



**CENTRAL PRESBYTERIAN  
CHURCH**

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**WEDDING  
GUIDELINES  
2008**



**CENTRAL PRESBYTERIAN  
CHURCH**

**PASTOR**

***DR. ROBERT H. BOHLER, JR.***

**ASSOCIATE PASTOR**

***REVEREND DEBORAH TRIMPE***

**PARISH ASSOCIATE**

***REVEREND CHARLES COOK***

## RESERVATIONS

CENTRAL PRESBYTERIAN CHURCH IS HAPPY YOU ARE PLANNING TO HAVE YOUR WEDDING HERE. EACH MEMBER WISHES YOU JOY AND FULFILLMENT IN YOUR NEW LIFE.

A CHURCH WEDDING IS A RELIGIOUS SERVICE OF WORSHIP AND CONSECRATION. ALL PLANS SHOULD BE MADE WITH THIS IN MIND.

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 OFFICE 706-549-9284 OR YOUR WEDDING COORDINATOR.

MEMBERS MAY RESERVE THE FACILITY NINE MONTHS AND NON-MEMBERS TWELVE MONTHS PRIOR TO THE WEDDING DATE. 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 (\$50.00 FOR MEMBERS, \$100 FOR NON-MEMBERS, REFUNDABLE IF WEDDING CANCELED WITH AT LEAST 30 DAYS NOTICE), THE OFFICE WILL MAIL YOU A WRITTEN CONFIRMATION OF THE DATE/TIME/FACILITY. AN INVOICE EXPLAINING THE FEES AND PAYMENT DUE DATES WILL BE INCLUDED WITH THE CONFIRMATION LETTER.

NOTE: SUNDAY AFTERNOONS, NEW YEAR'S DAY, EASTER WEEK, THANKSGIVING WEEKEND, AND CHRISTMAS EVE/DAY ARE GENERALLY NOT AVAILABLE. PLEASE SPEAK WITH THE PASTOR IF INTERESTED IN ONE OF THESE DAYS.



## 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. PHOTOGRAPHS MAY BE TAKEN FROM THE BALCONY (NO FLASH!) PROVIDED THERE IS NO NOISE OR DISTRACTION. VIDEO TAPING OF THE CEREMONY IS PERMITTED FROM THE BALCONY PROVIDED IT ALSO COMPLIES WITH THE SAME STIPULATIONS. IT IS THE COUPLE'S RESPONSIBILITY TO SEE THAT THE PHOTOGRAPHER/VIDEOGRAPHER COMPLIES WITH THESE STIPULATIONS.

## FEES

	MEMBER	NON-MEMBER
DEPOSIT (APPLIED TO FEES)	\$50	\$100
WEDDING COORDINATOR FEE, USE OF THE SANCTUARY, ROOM 105 (FOR GROOM), AND MCDONALD PARLOR (FOR BRIDE)	\$250	\$750
USE OF FELLOWSHIP HALL, GATHERING SPACE, AND KITCHEN FOR REHEARSAL DINNER	\$100	\$400
USE OF FELLOWSHIP HALL, GATHERING SPACE, AND KITCHEN FOR RECEPTION	\$100	\$400
MINISTER	DISCRETIONARY	\$250.00
*ORGANIST	\$250.00	\$250.00
*SOLOIST	\$125.00	\$125.00
*HARPIST	\$125.00	\$125.00

\*OPTIONAL

MEMBER DEFINITION: BRIDE OR GROOM OR FATHER/MOTHER OF THE BRIDE OR GROOM.



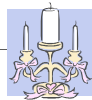
## MUSIC & PROGRAMS

THE WEDDING CEREMONY IS FIRST AND FOREMOST A SERVICE OF WORSHIP. MUSICAL SELECTIONS MUST BE APPROPRIATELY RELIGIOUS. THE APPROPRIATENESS OF MUSIC SELECTIONS WILL BE DISCUSSED WITH THE PASTOR AND/OR THE DIRECTOR OF MUSIC, MUSIC SELECTIONS NOT SUITABLE FOR THE WEDDING CEREMONY SHOULD BE SAVED FOR THE RECEPTION.

CENTRAL'S ORGANIST WILL PLAY AT WEDDINGS. HER SERVICES SHOULD BE SECURED AS SOON AS POSSIBLE. IF THE COUPLE HAS AN ORGANIST OR OTHER MUSICIANS THEY WANT TO USE, THIS MUST BE APPROVED BY THE DIRECTOR OF MUSIC. CENTRAL ALSO HAS SOLOISTS AND A HARPISIT AVAILABLE.

CENTRAL PREFERS THAT LIVE MUSIC ONLY BE USED AT WEDDINGS. HOWEVER, WITH THE PASTOR'S APPROVAL, COUPLES CAN HAVE RECORDED MUSIC. THEY ARE RESPONSIBLE FOR BRINGING IN THE CORRECT PLAY EQUIPMENT AND FOR HAVING SOMEONE TO HANDLE THE SET-UP AND USE AT THE WEDDING .

WEDDING PROGRAMS ARE THE RESPONSIBILITY OF THE COUPLE. THE PASTOR WILL HELP THE COUPLE ENSURE THAT THE PROGRAM HAS THE CORRECT ORDER OF WORSHIP.



## PASTOR AND USE OF SANCTUARY

THE FIRST STEP IN PLANNING YOUR WEDDING IS A MEETING WITH CENTRAL'S PASTOR.

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.

## WEDDING COORDINATOR

CENTRAL REQUIRES THAT ONE OF THEIR WEDDING COORDINATORS BE PRESENT AT ALL WEDDING ACTIVITIES HELD AT THE CHURCH. THEIR FEE IS INCLUDED IN THE FACILITY RENTAL FEE. 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.



## FACILITIES & CATERING

THE SEATING CAPACITY OF THE SANCTUARY IS 330 (THIS INCLUDES SEATING FOR 30 IN THE BALCONY). THE McDONALD PARLOR (DOWN THE HALL FROM THE NARTEX) IS AVAILABLE FOR THE BRIDE AND HER ATTENDANTS. ROOM #105 (ACROSS FROM THE KITCHEN) IS AVAILABLE FOR THE GROOM AND GROOMSMEN.

THERE ARE TWO SPACES IDEAL FOR RECEPTIONS OR REHEARSAL DINNERS, THE FELLOWSHIP HALL AND THE GATHERING AREA. THESE ARE ADJACENT TO EACH OTHER AND CAN BE COMBINED. THEY ARE CLOSE TO THE KITCHEN.

IF THE RECEPTION AND/OR REHEARSAL DINNER IS TO BE HELD AT CENTRAL, ARRANGEMENTS MUST 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 IS RESPONSIBLE FOR SEEING THAT THE CATERER RECEIVES A COPY OF THE FOLLOWING:

- 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. CATERER MUST PROVIDE CAN LINERS.
- 3) TABLES AND CHAIRS ARE INCLUDED IN THE RENTAL FEE FOR THE FELLOWSHIP HALL AND/OR THE GATHERING SPACE - 15 8-PERSON RECTANGULAR AND 5 8-PERSON ROUND TABLES, 200 RESIN CHAIRS (NON-FOLDING) AND 100 METAL FOLDING CHAIRS. THE COUPLE IS RESPONSIBLE FOR SET UP AND TAKE DOWN OF FURNISHINGS. ROOMS MUST BE PUT BACK IN ARRANGEMENT AS SHOWN ON WALL CHARTS IN EACH ROOM.



## DECORATIONS

THE COUPLE IS ASKED TO CONTACT THE WEDDING COORDINATOR BEFORE MAKING PLANS FOR DECORATING THE CHURCH.

THE CHURCH HAS TWO FLOOR-STANDING CANDELABRA. CANDLES MUST BE SUPPLIED BY THE COUPLE AND SHOULD BE SPRING LOADED. IF A UNITY CANDLE IS USED, IT NEEDS TO BE PROVIDED BY THE COUPLE. CANDLES MAY ONLY BE USED IN THE CHANCEL (AREA BY THE PULPIT AND LECTERN).

SINCE THE WEDDING IS A WORSHIP SERVICE, THE FLOWERS AND DECORATIONS SHOULD BE APPROPRIATE FOR A PLACE OF WORSHIP; THEREFORE, WE REQUEST THE FOLLOWING:

- 1) ONLY ONE LIVE FLOWER ARRANGEMENT IN THE CHANCEL.
- 2) ONLY TWO CANDELABRA MAY BE USED UNLESS APPROVED BY THE WEDDING COORDINATOR.
- 3) PEW MARKERS SHOULD ONLY BE UTILIZED ON PEWS RESERVED FOR THE WEDDING PARTY.
- 4) PLASTIC MUST BE UNDER THE CANDELABRA AND SPRING LOADED COVERS ON THE CANDLES.
- 5) ADHESIVES, NAILS, SCREWS, AND METAL CLAMPS ARE NOT TO BE USED IN ANY ROOMS.
- 6) CANDLES ALLOWED ONLY IN THE CHANCEL. NOT PERMITTED IN THE RECEPTION AREAS, FELLOWSHIP HALL OR GATHERING SPACE.
- 7) THE BAPTISMAL FONT AND THE PIANO ARE NOT TO BE DECORATED.

