



Planning Your Wedding



The Worship Committee of the Session has overall responsibility for the oversight of this Policy, including application and interpretation.

The Pastor is directly responsible to that Committee for execution of this Policy.

Dear Bride to be,

Congratulations! I look forward to helping you plan your wedding here at First Presbyterian.

I have designed a timeline on the next page to help with time sensitive items that are needed from you in order for our staff to assist you adequately with your wedding plans. Please carefully read the wedding booklet for more detailed information.

If you have any questions, please feel free to contact me.

Thank you, and God bless,

*Jeanne Nifong
Admin Assistant
(336) 723-1621 x234*

First Presbyterian Church

Winston-Salem, NC

Wedding Checklist

Timeline		Task	Task Completed?
When scheduling your wedding	1	Contact the Admin Asst to check available dates for your wedding.	
	2	Check city calendar for downtown events that might disrupt wedding by closing streets, etc. (parades, street fairs, etc.) Calendars are online.	
	3	Contact minister for his availability to perform ceremony. (Weddings on schedule are tentative until permission has been given by the minister, to the Admin Asst.)	
	4	Please read over wedding booklet.	
	5	Return Form W-1 to the Admin Asst prior to first meeting with pastor. This info is needed to set up Prepare (premarital counseling) Survey.	
	6	Check availability of organist and wedding director (Church approved director must be used.)	
Schedule Pre-marital Counseling Appointment	7	Bride and Groom: Complete Prepare Survey sent to each of you individually by email. Minister or Admin. Asst. will contact you to set up appointment to discuss results.	
60 days prior	8	Have Forms W-2 through W-6 completed and signed. Return them to Admin Asst.	
	9	Contact Wedding Director to discuss wedding.	
	10	Meet with Organist to select wedding music	
30 days prior	11	Schedule final appointment with minister to confirm service order and program	
	12	Pay all fees to Admin Asst. (check payable to 1st Pres) (Sanctuary \$1,250; Chapel \$650)	
3 weeks prior	13	<i>If you have selected to participate in outside counseling, and this has been approved by the 1st Pres. minister, a letter from the counselor must be received by the officiating minister no less than 3 weeks prior to your wedding.</i>	
1 day prior	14	Wedding rehearsal at 5 pm	
Your Wedding Day	15	The Church is available 3 hours prior to your wedding and 1 hour after wedding. (If more time is needed, contact Admin Asst no less that 5 days prior to wedding.) <i>Enjoy your wonderful day! God bless.</i>	

First Presbyterian Church

Winston-Salem, NC

Staff Information

723-1621

Name	Phone Extn	Email	Title
Jeanne Nifong	234	JeanneN@1stpres.com	Administrative Assistant
Harry Daniel	231	HarryD@1stpres.com	Interim Senior Pastor
Jeff White	235	JeffW@1stpres.com	Associate Pastor
Mike Horne	225	MikeH@1stpres.com	Associate Pastor
Amy Holloway	228	AmyH@1stpres.com	Associate Pastor
Michael Dodds	288	MichaelD@1stpres.com	Director of Music Ministries
Elizabeth Moyer	241	ElizabethM@1stpres.com	Organist/Assistant Music Director
Rachel Lewis	241	RachelL@1stpres.com	Technical Producer

Approved Wedding Directors

Martha Lowry	336-777-0546	rmlowry@triad.rr.com	Wedding Director
Jennifer Richwine	336-391-2642	richwjl@wfu.edu	Wedding Director

Scheduling Your Wedding

1. Call Administrative Assistant to check available dates for your wedding. (Note: Weddings are not to begin later than 6:00 pm. If the reception is to be held at First Presbyterian Church, the wedding should not begin later than 3:00 pm.)
2. Check the city calendar for conflicting events. (i.e.; parades, festivals, etc.) Downtown events may cause parking issues, street access issues, and noise during your wedding or rehearsal.
3. Contact the First Presbyterian minister that you want to officiate at your wedding. Dates are not confirmed on the church calendar until **AFTER** the minister approves the date and time.
4. **At that first appointment with the minister:**
 - a) Return the W-1 form from the Wedding Information packet to the Administrative Assistant.
 - b) If required by the officiating minister, register to take the "Prepare Inventory" which is a premarital counseling online survey.
 - c) Schedule a 2nd appointment with the minister to discuss the results of the survey.
5. **60 days prior to wedding:**
 - a) Turn in forms W-2 through W-6 from the Wedding Information Packet.
 - b) Contact the wedding director to discuss your wedding plans.
 - c) Schedule an appointment with the organist.
6. **30 days prior to wedding –**
 - a) Schedule your final appointment with the officiating minister. At this appointment you will discuss/plan the actual service.
 - b) If you are having a program printed professionally, choose a printing company and get a final draft to them after meeting with the minister. The minister will need to approve the service order. *The Church does not print wedding programs.*
 - c) Pay wedding fees.

Use of the Church Facility and Accessories

1. The Sanctuary, Worship Center, or Chapel may only be reserved for weddings by current members, and their immediate family members. (If you are not a member, but have been attending First Presbyterian regularly, you may speak with a familiar pastor for special consideration.)
2. A minister presently on staff of First Presbyterian Church will preside at all weddings.
3. Premarital Counseling: Each couple being married at First Presbyterian will participate in premarital counseling. The manner of this participation is to be determined with the officiating minister. Couples not residing in Winston-Salem may explore the option of counseling in the city of their residence. A letter from the counselor must be received by the officiating minister no less than three weeks prior to the wedding.
4. Wedding Directors: The Church has individuals from the congregation who are trained as wedding directors. One of these directors will assist the officiating minister with the rehearsal and will be available 3 hours prior to the ceremony the day of the wedding. The wedding director's fee is included in the wedding fee.
5. Brass and pewter candelabras are available at the church, along with lighter-snuffers. Only dripless candles may be used in the Sanctuary and Chapel in order to protect the flooring. These can be purchased from the florist or the bride may choose to use the refillable candles that are available at the church at no extra charge. (Refillable candles

are only available for the church-owned candelabras.) If the bride and groom choose to have the florist provide the candles, they are responsible for any property damage or cleaning expenses incurred through failure to comply with these requirements.

6. Silver flower urns are available at the church, but are not to be removed from the building. If the wedding flowers are to be used at the reception, the florist should provide an urn. When the wedding flowers are to be left for Sunday services, the bride should contact the Administrative Assistant who will then schedule the flowers for worship. (Our Sunday bulletin will note that the flowers are in honor of your wedding. If you would like a special wording of the announcement placed in the bulletin, please contact the administrative assistant.)
7. A wedding banner is available for display at your request.
8. A kneeling pad and kneeling bench are available for those who want to use them.
9. Only silk flower petals may be used in the processional if a flower girl is part of the bridal party. (Real flower petals can stain the carpet.)
10. Smoking is not permitted in any of the church buildings.
11. Alcoholic beverages are not allowed on the church premises at any time.
12. All involved with the wedding, beginning with the rehearsal, are expected to act in accordance with the sacredness of the event.
13. The throwing of rice is not permitted on church premises. Birdseed may be used outdoors.
14. **Rehearsals are held on the day prior to the wedding at 5:00 p.m.** When two weddings are scheduled on the same day, the rehearsals will be scheduled to begin one hour apart. Rehearsals are limited to one hour. It is important to have

the entire wedding party promptly present at the scheduled time. Staff members are instructed to begin the rehearsal within 15 minutes of the announced time. Soloists should practice before the rehearsal. This practice time needs to be coordinated with the organist.

15. **Wedding Time** – Weddings may begin no later than 6:00 pm. If the reception is held at the church, the wedding will need to begin no later than 3:00 pm.
16. **Church access**: The church will be available 3 hours prior to the service and 1 hour following the service for the wedding party and florist. **If additional time is needed, extra charges will apply at \$35 per hour.** Please make this request to the Administrative Assistant as soon as you know that you will need the extra time, **but at least 1 week in advance** to allow for appropriate scheduling of personnel.
17. The Gallery Lounge and Bride's Room are used as the dressing room for the bride and her attendants. Groomsmen usually arrive at the church already dressed but Room A-127 is available if needed. Please do not visit other areas of the church. If items are needed, please let your wedding director know, or someone from our maintenance staff.
18. If having the reception at the church, there will be an additional fee of \$50 per hour if the kitchen or if kitchen equipment is utilized.
19. Payment: Please submit payment of fees to the Administrative Assistant at least 30 days prior to the ceremony.
20. The church is not responsible for lost or stolen articles. Please secure your valuables. (i.e.; jewelry, cameras, purses, etc.)
21. Communion: The Presbyterian Church (USA) requires that "Celebration of the Lord's Supper" at a marriage service re-

quires the approval of the Session, and care shall be taken that the invitation to the Table is extended to all baptized present.” In addition, the wedding party will be responsible for the following:

- ✧ Communion elements. (bread and juice)
- ✧ Contacting elders or deacons to serve communion. There is a list of deacons and elders available upon your request. Family and friends who are ordained Presbyterian elders/deacons may also serve.
- ✧ Serving communion by intinction.

Recognizing the logistics and guest sensitivity that extending communion to all presents, most couples choose not to celebrate communion during the service. If this is something that you’d like to explore, please speak with the minister at least two months in advance (to allow for session timing).

22. The Communion Table:

- ✧ May be relocated from the sanctuary floor to the chancel, or removed from chancel area, upon request.
- ✧ Flowers, candelabras, bible, cross, communion ware; may be placed on the communion table for weddings. Other items must be approved by the officiating minister.

23. Relocation of Large Furniture and Equipment: Choir Chairs, Organ, Piano, Pulpit, Risers—will not be removed from chancel.

24. The pulpit may be relocated on the chancel if requested; however, it may not be removed from the chancel. (The lecturn, baptismal fount, flower pedestals, may be moved upon request.)

25. Privacy Wall: This has been removed and will not be returned to the chancel.

Services of the Staff

1. Minister

- a) The minister will make every effort to ensure you have a meaningful and beautiful wedding. The minister is in charge of the entire wedding procedure, working closely with the bride and groom to insure a proper religious service, while also delegating responsibilities to various staff members.
- b) The minister is present for the rehearsal of a sanctuary wedding and begins the proceedings. He/She will guide participants through the mechanics of the wedding. A wedding director will continue with specific directions when the minister has finished. (Normally, chapel weddings do not require a rehearsal. Therefore, the minister does not normally attend chapel rehearsals.)
- c) The minister must approve the final copy of the wedding program no later than 30 days prior to the wedding. (should you choose to have one)
- d) You must take responsibility to schedule your premarital counseling sessions with the minister or counselor. These sessions are necessary and important as well as required.

2. Organist

- a) The church's organist will assist the bride and groom with the selection of instrumental and vocal wedding music. (See **Wedding Music Guidelines** on next page for more information regarding rehearsals with soloists, etc.)
- b) In keeping with the policies of First Presbyterian Church and the Session, the church organist will play for all sanctuary and chapel weddings. If you choose not to have an organist, the wedding fee will not be reduced as we are contracted to pay the church organist whether or not he/she is used.

- c) All music for the wedding, both vocal and instrumental, must be approved by the Assistant Music Director.
- d) All music, vocal and instrumental, must be in keeping with the Christian services and ceremonies as practiced by First Presbyterian Church.

3. Sound Technician

The sound technician is not scheduled to be present at the rehearsal, but will be available up to 1½ hours before the wedding. If you have special requests for monitors, microphones, or the use of our hearing impaired devices, please notify the Administrative Assistant no later than 7 days in advance.

Wedding Music Guidelines

1. All music must be approved by the Assistant Music Director/Organist. Music played and sung before and during your wedding needs to provide an atmosphere of worship. Wedding ceremonies are sacred, and the music used for your wedding needs to meet the same standard as music used during the Sunday worship services.
2. Contemporary Christian music may be used. However, if the church does not own the song you want played you will need to provide the church with the music.
3. **No use of recorded music please!** Tapes and CD's can be played at the rehearsal dinner or at the reception, but not during the wedding ceremony.
4. **Soloists:** Outside soloists may be used (singers, trumpet players, etc.) Many experienced instrumentalists and vocalists are also available through the church. If you decide to use an outside soloist, please have the person(s) contact the Organist/Assistant Music Director no later than 30 days prior to your wedding to clarify any questions about the music and to set up a rehearsal time. The wedding fee paid to the church includes **one** rehearsal time such as before or after the wedding rehearsal as well as a run through prior to the wedding service. (In addition to run throughs with the soloist prior to the wedding). **Any additional rehearsals needed in order to rehearse with outside soloists will cost \$35 per rehearsal.**

5. For instances where there is a question as to the appropriateness of a particular song or piece, the Director of Music Ministries and officiating minister shall make the final decision regarding whether or not the selection should be permitted during the service.

**Chapel Wedding Fees
First Presbyterian Church
Winston Salem, NC**

Chapel Wedding Fee - \$650

Payable to First Presbyterian Church and
due 30 days prior to wedding day

Fee includes:

- ✿ use of the church building and supplies (per written instructions in the wedding booklet)
- ✿ honorarium for the First Presbyterian minister and organist
- ✿ custodian
- ✿ Prepare online premarital survey

Fee does NOT include:

- ✿ any additional musicians or soloists
- ✿ video taping or audio recording
- ✿ bulletins or programs
- ✿ use of the church kitchen/parlor/fellowship hall
- ✿ wedding director
- ✿ rehearsal
- ✿ sound tech
- ✿ Non-First Presbyterian ministers participating in wedding
- ✿ Any ministers approved to participate in the wedding that are not on staff at First Presbyterian Church

**Sanctuary & Worship Center Wedding
First Presbyterian Church
Winston Salem, NC**

Sanctuary Or Worship Center Wedding Fee -\$1,250

Payable to First Presbyterian Church and
due 30 days prior to wedding

Fee includes:

- ✧ a Friday rehearsal with the officiating minister and a wedding director from the church
- ✧ the wedding director (for the rehearsal and wedding)
- ✧ use of the church building and supplies (per written instructions in the wedding booklet)
- ✧ honorarium for the First Presbyterian minister, organist, sound technician, and a CD audio recording of the service if requested
- ✧ custodian
- ✧ Prepare online premarital survey

Fee does NOT include:

- ✧ additional musicians or soloists
- ✧ video taping
- ✧ bulletins or programs
- ✧ use of the church kitchen/parlor/fellowship hall
- ✧ Any ministers approved to participate in the wedding that are not on staff at First Presbyterian Church



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For additional information please contact—

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