

Tinkling Spring Presbyterian Church



Wedding Guide

Tinkling Spring Presbyterian Church

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Congratulations on your upcoming marriage!

This handbook of guidelines has been prepared by our church's worship committee to help answer some of your questions and to ensure that your wedding ceremony will be a meaningful service of Christian worship. If you have questions or concerns, feel free to be in touch with our wedding coordinator or with the pastor performing your ceremony.

We know this is one of the most exciting times in your lives, and we look forward to sharing some of that excitement with you on your wedding day and throughout all the preparations that lead up to it.

Tinkling Spring Church is honored to be part of your wedding day. We would also love for you to begin your marriage as active participants in the life and ministry of our congregation. Please speak with a pastor if either or both of you would like to join.

May God bless you as you anticipate a wonderful wedding day and marriage as husband and wife.

Meaning and Purpose of a Christian Wedding

God has ordained a man and a woman to enter together into marriage, pledging their love and promising fidelity to each other, as long as both shall live. Mark10:7-9 "For this reason a man will leave his father and mother and be united to his wife, and the two will become one flesh. So they are no longer two, but one. Therefore what God has joined together, let man not separate". Jesus Christ has blessed this relationship, and it has been declared holy throughout the life of the church. Those who pledge themselves to each other in the sight of God are promised God's help as they enter into the joys and duties of life together.

APPENDIX B

Pictures of the Wedding

- 1. Flash pictures may not be taken once the pre-service music begins. The photographer may, however, take flash pictures of the bride and her escort as they enter the sanctuary and as they leave the sanctuary. Non-flash photographs may be taken from the balcony or rear of the sanctuary during the ceremony.*
- 2. Musicians are the only persons allowed in the choir loft once the pre-service music begins.*
- 3. Movies, videotapes or digital recordings not requiring additional lights may be made from the balcony.*
- 4. Pictures requiring additional lighting or special equipment may be taken prior to or following the ceremony in the sanctuary.*
- 5. The photographer and videographer should be given a copy of this policy statement (see Appendix B) and should contact the wedding coordinator before the ceremony if any questions concerning these policies arise.*
- 6. We request that the following note be placed in the wedding program:*

"Please respect the sanctity of the service by refraining from taking flash photographs during the ceremony and by silencing all cellular phones and pagers."

*Tinkling Spring Presbyterian Church Policy
Wedding Couple: _____*

APPENDIX A Flowers/Decorations

1. *As flowers are considered part of the offering to God, fresh cut flowers are preferred. Live flower petals may only be used in conjunction with an aisle runner.*
2. *Please use rubber bands or wreath hooks to attach decorations, as nails, tacks, wire and adhesive tape may damage paint and woodwork. Nothing may be placed on or near the organ pipes or piano.*
3. *The wedding party is responsible to see that flowers/decorations are removed the day of the wedding. If you would like to leave some flowers for the Sunday service, please notify the church office as soon as possible so that arrangements can be made.*
4. *All church facilities are to be adequately protected from any potential damage that could result from water or candles.*
5. *Please give the florist a copy of Appendix A and ask them to contact the wedding coordinator if they have any questions.*

Tinkling Spring Presbyterian Church Policy

Wedding Couple: _____

When a marriage is performed in the context of Christian worship, the proclamation of the gospel of Jesus Christ is a promise of blessing to the marriage. As the wedding couple responds affirmatively to this proclamation, the marriage is in the Lord. This applies equally to a first marriage, to a marriage after the death of a spouse, or to a marriage after being divorced (from the P.C.U.S.A. The Book of Order).

Premarital Counseling

In preparation for your marriage, our ministers are required to provide counseling for you and your future spouse. Premarital counseling is provided for each couple as the church's way of preparing and blessing them for the covenant of Christian marriage. In order to be married at Tinkling Spring, at least one of the partners must be a professing Christian.

Our ministers will acquaint you with the many dimensions of Christian marriage through a minimum of three counseling sessions. The first session should be completed as soon after your engagement as possible.

Pastors

Ordained pastors of Tinkling Spring Presbyterian Church, Fishersville enjoy the opportunity to officiate weddings both inside and outside our facilities. If you so wish, the Senior Pastor at Tinkling Spring may extend an invitation to a pastor from another church to officiate your wedding service. The invitation from the Senior Pastor will include a phone conversation or meeting. If a visiting pastor is approved, it is your responsibility to ask him/her if they are licensed to marry in the state of Virginia. In the United States, certain states and some counties have guidelines for ministers who want to perform marriages. In the state of Virginia, all clergy must be first certified or licensed at the clerk's office before they can legally officiate a wedding ceremony.

Wedding Coordinator

Tinkling Spring Church has a wedding coordinator to assist the pastors and couples with arrangements for the rehearsal, decorations, and attention to details on the day of the wedding. The wedding coordinator, under the direction of the presiding pastor, is a liaison between the church and the wedding participants in all matters other than counseling, music and designing the service. The coordinator is your consultant and advisor on matters of decoration, photographs, and etiquette. It is required that the bride and/or groom meet with the wedding coordinator at least one time prior to the wedding rehearsal. The church's wedding coordinator may also serve as the director of your wedding, if you so desire. If you have another wedding director, he/she would need to meet with our wedding coordinator as early in the planning process as possible.

Caretaker

The caretaker is responsible for moving any items in the chancel area in preparation for your rehearsal and wedding service. The caretaker will clean the sanctuary, changing rooms, and restrooms and remove flowers or decorations left after your wedding.

Sound Technician

The sanctuary is equipped with a sound system for amplifying the voices of the minister, speakers, instrumentalists, and soloists. If you desire to utilize the sound system, you need to notify the Wedding Coordinator. The sound technician is usually present at the rehearsal and wedding service to monitor and adjust volume levels and to make an auditory recording of your service.

Fees and Honoraria

Costs associated with weddings at Tinkling Spring Presbyterian Church as listed here have been approved by the church session. All weddings expecting over 25 people in attendance require the presence of the minister, wedding coordinator, and caretaker. Wedding services with music require use of the director of music ministry. Sanctuary, organist, pianist, soloist, instrumentalist, and sound technician services are arranged through the wedding coordinator.

Fees that are payable to the church (e.g. deposit, building usage, caretaker) should be given to the wedding coordinator with your contract (s) 30 days prior to your wedding. The fees are to be paid directly to the persons listed below no later than the night of the rehearsal. Please direct any questions about fees or honorariums to the wedding coordinator. "Members" include church members and their children. In the event that fees may cause a hardship, the couple should discuss this with the minister at the first counseling session.

	<u>Members</u>	<u>Non-members</u>
Use of the sanctuary*	No charge	\$700
Minister	Honorarium	\$175
Wedding Coordinator	Honorarium	\$175
Director of Music Ministry	Honorarium	\$175
Organist/Pianist**	\$150	\$175
Sound Technician (incl. Audio recording)	\$50	\$75
Caretaker	\$45	\$60
Instrumentalist/ Vocalist	Consult Director of Music	Consult Director of Music

*- See the wedding coordinator for appropriate fees for the use of other church facilities.

Rehearsal

1. *With the possible exception of small, informal weddings, a rehearsal is usually held on the evening prior to the ceremony. Ordinarily present are the minister, organist, wedding coordinator, sound technician, bridal party, ushers, other musicians and parents of the bride and groom. It is also strongly suggested that the photographer and/or videographer be present.*
2. *With proper participation from all involved, the rehearsal should last approximately one hour.*
3. *For legal purposes the minister must have the wedding license before the ceremony; please give it to the pastor at the rehearsal.*
4. *If the bride and groom desire to invite the leaders of the wedding service (i.e. minister, organist, vocalist, and their spouses) to the rehearsal dinner and/or wedding reception, a written invitation should be extended.*

Church Facilities

1. *The capacity of the sanctuary is approximately 500 people.*
2. *Use of the sanctuary includes rooms for dressing. Additional rooms and reception spaces are available.*
3. *Birdseed is the only permissible item to be thrown or used after the wedding.*
4. *All cell phones and pagers should be silenced during the rehearsal and wedding service. Please use your wedding bulletin to communicate this to all in attendance.*
5. *Smoking or drinking of alcoholic beverages is not allowed anywhere at any time in the church building or on the church grounds with the exception of communion. Indication of drug or alcohol use by a wedding participant results in the exclusion of that person from the wedding service or may result in the cancellation of the wedding altogether.*
6. *Firearms are not allowed on the church property.*
7. *Pets are not allowed to be a part of the wedding ceremony.*
8. *The repair of any damage to furniture, equipment or furnishings by the wedding party or guests is the financial responsibility of the wedding couple.*
9. *The church is not liable for any personal property that is lost or damaged.*
10. *The wedding party should leave the church as clean as they found it.*
11. *Items in the sanctuary may not be moved without permission of the wedding coordinator.*

Flowers/Decorations

1. *As flowers are considered part of the offering to God, fresh cut flowers are preferred. Live flower petals may only be used in conjunction with an aisle runner.*
2. *Please use rubber bands or wreath hooks to attach decorations, as nails, tacks, wire and adhesive tape may damage paint and woodwork. Nothing may be placed on or near the organ pipes or piano.*
3. *The wedding party is responsible to see that flowers/decorations are removed the day of the wedding. If you would like to leave some flowers for the Sunday service, please notify the church office as soon as possible so that arrangements can be made.*
4. *All church facilities are to be adequately protected from any potential damage that could result from water or candles.*
5. *Please give the florist a copy of Appendix A and ask them to contact the wedding coordinator if they have any questions.*

Music

1. *After the date of your wedding has been set and put on the church calendar, please contact the church director of music ministry concerning the wedding music. The organist of Tinkling Spring will ordinarily play for weddings at Tinkling Spring. If the couple desires another organist to play, they need to consult with the Tinkling Spring organist and/or the director of music ministry.*
2. *The texts and the music should contribute to the worship atmosphere of the service. Only texts which correspond to the themes that are inherent in a Christian marriage service may be used. The church's director of music ministry will assist you with advice and recommendations for music to be included in the service.*
3. *The use of congregational hymns in the wedding service is appropriate and encouraged.*
4. *Any music used as a part of this worship service must be live.*

Pictures of the Wedding

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2. *Musicians are the only persons allowed in the choir loft once the pre-service music begins.*
3. *Movies, videotapes or digital recordings not requiring additional lights may be made from the balcony.*
4. *Pictures requiring additional lighting or special equipment may be taken prior to or following the ceremony in the sanctuary.*
5. *The photographer and videographer should be given a copy of this policy statement (see Appendix B) and should contact the wedding coordinator before the ceremony if any questions concerning these policies arise.*
6. *We request that the following note be placed in the wedding program:*
7. *“Please respect the sanctity of the service by refraining from taking flash photographs during the ceremony and by silencing all cellular phones and pagers.”*

Please respect the sanctity of the service by refraining from taking flash photographs during the ceremony and by silencing all cellular phones and pagers.