

# ***WEDDING GUIDELINES***



**CENTRAL PRESBYTERIAN CHURCH  
380 Alps Road, Athens, GA 30606**

**Tel (706)549-9284  
Fax (706)549-7057  
Email: [tziemer@bellsouth.net](mailto:tziemer@bellsouth.net)**

**Pastor: Dr. Robert H. Bohler, Jr.**

### **Facility Fees**

	<b><u>Member</u></b>	<b><u>Non-Member</u></b>
Sanctuary and McDonald Parlor, Fellowship Hall, Kitchen	\$ 50.00	\$500.00
McDonald Parlor (no use of other rooms)	No Charge	\$ 100.00
Minister Fee	discretionary	\$250.00
Organist Fee	\$250.00	\$250.00
Soloist Fee	\$100.00	\$100.00
Custodial Fee		
Sanctuary/McDonald Parlor	\$ 65.00	\$ 65.00
Fellowship Hall	\$ 45.00	\$ 45.00
Wedding Coordinator	\$100.00	\$150.00

Member definition: Bride or groom or father/mother of the bride or groom.

Central Presbyterian Church is happy you are planning to have your wedding here. Each member wishes you joy and fulfillment in your new life.

These guidelines have been prepared as a guide to help you make preparations for this occasion. Please read the information carefully and inform others closely involved with your wedding of its contents. If you have further questions, please contact the wedding coordinator.

A church wedding is a religious service of worship and consecration. All plans should be made with this in mind.

### **Reservation**

Members may reserve the facility twelve months and non-members nine months, prior to the wedding. It is suggested that you notify the church office as soon as you have a desired date in mind. Many activities are scheduled on the church calendar and advance planning is a necessity. When you have returned the completed reservation form, received the approval of the minister, and the church office has received the reservation deposit, the office manager will mail the bride or groom (whom ever made the request) written confirmation of the date/time/facility. An invoice explaining the fees and payment due date will be included with the confirmation letter.

Note: Sunday afternoons, New Year's Day, Easter Week, Thanksgiving weekend, and Christmas Eve/Day are not available for weddings.

### **Pastor and Use of the Sanctuary**

The first step in planning your wedding should be a conference with the pastor of Central. Central's sanctuary is not a building to be rented out, but a house of worship that witnesses to our understanding of marriage. As a Presbyterian Church, we have a responsibility to make certain that weddings conducted in our sanctuary are faithful to the time honored traditions of the Reformed faith. If you are not a member of Central but a member of a church in the Presbyterian Church (U.S.A.), you may invite your pastor to conduct the wedding ceremony. If you are not a member of Central Presbyterian Church or any other Presbyterian Church (U.S.A.), the pastor of Central will conduct your ceremony. Non-denominational pastors may assist Central's pastor in the service.

## **Facilities**

The seating capacity of the sanctuary is 330. The McDonald Parlor is available for the bride and her attendants. The Fellowship Hall is available for the groom and groomsmen. Please be certain you have designated someone to remove all personal belongings from these rooms immediately after the ceremony.

It will not be necessary for you to employ a wedding coordinator. Central utilizes a trained wedding coordinator. This person will be a member of Central who has assisted in other weddings and will insure the orderly progress of the rehearsal and wedding. The wedding coordinator will familiarize the couple with the rules and procedures involved in using Central's facilities. The church office will notify the bride of the name, phone number and email address of the assigned coordinator.

## **Reception**

There are two Fellowship Halls at Central Presbyterian ideal for wedding receptions. Guidelines for the use of the requested Fellowship Hall and kitchen are detailed in the checklist for the caterer. It is the responsibility of the bride to see that these guidelines are followed.

Consumption of alcohol is not permitted.

The tossing or throwing of loose rice, birdseed, or confetti is prohibited on all church grounds and in all buildings.

## **Fees**

To assure that the church is in the best condition possible, a schedule of fees has been established. A fifty dollar (\$50.00) deposit must be paid at the time you reserve the facilities. The balance must be paid three weeks prior to the wedding. All fees listed on the Schedule of Fees are non-negotiable.

For member weddings, no set fee is listed for the minister's honorarium = the amount is left to the discretion of the groom.

## **Flowers and Decorations**

The bride is asked to contact the wedding coordinator before making plans for decorating the church. A checklist is furnished to the bride to give to the florist regarding decorations.

### **Candles**

The church has available two floor standing candelabra. Candles must be supplied by the bride and should be spring loaded candles. If a unity candle is used, it needs to be provided by the florist. Candles may only be used in the chancel.

### **Wedding Music**

The wedding ceremony is first and foremost a service of worship. Musical selections for this occasion should therefore be chosen accordingly. The appropriateness of all music selections should be discussed well in advance with Central's Director of Music, who has been designated by the Session to approve selections. Music selections not suitable for the wedding ceremony should be saved for the reception.

Central has two local organists who will play at weddings. His/her services should be secured at least three months prior to the wedding. The church will make these arrangements and notify the bride/groom of them. If the couple has an organist or other musicians they want to use, this must be approved by the Director of Music.

### **Photography**

Photographs are an important part of your wedding. To maintain the dignity of the marriage service it is essential that pictures be taken before the processional begins or after the ceremony. Pictures may be taken from the balcony without a flash provided there is no noise or distraction. It is the couple's responsibility to see that the photographer complies with these stipulations. Video taping of the ceremony is permitted from the balcony provided it also complies with the same stipulations.

### **Wedding Program**

If a wedding program will be used, a proof copy should be made available to the wedding coordinator one month prior to the wedding for approval.

## **CHECKLIST FOR CATERER**

If the reception is to be held at Central, arrangements should be made when the wedding date is set. The church retains full control over music, activities, and decorations.

The church does not provide a catering service. The couple must arrange this. They are responsible for seeing that the caterer is cleared through the church office and receives a copy of the checklist (additional copies are available upon request).

- 1) The use of alcohol on church grounds is not permitted.
- 2) The church kitchen may be used to prepare and serve food. Church food supplies, chafing dishes, cooking trays, pots/pans and dishes are not available. Utensils may be used but must be washed and returned to their proper place. The kitchen and kitchen floor must be wiped and mopped. Garbage must be removed from the church premises. The church has 4 indoor garbage receptacles that are to be used. Caterer must provide liners.
- 3) Tables and chairs are available. 15 8-foot tables and 200 stackable chairs (non-folding resin with metal legs).
- 4) No rice, birdseed, confetti, or anything else can be thrown in the building or immediately in front of any entrance to the church.

If you have any questions concerning preparations for your wedding, please feel free to call the church office manager at 706/549-9284.

## **CHECKLIST FOR FLORIST**

Since the wedding is a worship service, the flowers and decorations should be appropriate for a place of worship; therefore, we request the following guidelines be utilized:

- 1) Only one large live arrangement may be used in the chancel.
- 2) Only two candelabra may be used unless otherwise approved by the wedding coordinator.
- 3) Pew markers should only be utilized on pews reserved for the wedding party.
- 4) Plastic must be used under the candelabra and spring loaded candle covers.
- 5) Adhesives, nails, screws, and metal clamps are not allowed in any church facility.
- 6) Candles may only be used in the chancel.
- 7) The baptismal font and the piano are not to be decorated.