accommodate the wedding, Young Meadows will make our facilities available, pending approval from the Diaconate or Session.

Honorarium for pastor	(at the discretion of the couple, to be paid directly to the individual)
Guest musicians/vocalists	(at the discretion of the couple, to be paid directly to the individual)
Wedding Coordinator	\$200.00
Church Supplied Pianist (if requested)	\$100.00
Music Director (if requested)	\$150.00
Custodial Staff	
Wedding only	\$75.00
Wedding & reception	\$125.00
Nursery Workers (if requested)	\$ 12.00 per hour, minimum 2 workers required
Facility Usage Fees	
Sanctuary	\$300.00
Fellowship Hall	\$300.00
Damage Deposit	\$200.00

The deposit and one half of the facility usage fees due are to be paid the initial meeting with the Wedding Coordinator. The balance of fees due are to be paid 14 days prior to the wedding date. The honorarium for the pastor is the responsibility of the groom and is given to the pastor by the best man prior to the ceremony.

XIV. Reservations Forms and Procedures

The attached forms must be completed by the bride & groom and returned to the Administrator at least three months prior to the estimated wedding date. No public announcement of the wedding date may be made until after the initial meetings with the Administrator and Senior Pastor in which all arrangements are confirmed. Contact the Administrator if you have any questions about these forms.

YOUNG MEADOWS PRESBYTERIAN CHURCH
WEDDING APPLICATION FORM
(rev. 09-14-11)

Date completed: _____ **Date received by Church Administrator:** _____

Bride's name: _____

Phone: _____ (circle one) home work cell

Address: _____

Groom's name: _____

Phone: _____ (circle one) home work cell

Address: _____

Requested wedding dates and times: 1st choice _____ at _____

2nd choice _____ at _____

Facilities requested (circle all that apply): Sanctuary Fellowship Hall

If Fellowship Hall used, number of tables and chairs needed: tables _____ chairs _____

Nursery requested for (circle all that apply): Rehearsal Wedding Reception

Sound Technician needed for (circle all that apply): None Rehearsal Wedding Reception

Audio CD requested? Yes _____ No _____

This section may be completed after initial meeting with the Wedding Director:

Name and phone number of your:

Florist _____ Phone: _____

Caterer _____ Phone: _____

Photographer _____ Phone: _____

Videographer _____ Phone: _____

Wedding Director Assigned: _____

We have read the information provided in the packet provided and agree to these policies concerning Young Meadows Presbyterian Church facilities. We will be responsible to make every effort to ensure that our guests will do likewise.

Bride's signature: _____

Groom's signature: _____

OFFICE USE ONLY:

Approval: ___ Yes ___ No By: _____ Date: _____