

A GUIDE TO WEDDINGS
AT
LOYD PRESBYTERIAN CHURCH
LAGRANGE, GA

Revised 03/06/20

A Guide to Weddings at
Loyd Presbyterian Church
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LaGrange, GA 30240
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YOUR WEDDING

Presbyterians believe that “Marriage is a gift God has given to all humankind for the well-being of the entire human family. Marriage involves a unique commitment between two people, traditionally a man and a woman, to love and support each other for the rest of their lives. The sacrificial love that unites the couple sustains them as faithful and responsible members of the church and the wider community. In civil law, marriage is a contract that recognizes the rights and obligations of the married couple in society. In the Reformed tradition, marriage is also a covenant in which God has an active part, and which the community of faith publicly witnesses and acknowledges.” (Book of Order, Presbyterian Church U. S. A.)

Loyd Presbyterian rejoices in your decision to marry and hopes your service at our church will be a happy occasion. Our Minister and Wedding Committee members will assist you in any way they can. This booklet is presented to you with the prayer that it will assist you in making your plans in such a way that this day may be among the most memorable of your life. We ask that you comply with these policies so that no detail may be overlooked in making your wedding one of the happiest and holiest moments of your life.

SCHEDULING THE CHURCH

Reservations for weddings are to be made through the Church Office Manager at least 6 weeks in advance of the proposed wedding date. All weddings held on Loyd Presbyterian Church property must be approved by our Session prior to the wedding being scheduled. A copy of these policies will be given to the couple by the Wedding Coordinator. At that time, the Wedding Coordinator will review the information in this guide, including fees assessed. The member rate is for all **ACTIVE** members of Loyd Presbyterian Church and/or their children. Once the Session has approved the wedding and the **reservation form** (included in this guide) is filled out and signed and a deposit is paid, the church will be reserved subject to the provisions below. The couple is responsible for distributing these policies to the photographer, videographer, florist, caterer, and other persons involved. Our church Wedding Coordinator serves to counsel with the couple regarding these policies and to oversee the wedding. If the couple has hired a wedding director, this person will need to meet with our pastor and/or Wedding Coordinator to go over these guidelines.

The Church is not available Thanksgiving weekend, Christmas Eve & Day or Easter weekend.

The couple is responsible for contacting the Minister, who will review with them the Order of Service. Please contact the Minister when reservations for the church are made. If an outside minister is to be used, it must be approved by the minister of our church before the wedding can be placed on the church calendar. Please provide us with the minister's name and contact information immediately. Our minister will extend a personal invitation to a visiting clergy and discuss the service of worship. Our minister would also like to talk with the couple to be married when reservations are made (even if another minister is used for the wedding) to go over the wedding service.

I. THEOLOGY

1. A wedding is a commitment which takes place before Almighty God and God's people. Therefore, we enter in worship and conduct worship during a wedding ceremony.
2. Communion (the Lord's Supper) may be administered if provided to the entire congregation. Our theology teaches that Christ died for all and therefore the Lord's Supper is always observed in that context.

II. FLOWERS

1. Since the wedding is a service of worship, decorations should be as simple as possible and should enhance the beauty of the sanctuary.
2. Floral arrangements should be made in consultation with our Wedding Coordinator.
3. Arrangements may not be placed on the Communion Table, piano, organ, pulpit or lectern.
4. Floral arrangements (including battery operated candles) may be placed at the end of pews.
5. All floral arrangements are to be made outside the sanctuary.
6. No nails, screws, thumbtacks, staples or tape may be used in any part of the Sanctuary nor any carpentry work or temporary construction be erected.

7. If you are scheduling a wedding after Thanksgiving Day or a December wedding, none of the Christmas decorations in the sanctuary are to be removed. You are expected to plan your decorations (if needed) around what is already in place.

8. One floral arrangement may be left for use by the church during Sunday worship services if the wedding is held on Saturday and prior arrangements are made with the Church Office. All other floral arrangements must be removed. If an arrangement is left for use on Sunday, the Wedding Coordinator is responsible for removing the arrangement after worship.

9. The florist is expected to remove all decorations and equipment promptly following the ceremony. The Wedding Coordinator is not responsible for removing decorations or equipment.

10. No furnishings should be moved except the Baptismal Font and Communion Table (which can be moved back). The chairs in the choir loft may be removed if additional space is needed. It is the responsibility of the wedding party to move the furnishings and then move them back after the wedding. The Wedding Coordinator is not responsible for moving furnishings. The Banners hanging at the back of the sanctuary may not be removed.

11. No flowers can be placed in the kitchen refrigerator.

III. CANDLES

1. Dripless candles must be used. The church can provide black candelabras, if needed.
2. There must be adequate protection from candle drippings for floors and other furniture.
3. Only candles in globes are allowed in the windows.
4. The two single silver candlesticks are the only candles allowed on the Communion Table.
5. The church does not provide a unity candle holder.

IV. MUSIC

1. Music of a religious or classical nature provides a reverent setting for worship. The church is obligated to maintain the same high standards in the selection of music for weddings as it does in planning other religious services. It is helpful to remember that the first and most important function of music in the church is to glorify God, therefore, keep in mind that whatever music is chosen should be compatible with a Christian ceremony.

2. All music must be approved by our Minister through the Wedding Coordinator.

3. It is the responsibility of the couple to secure an organist or pianist. Again, all music and outside pianists/organists that are used must be approved. It is the responsibility of the couple to pay an honorarium to the accompanist at the time of the rehearsal.

4. The piano is not to be moved.

V. PHOTOGRAPHS AND VIDEO RECORDINGS

1. Persons operating cameras are asked to please be discreet so that the dignity and sanctity of the service is preserved.
2. The photographer is permitted to take pictures in the narthex; however, no flash bulbs and/or any other form of lighting shall be used after the bride starts down the aisle. Pictures may be made during the ceremony by the photographer. The photographer must stay at the back of the sanctuary behind the last pews during the ceremony. If the cameras have the ability to dim the "clicking noise" it is requested that the photographer use this feature during the wedding ceremony.
3. Photographs may be made by the photographer during the recessional. The photographer may stand in the narthex doorway for these pictures.
4. Photographs taken prior to the wedding ceremony are to be completed 30 minutes prior to the ceremony.
5. A video camera placed on a tripod may be used in the choir area or balcony area during the wedding ceremony if the equipment can be set up in such a way as not to detract from the altar area. Flower arrangements may be used in the choir loft to hide the video equipment. No person may operate a video camera in the altar area. These policies go for family members and friends as well...please make sure they are aware of these guidelines.

VI. RECEPTIONS AND REHEARSAL PARTIES

1. Darden Hall is available to all weddings for receptions and rehearsal dinners. The church does not assume responsibility for decorating.
2. It is your responsibility to assure that the fellowship hall (Darden Hall) is left in the condition in which it was found.
3. No alcoholic beverages may be served at rehearsal parties or receptions.
4. Darden Hall is a smoke-free environment.
5. The bride is responsible for securing the caterer.
6. A DJ is allowed.
7. Dancing is allowed; however, it is imperative to remember that our hall is part of the church environment and we would ask that your celebration be in keeping with the surroundings. Please restrict dancing to the space provided.

VII. FEES*

A down-payment of \$100 for members/\$300 for non-members is due at the time the church sanctuary is reserved. The remainder is to be paid to the Office Manager one month prior to the service. The deposit for Darden Hall is \$150 for members and \$300 for non-members and is in addition to the sanctuary deposit.

	<u>Members</u>	<u>Non-Members</u>
Sanctuary Rental	\$100	\$750
Darden Hall Rental	\$150	\$575
White Table Cloths	\$15 each	\$15 each

Minister: No fee is set for the service of the minister; however, an honorarium is in order. The couple is responsible for paying the minister before the day of the wedding.

Organist/Pianist: The organist/pianist will establish their own fee. The couple is responsible for paying the organist/pianist at the rehearsal.

*Due to inflation, these fees are subject to review and change periodically.

VIII. GENERAL RULES

1. No alcoholic beverages of any kind are to be consumed or served on church property.
2. No smoking will be allowed in any of the church facilities.
3. No food or drink is allowed in the sanctuary at any time.
4. No rice, confetti, or flowers are to be thrown inside the buildings or on church property. Silk petals may be thrown by the flower girl coming down the aisle. Bird seed or bubbles may be used outside.
5. No fresh flowers are to be thrown on the carpet.
6. The church is not responsible for lost or stolen items.
7. Bibles, pew cards and hymnals are permanent fixtures and are not to be moved.
8. The Bride's Room located in the basement of the Sanctuary is available. The groomsmen may dress in the choir room in the Educational Building.

9. The rehearsal should start promptly and last no longer than one hour. Participants are encouraged to be here 15 – 20 minutes early.
10. It is your responsibility to assign someone to assure that the facilities are cleaned up immediately after the wedding service (including the Bride's Room, Fellowship Hall and any other rooms used).
11. Responsibility for any lost or damaged items or damage to church property is that of the renter.
12. A nursery facility is available for your use. You are responsible for providing a nursery worker.
13. The church bell may be used by a ringer approved by the Wedding Coordinator.

WEDDING REGISTRATION FORM FOR LOYD PRESBYTERIAN CHURCH

TO BE COMPLETED BY THE COUPLE AND RETURNED TO THE WEDDING COORDINATOR

1. Bride's Name _____

Address _____

Phone: Home _____ Cell/Business _____

E-mail _____

2. Groom's Name _____

Address _____

Phone: Home _____ Cell/Business _____

E-mail _____

3. Address after the wedding

4. Wedding Date _____ Time _____ Church should be opened by _____

Rehearsal Date _____ Time _____ Church should be opened by _____

Pictures will be taken: Dates/times _____

5. Minister _____

If other than Loyd minister – Address _____

Phone _____ E-mail _____

Organist _____ Phone _____

Soloist _____ Phone _____

Other musicians: _____ Phone _____

_____ Phone _____

Photographer _____ Phone _____

Florist _____ Phone _____

Caterer _____ Phone _____

Sound System Operator _____ Phone _____

Family Member to Contact if bride unavailable _____ Phone _____

6. Number of Bridesmaids _____

Number of Ushers/Groomsmen _____

TO BE COMPLETED BY THE WEDDING COORDINATOR

Member _____

Non- Member _____

FEES REQUIRED

	<u>Members</u>	<u>Non-Members</u>	<u>Assessed</u>
Sanctuary Rental	\$100	\$750	_____
Darden Hall Rental	\$150	\$575	_____
White Table Cloths	\$15 each**	\$15 each**	_____
		TOTAL	\$_____
		Less Deposit	\$_____
		Balance Due	\$_____

(One Month Prior to Wedding)

Signature of Bride _____ Date _____

Signature of Office Manager _____ Date _____

Wedding Coordinator _____ Phone No. _____

** It is understood if more cloths are used than originally paid for, I will be responsible for paying for the additional cloths used.

WEDDING POLICIES FOR PHOTOGRAPHERS

**Loyd Presbyterian Church
550 Glass Bridge Road
LaGrange, GA 30240
(706) 882-5087**

The wedding ceremony is one of the most important events in the lives of most couples and they want to preserve the memory of it in pictures. We want to cooperate in this procedure and at the same time preserve the beauty and dignity of the wedding service itself. In order to accomplish this goal, it is necessary that certain policies be set which will ensure that the sacredness and beauty of the ceremony will not be marred. Brides are provided with a copy of these policies.

The policies outlined below are to be followed at all times. If the bride wants something which is not covered by these policies, those requests are to be interpreted in the spirit of these guidelines and should be fully discussed with the Wedding Coordinator before the wedding.

1. Persons operating cameras are asked to please be discreet so that the dignity and sanctity of the service is preserved.
2. You are permitted to take pictures in the narthex; however, no flash bulbs and/or any other form of lighting shall be used after the bride starts down the aisle. Pictures may be made during the ceremony by the photographer. The photographer must stay at the back of the sanctuary behind the last pews during the ceremony. If the cameras have the ability to dim the "clicking noise", it is requested that the photographer use this feature during the wedding ceremony.
3. Photographs may be made during the recessional. You may stand in the narthex doorway for these pictures.
4. Photographs taken prior to the wedding ceremony are to be completed 30 minutes prior to the ceremony.
5. The bridal party is always welcome to return to the chancel area after the ceremony for as many pictures as desired.
6. Wedding pictures may be taken in various rooms such as the bride's room, the front steps, etc.
7. Hymnals, pew cards and Bibles, etc. in pew racks are considered permanent parts of the sanctuary and are not to be removed.
8. A video camera placed on a tripod may be used in the choir or balcony area during the wedding ceremony if the equipment can be set up in such a way as not to detract from the altar area. Flower arrangements may be used in the choir loft to hide the video equipment. No person may operate a video camera in the altar area. Persons operating cameras are asked to please be discreet so that the dignity and sanctity of the service is preserved.

WEDDING POLICIES FOR FLORISTS

Loyd Presbyterian Church

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All decorations in the sanctuary should enhance the spirit of worship and dignity of the ceremony. Following is a list of specific policies of our church relating to the preparation of the sanctuary for a wedding. Items not specifically addressed in this document should be interpreted in the spirit of the following policies, and nothing outside the guidelines below should be done without discussion with and consent of the Wedding Coordinator. All brides are furnished a copy of these policies.

FLOWERS

1. Since the wedding is a service of worship, decorations should be as simple as possible and should enhance the beauty of the sanctuary.
2. Floral arrangements should be made in consultation with the Wedding Coordinator.
3. Arrangements/candles may not be placed on the Communion Table, piano, organ, pulpit or lectern.
4. Floral arrangements, including battery operated candles, may be placed at the end of pews.
5. All floral arrangements are to be made outside the sanctuary.
6. No nails, screws, thumbtacks, staples or tape may be used in any part of the sanctuary nor any carpentry work or temporary construction be erected.
7. If you are scheduling a wedding after Thanksgiving Day or a December wedding, none of the Christmas decorations in the sanctuary are to be removed. You are expected to plan your decorations (if needed) around what is already in place.
8. The florist is expected to remove all decorations and equipment promptly following the ceremony. The Wedding Consultant is not responsible for removing decorations or equipment.
9. No furnishings should be moved except for the Baptismal Font and Communion Table (which can be moved back). The chairs in the choir loft may be removed if additional space is needed. It is the responsibility of the wedding party to move the furnishings and then move them back after wedding. The Wedding Coordinator is not responsible for moving furnishings. The Banners hanging at the back of the sanctuary may not be removed.
10. Hymnals, pew cards and Bibles, etc. in the pew racks are considered permanent parts of the sanctuary and are not to be removed.
11. No flowers can be placed in the kitchen refrigerator.

CANDLES

1. Dripples candles must be used. The church can provide black candelabras, if needed.
2. There must be adequate protection from candle drippings for floors and other furniture.
3. Only candles in globes are allowed in the windows.
4. The church does not provide a unity candle holder.

The florist must check with the church Office Manager to be sure there will be no conflict in the availability of the sanctuary at the time the decorating is to be done.

WEDDING POLICIES FOR CATERERS

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Outside caterers are permitted to work wedding receptions, but must be approved by the Wedding Coordinator.

Caterers are expected to meet with the Wedding Coordinator no less than two weeks prior to the reception to make arrangements for food, equipment, the use of facilities, etc. Caterers are expected to bring all their own supplies including dishes, serving pieces, silver, etc.

Under no circumstances are any alcoholic beverages to be brought onto the premises of the church.

Thank you for your cooperation!