

FIRST PRESBYTERIAN CHURCH

511 North Thompson Street
Whiteville, North Carolina 28472
910-642-2253 www.fpcwhiteville.org

Wedding Information Form

Requested Date for Wedding: _____ Time: _____

Rehearsal Date: _____ Time: _____

Bride (first, middle, surname) _____

Address: _____

Preferred email(s): _____ Phone: _____

Groom (first, middle, surname): _____

Address: _____

Preferred email(s): _____ Phone: _____

Organist: _____

Instrumentalists: _____

Vocalist(s): _____

Photographer (name & phone #): _____

Videographer (name & phone #): _____

Florist (name & phone #): _____

Flowers to be left for Sunday? _____ Yes _____ No

Expected Number of Guests: _____

Place of Reception: _____

Wedding Party (list names and roles; use back if necessary):

Bride's Name after Marriage: _____

Couple's Address after Marriage: _____

THE WEDDING LIAISON WILL:

NOTE: The Wedding Liaison is not necessarily the bridal party's wedding director.

1. Review policies with the bride, emphasizing the music and photography guidelines and sanctuary decorations.
2. Check the calendar to make sure the sanctuary and/or fellowship hall is available. The liaison will instruct the bride to make a formal request to Clerk of Session for use of sanctuary, using a wedding application on file in church office.
3. Schedule the wedding (date, time and what facilities will be used, etc.).
4. Present the couple with a copy of the fee schedule and policies for use of the facilities.
5. Review policies with the bride, emphasizing the music and photography guidelines and sanctuary decorations.
6. Advise the bride to present music selections to the Worship Committee for approval.
7. Coordinate church's multimedia services.
8. Assign keys to the appropriate persons.
9. Be present at the rehearsal and wedding to serve as a resource while party is in the facilities.
10. Unlock and lock the sanctuary/fellowship Hall on the day of the rehearsal/wedding
11. Make sure heat/air thermostats are set at correct temperatures.
12. Make sure fellowship hall (if reserved) is set up as instructed by the wedding director.
13. After the wedding, make sure the facilities are secure and that the janitorial service is at church to clean the sanctuary and fellowship hall for use the next day.
14. Ensure that sanctuary decorations adhere to policy.
15. Assist in arranging cleanup with janitorial service. (Fees paid by wedding party.)

GUIDELINES FOR USE OF FACILITIES, WEDDINGS AND FUNERALS

SERVICES

1. Weddings
 - a. Wedding services must be approved by the Session of First Presbyterian Church.
 - b. The pastor of First Presbyterian Church will be the officiant. Any other pastor officiating would need to be approved by Session.
2. Funerals
 - a. The minister approves the scheduling of funeral services.
 - b. The family may use the funeral pall, located in the communion closet, instead of a casket spray.

PHOTOGRAPHY

1. Still photography outside the balcony is not allowed during the ceremony. The flash must be off and the shutter in silent mode.
2. Video cameras must be in a fixed position with no flash after the service begins; the videographer may not move around the sanctuary.
3. The wedding is a sacred service of worship. Photographing and recording from the congregation is distracting and takes away from the sanctity of the service. Therefore it is recommended that the wedding program include a note informing the congregation that, "This is a sacred service. We ask that you please refrain from all photography, including the use of ANY mobile device, so other worshippers will not be distracted."
4. The church's multimedia system must be operated by a member of the Multimedia Committee; a guest technology person must be approved by that committee.

DECORATIONS. Decorations, church furnishings, and protection of church property.

1. No tacks, pins, nails, tape or glue may be used to fasten any decoration to furniture or the building. All decorations must be self-supporting and freestanding.
2. Plastic should be placed under plants and candelabra for protection of furnishings and floor. Please notify florist, as they will be held responsible for any damage that results. No flower petals may be scattered on the floor. Silk may be used.
3. Decorations are to be removed following the wedding/reception. Clean-up is to be scheduled with the church's janitorial service and fees are to be paid directly to the service. * Church must be cleaned by midnight
4. If flowers are intended for use on the Sunday morning following the wedding, please notify the Worship Committee as soon as possible.

RICE. The use of rice is not allowed. Some alternatives would be birdseed or bubbles, and these are to be used only outside the building.

ALCOHOL. Alcoholic beverages may not be consumed on the property.

MUSIC.

1. Weddings and funerals are sacred worship services, and the music must be appropriate. Secular love songs and music inappropriate for worship are not permitted. Recorded music is not allowed. All music, including music played by organists, other

* Church must be cleaned by midnight