

HAWFIELDS PRESBYTERIAN CHURCH WEDDING POLICY

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www.hawfieldschurch.org/weddings



“Be completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the unity of the Spirit through the bond of peace.” Ephesians 4:2-3

INTRODUCTION

The wedding ceremony is one of the most sacred duties a pastor performs under the ordination and authority of the church. It is a service of worship which mirrors the weekly worship service and thus requires thorough preparation, both spiritual and temporal. As a service of Christian worship, the marriage service is under the direction of the minister and the supervision of the Session. The pastor, staff, and congregation of Hawfields Presbyterian Church are eager to help make your wedding a meaningful, faithful and joyous experience, and ask for your careful attention to the following guidelines which serve to uphold the traditions and desires of our church and God. These guidelines and procedures are an effort on the part of the church to strengthen the witness of a Christian marriage and to make it a more meaningful experience for the couple and all those that witness the union. It is the responsibility of the bride and groom to read this wedding policy carefully and to see that its provisions are kept by all members of the wedding party.

WEDDING FACILITATOR

A Wedding Facilitator will be assigned to assist the pastor in planning your ceremony. They will act in a coordinating role to ensure that assigned responsibilities are carried out and that the worship ceremony is planned in accordance with the traditions of our worship. This person will attend both the rehearsal and ceremony and will have a key to the room(s) you need access to as previously arranged prior to the ceremony. The Wedding Coordinator does not take the place of a Wedding Director who customarily handles direction regarding ushering and directs the attendants during the ceremony.

THE SETTING

Either the sanctuary, which seats 250 people, or the Fellowship Hall, which seats 150 people, may be used for weddings. Weddings may also be held on the church grounds in the grassy area between the sanctuary and Fellowship Hall, or by the fountain (most anywhere appropriate to the size of your group).

PASTOR

The pastor of Hawfields Presbyterian Church may agree to perform a wedding only after a conference with the bride and groom. All couples are urged to make their appointments with the pastor a minimum of three months prior to the wedding. The Session (our governing board) must approve all upcoming weddings held at the church. The pastor from Hawfields Presbyterian Church has primary responsibility for the order and conduct of the wedding service. If

you wish to include an assisting pastor who is not on the staff of Hawfields Presbyterian Church or have the service conducted by another pastor, this request must be made to the Session.

RESERVING A WEDDING DATE

Inquiries about having your wedding at Hawfields Presbyterian Church should be directed to the Office Administrator by calling 336-578-2811. The Office Administrator will check date availability and connect you with our pastor. Weddings may not be scheduled when in conflict with Church use of any of the Church's facilities.

PRE-MARITAL COUNSELING

Couples will participate with the presiding pastor in a series of conversations about marriage and the worship service prior to the wedding ceremony. It is the responsibility of the couple to initiate contact with the pastor to set up these meetings. The purpose of the meetings is for the couple and the pastor to get to know one another better, to receive spiritual counseling before entering the covenant of marriage and so that the couple can gain an understanding of the ceremony as a worship service and their marriage covenant as a commitment not only between themselves but also to God.

THE SERVICE

A wedding service at Hawfields Presbyterian Church is an act of worship. Thus, the wedding service will be conducted according to the liturgy found in the Presbyterian Book of Common Worship and the guidelines established by the Session. A typical order for a service of marriage may be the following: The entrance of the family, pastor, groom, groomsmen and bridesmaids into the sanctuary; the processional of the bride; greeting and call to worship by the pastor; a hymn; the meaning of Christian marriage; prayer; vows; exchange of rings; dedicatory prayer; declaration of marriage, exchange of a kiss; benediction; recessional. The pastor has various resources and advice that will help a couple plan a joyfully unique and Christ-centered service for their marriage. All suggestions, changes and instructions in this service must be approved by the officiating pastor.

MUSIC

The musical selections should be carefully chosen, and if vocal solos are to be used, their texts should correspond to the theme inherent in a Christian marriage, portraying God's love for the church and His people displayed through Jesus Christ; forming the foundation for the love a man and woman share. Music and lyrics should represent God's blessings on a marriage, songs which are in praise of God, or include scriptural texts.

It is the responsibility of the couple to coordinate music and any additional musicians with our Church musician, even if they won't be providing services.

MARRIAGE LICENSE

The State of North Carolina requires that all couples married in the state have a valid marriage license. The couple is responsible for obtaining the license prior to the wedding date, and shall bring it to the pastor no later than the time of the

wedding rehearsal. The pastor will not perform the wedding ceremony without a valid marriage license.

ALCOHOL AND TOBACCO PRODUCTS

Because we care about you and your health, Hawfields Presbyterian Church is a smoke-free facility. Smoking is permitted only in the parking area. In addition, no alcohol is allowed on church premises. All members of your wedding party are expected to comply with this policy. Please ask them to do so.

CANDLES

The use of candles in the sanctuary is permitted and drip-less candles are required. The church does not provide any candles for use at weddings. During the ceremony, special candles may be used to signify the joining of families into a new one. These family candles are yours to provide, and yours to keep after the ceremony. If you plan to use family and unity candles, please bring them with you to the rehearsal.

FLOWERS

Flowers and/or greenery may be used to decorate our sanctuary and/or grounds. Only artificial petals may be dropped by flower girls when walking down the aisle. During the Advent/Christmas season, the church provides seasonal floral arrangements and garland to decorate the sanctuary and no other floral arrangements should be used. The Advent/Christmas decorations and Chrismon tree may not be removed. It is the responsibility of the florist (or wedding party) to remove all flowers and decorations from the church immediately after the wedding ceremony. However, the flower arrangement on the chancel table may be left for the Sunday worship service, if previously approved.

WEDDING PROGRAMS

Wedding programs are not provided by the church. If you will be providing wedding programs, please consult with the Pastor about the order of service for the programs. Also, consider adding a note on your program that states "please refrain from taking pictures during the wedding service."

DRESSING AT THE CHURCH

There are areas available for the bridal party to dress at the church. The women's dressing area, which is in the Parlor in the Educational Building, includes sofas and other seating, and full-length mirror. Food and drinks are not allowed in the Parlor. The men's dressing area is Classroom 15 in the Educational Building. Men's and women's restrooms are located in the Educational Building and in the Fellowship Hall. If you plan to dress at the church, we recommend that you designate a friend to be responsible for getting personal items such as purses, electronic equipment and clothes of everyone to your cars prior to the ceremony.

PHOTOGRAPHY

The wedding ceremony is a worship service and, as with other worship, there are some restrictions on photography. These guidelines will not prevent your photographer from obtaining excellent pictures of your wedding, but they will ensure that the reverence of the worship ceremony, and your own pleasure and

concentration on each other is not compromised. Please inform your photographer and family and guests of these restrictions in advance:

- 1) Flash photography may not be used at any time during the ceremony inside the sanctuary.
- 2) All filming and photographs during the ceremony must be done from the balcony using available light. An exception will be made only for a professional photographer using a silent camera from the back of the sanctuary.

VIDEO EQUIPMENT

You are welcome to employ a videographer for your service. Please notify the videographer that they must not obstruct the view of any guests and must set up their camera in a stationary position. Videos taken inside the sanctuary at Hawfields are best filmed from the balcony. No videographer or remotely controlled equipment is permitted in the front (chancel area) of the church at any time.

RICE, FLOWER PETALS, CONFETTI, SILLY STRING, etc.

We ask your courtesy in helping to keep the church buildings and grounds clean and litter-free. No rice, flower petals, confetti, or silly string may be thrown in or around church premises as these items are difficult for us to clean off carpets and sidewalks. The release of balloons is prohibited. Edible birdseed or bubbles make for a lovely “send-off” outside of the church, or you may contact the location of your reception for their policies, and have the “send-off” as you leave the reception for your honeymoon.

SANCTUARY SET-UP

Decorations shall not be attached to any furniture or walls by pins, tacks, any form of adhesive tape, etc. Rubber bands and ribbons may be used. If you need to move the pulpit or communion table, please see the Wedding Facilitator for help. A kneeling bench is available if you choose to use one. Candelabras are typically provided by the florist and are not provided by the church. We would appreciate your leaving the premises as clean as possible after your worship service.

SECURITY

The church is a public building, and requires the same attention to personal safety, the care of children, and safeguarding of possessions that you would exercise in any public space. Therefore, you must keep any valuables with you at all times, or put them in possession of a responsible person with your family or wedding party.

RECEPTION AT CHURCH

The couple can request a post-wedding reception at the church. The ability to have the church clean and set up for worship and other activities on Saturday evening and Sunday morning is the primary factor in determining whether a reception can be held. A fee schedule covering custodial fees can be obtained through the Wedding Facilitator.

QUESTIONS?

If you have questions not answered by this information sheet, please direct them

to the pastor who will officiate at your wedding through the church office at 336-578-2811 x.223, or via email (david@hawfieldschurch.org).

WEDDING FEE SCHEDULE

The Session of Hawfields Presbyterian Church in consultation with the professional staff has established the following fees. If there are any questions concerning any part of this information, you may consult with the pastor who will be officiating at your wedding. These fees are subject to change and have been established to guide couples in their planning. All fees are due and payable by personal check or cash at the wedding rehearsal or the day prior to the wedding. Deposits for building use (one half of the total fee) are required upon approval of your wedding date by the Session. An invoice for all building use and custodial fees will be mailed to the couple from the Church Secretary approximately two weeks before the wedding. In the event of additional charges (such as more than five hours of work by the wedding custodian or unusual cleanup needs) another invoice will be sent to the wedding couple following the wedding. Fees for individuals are payable directly to the individual at the rehearsal or the day prior to wedding.

- * Church Musician: \$100.00 (\$150.00 for non-members)
(If you have a soloist, the fee may be higher. Please discuss this with the Church Musician.)
- * Sanctuary Use: \$250.00 (may be waived for members and affiliates)
- * Fellowship Hall Use: \$100.00 (may be waived for members and affiliates)
- * Wedding Facilitator: No Charge
- * Sound Technician: \$50
- * Custodian \$150.00
(The custodian fee is for up to five hours. Any time over five hours is \$30.00 per hour)
- * Weddings are a part of the normal responsibility of the pastor. It is customary for families to offer an appropriate love gift or honorarium in the suggested minimum amount of \$100.00

Approved by Worship and Music Committee: February 2012

Approved by Session: March 2012