

# GUILFORD PARK PRESBYTERIAN CHURCH WEDDING GUIDELINES

## GETTING STARTED

The first step in planning a wedding at Guilford Park Church is to make an appointment with one of the pastors. This should be done at least six months in advance of your anticipated wedding date, and preferably even earlier. The purpose of this meeting is to ensure that the plans for the wedding are compatible with the church's understanding of marriage. Until this initial meeting has been completed, **no** firm commitments will be made concerning the use of the church.

First consideration will be given to Active Members of GPPC or their children if a conflict over date or time occurs. Non-members who wish to be married at Guilford Park should discuss their desire with a pastor **as soon as possible**.

## PASTORS

It is expected that one of the pastors of the church will officiate at all weddings held in the church. A guest pastor may conduct or assist in a wedding at Guilford Park Church at the invitation of the senior pastor. If the guest is not a PCUSA minister, one of the Guilford Park pastors will participate and direct in the ceremony with the guest pastor assisting.

Premarital counseling is required before the wedding. The pastor will meet with the couple three or four times prior to the wedding.

## LICENSE

A marriage license must be obtained from the Register of Deeds. For information concerning the requirements for obtaining a license, call 373-3109 for a recorded message. Be prepared to take notes. The marriage license may be brought to the church during weekday office hours (M-Th 8-5), but must be received by noon on the day before the wedding.

## WEDDING COORDINATOR

The Wedding Coordinator is to provide coordination for the services of Christian marriage (weddings) at GPPC, and, under the supervision of the pastor conducting the service, serve as a liaison between the church and the wedding couple and as a guide in the planning and carrying out of the marriage worship service. The Wedding Coordinator is **not** a wedding planner and is directly accountable to the pastor conducting the wedding.

## MUSIC

Music is an important part of a worship service. It is expected that the selection of music (sung or played) will be appropriate to the sacred nature of the wedding service of worship and that reverence and discretion will be the principal guidelines. (*Book of Order W-4.9005; W-1.4005b.*) If the organ is to be used, the church Organist will play and has a wide variety of music to suggest which is appropriate for use. The couple must contact the Organist as soon as dates have been confirmed with the pastor. If the Organist is unable to play for the wedding, assistance will be provided to secure qualified replacement.

If a guest musician or the piano is desired, the pastor must be informed and give approval. The pastor, in consultation with the musicians, shall have final approval on all music used. Pre-recorded music will **not** ordinarily be permitted.

## FACILITIES

Because we want to help you make your wedding a meaningful and memorable occasion, the following guidelines have been established to help assure and preserve the beauty, dignity and atmosphere which should surround a wedding and worship service.

The Sanctuary is the place where most weddings are held and will comfortably seat 300. The Communion Table and Baptismal Font are **not** to be moved since they are important symbols in worship and the piano as well cannot be moved from the sanctuary.

For small weddings, the Parlor is often an appropriate place to have a wedding. Groups of up to thirty may be comfortably seated there.

Care should be taken to assure that church property is not damaged in setting up or taking down any special additions for a wedding. Since the aisles of the church are carpeted, no runner will be used. Dressing rooms with full-length mirrors are available for the wedding party. It is the responsibility of the wedding party to set up and clean up these rooms after use. Rooms and furniture should be returned as it was found and all wedding items shall be boxed and placed in the hall for disposal.

Although precautions will be taken to assure the safety of possessions, the church **cannot** be responsible if any personal items belonging to the wedding party are lost, stolen or damaged.

There will be **no smoking** in the church. **Alcoholic beverages may not be used** on the church premises at any time, and no one under the influence of alcohol may take part in the wedding or rehearsal.

**Rice or confetti may not be thrown** in or outside the church. Birdseed is acceptable outside the church.

## FLOWERS and DECORATIONS

The sanctuary has been designed and furnished with symbols of the Christian faith so that it may be a place of reverent

worship with a minimum of flowers. The use of flowers should be discussed with the pastor and Wedding Coordinator early in the planning and before any final arrangements are made with the florist. The bride is to schedule a meeting with the Wedding Coordinator and florist in the sanctuary to discuss decorations ordinarily 60 days prior to the wedding.

Decorations shall **not** damage floors, carpet, or furniture and should conform to the city fire ordinance. **No** nails, screws or tape shall be used in attaching decorations to the pews or walls.

The florist should arrange with the Church Administrator and Wedding Coordinator to be sure that the building will be open to set up for the wedding and a specific time for clean up shall also be established.

The Worship Committee has the discretion to decide on the presence of liturgical worship enhancements during weddings.

## PHOTOGRAPHY and VIDEO TAPING

Since the wedding is a worship service, **no** flash pictures may be taken during the wedding. It is permissible to take time exposures from the extreme rear of the sanctuary if the camera is removed from the sanctuary to be rewound. No motorized drives are to be used for picture taking during the service.

Pictures of the wedding party may be taken in the sanctuary immediately after or prior to the service. To assure that the bridal party proceeds to the reception as soon as possible, a list of desired photos should be carefully planned with the photographer prior to the wedding.

Family and friends should be instructed, in the bulletin, not to take pictures during the wedding. Such family pictures may be taken after the service while the photographer is taking pictures of the bridal party. Ushers will be instructed to notify guests with cameras

that picture taking during the worship service is not permitted.

The photographer is cautioned not to rearrange furniture or move wall hangings or pictures. It is the responsibility of the photographer to assure that all rooms are left exactly as they are found.

If video taping is desired, this should be discussed with the pastor prior to the rehearsal. The church does not provide for video taping, but, within strict limits, it is permitted. A video camera on a stationary tripod at the rear of the sanctuary may be permitted.

#### REHEARSAL

Normally, wedding rehearsals are held the evening before the wedding. The usual time is 6:00 or 6:30 p.m. It is important for the bridal party to be in attendance and on time. Rehearsals will proceed as scheduled as long as the bride and groom are present. Latecomers will have to pick up the details later. The rehearsal usually lasts forty-five minutes to an hour.

The pastor and Wedding Coordinator will serve as wedding directors and no outside consultants will be needed.

#### RECEPTION

Receptions may be held at the church, but must end by 10 p.m. The Fellowship Hall is appropriate for larger weddings while the Parlor, available for church members only, is adequate for small groups of thirty or forty. The bridal party will be asked to agree to the guidelines for use of the Parlor, if it is used. Arrangements for the reception should be made at the same time as a date is confirmed for the wedding.

The person responsible for the reception should contact the Church Administrator and Wedding Coordinator to arrange for a time when the church will be open for setting up for the reception.

The church does not provide any equipment except chairs and tables. The caterer is responsible for furnishing all

equipment and decorations and clean up of the kitchen and adjacent areas. Trash should be bagged and left in the kitchen.

#### WEDDINGS FEES FOR ACTIVE MEMBERS AND THEIR CHILDREN

Organist	\$250.00
Wedding Coordinator	200.00
with reception	250.00
Custodian	75.00
with reception	150.00

Soloist(s) - to be arranged by the bride or groom

Please make check payable to "Guilford Park Presbyterian Church" for the amount of the fees for the Organist, Wedding Coordinator and Custodian and designate on the check that it is for "wedding expenses." **Due date is 30 days prior to the wedding.**

#### WEDDING FEES FOR INACTIVE MEMBERS AND NON-MEMBERS

A refundable deposit of \$200 is required in case of any damage to church property.

Sanctuary	\$500.00
Fellowship Hall	500.00

Pastor	350.00
Organist	300.00
Wedding Coordinator	250.00
with reception	300.00
Custodian	75.00
with reception	150.00

Soloist(s) - to be arranged by the bride or groom

Please make check payable to "Guilford Park Presbyterian Church" for the amount of the fees for the facilities, pastor, Organist, Wedding Coordinator and Custodian and designate on the check that it is for "wedding expenses." **Due date is 30 days prior to the wedding.**

#### TELEPHONE NUMBERS:

Pastors  
Dr. Jeff Paschal  
Church: 336-288-5452  
The Rev. Jo Owens  
Church: 336-288-5452

Wedding Coordinator  
Tracy Johnson  
336-686-4699  
tracyjohnson1023@gmail.com

Organist  
Dr. Bill Allred  
Church: 336-288-5452

Church Administrator  
Lisa Boxley  
Church: 336-288-5452

#### IT IS IMPORTANT FOR YOU TO . . .

1. *Meet with pastor and secure a date for your wedding on the church calendar.*
2. *After meeting with the Pastor, contact the Wedding Coordinator for initial meeting, ordinarily within one week after meeting with the pastor.*
3. *After meeting with the Wedding Coordinator, contact the Organist to discuss music selections.*
4. *Pay all fees no later than 30 days prior to the wedding.*
5. *Bring your marriage license to the church by noon the day before the wedding.*

Revised by Session: 8/17/14



# Wedding Guidelines

**Guilford Park  
Presbyterian Church  
2100 Fernwood Drive  
Greensboro, NC 27408  
336-288-5452**

#### WEDDINGS and WORSHIP

We congratulate you on your forthcoming marriage and we look forward to the opportunity of helping you make this a meaningful wedding. A Christian wedding is an act of worship since it is "instituted by God, regulated by his commandments and blessed by our Lord Jesus Christ." As we plan for your wedding, we will be preparing a worship service where all in attendance will participate in your covenant with God.

**Please become familiar with this policy, and plan to follow through on your responsibilities listed in it. Failure to do so may mean the service cannot be held at Guilford Park.**