

Bayside Presbyterian Church
Wedding Policy
Approved by the Session June 2015

Introduction

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.

-The Book of Order, Presbyterian Church (U.S.A.), W-4 9001

Scheduling Your Wedding at Bayside Presbyterian Church

After your initial contact with the Church office and receipt of this Wedding Planning Manual, a TENTATIVE date for your wedding will be marked on the Church calendar.

Please read this manual thoroughly and carefully. If you, the wedding couple, are in agreement with and wish to abide by the policies of Bayside Presbyterian Church and its governing body (Session), please sign the accompanying WEDDING REQUEST AND WORK SHEET and return it to the Church office with your reservation fee of \$100.00. Receipt of your check and your signed WEDDING REQUEST AND WORK SHEET officially secures your wedding date on the Church calendar, pending Session approval. It is no longer tentative.

In accordance with the Book of Order, all wedding requests must be approved by the Session. The request will be considered at the next Session meeting (held monthly). In the rare case that your application is not approved, then your reservation fee will be refunded. However, once your date has been approved your deposit becomes non-refundable.

The balance of payments, in accordance with the fee schedule is due one month before the wedding.

Please bring this form to the Church office or mail to:

**Bayside Presbyterian Church 1400 Ewell Road
Virginia Beach, Va. 23455
Attn: Church Administrator**

Premarital Conferences

When the application has been approved, the Pastor, Wedding Coordinator, and Director of Music will schedule an appointment with the couple.

Pastoral Counseling

Premarital counseling is necessary and essential in preparation for marriage. Premarital conferences provide an opportunity for pastoral counsel and a time for the Minister and couple to become better acquainted, to discuss the meaning of marriage within the Christian context, and plan the marriage service, its theology, and its order.

The wedding couple needs to arrange with the Minister at least 3-6 months in advance of the wedding for the counseling. During this process, it should be understood that the Minister is not obligated to marry couples when questions arise which in his or her judgment would be serious obstacles to a successful marriage.

Occasionally, a couple may desire that a Minister of another Church officiate or assist in the wedding. It is important that arrangements be made with the officiating Minister for counseling Sessions. The courtesy of our Church shall be extended to clergy providing they follow the procedural ethics of the Presbyterian Church USA as outlined in the Book of Order and abide by the policies of Bayside Presbyterian Church. As a matter of courtesy, our Minister will invite the other clergy to participate.

Church Wedding Coordinator

A Church Wedding Coordinator will direct the wedding in accordance with the officiating Minister. The Coordinator will contact the couple after the application has been approved. In the event the couple contracts an

outside wedding planner, this planner MUST coordinate his or her work with the Church's Wedding Coordinator for the Church Rehearsal and Wedding services.

Music

After the initial coordinating meeting, the Director of Music will schedule a meeting to discuss music for the service.

Music Selection

In the Presbyterian Church, marriage and the wedding service will be to the glory of God, who sanctifies and blesses marriage. In this experience of worship and witness, care should be given that the selection of all instrumental and vocal music is appropriate and in keeping with the integrity and simplicity of the Church life.

The Director of Music will assist you in the selection of all appropriate instrumental and vocal music. Recorded music is discouraged.

Order of Worship and Rehearsal

The marriage service is a service of worship unto God. It will follow an established and accepted order. The Presbyterian liturgy will be observed. The elements of the service, as well as the wording for these elements, are under the direction of the Minister. The Presbyterian Book of Order requires that certain fundamental elements be included. The Minister will provide the couple with a copy of the service during pre-marital counseling. Marriage services should be celebrated in the place where the community gathers for worship. The service will take place at a time different from Sunday Morning Worship, unless an exception is granted by the Session and Minister.

Rehearsal

Rehearsals are ordinarily scheduled the day before the wedding. The rehearsal will take approximately one hour in the sanctuary. Plan accordingly when making any rehearsal arrangements. Rehearsals start promptly at the agreed-upon time. It is imperative that members of the wedding party and guests are on time.

The officiating Minister needs to have the license BEFORE the wedding service to lessen the risk that it be lost during the service. You may apply in Virginia sixty days before the service and, if you do, you are advised to bring the license with you at the time of the last counseling sessions. The license should be in the Church office no later than one week prior to the wedding.

You should bring programs, guest book, and unity candle (if these are going to be used) to the rehearsal and leave them with the Wedding Coordinator. This helps with the conducting of the rehearsal.

Fee Schedule

A \$100 non-refundable deposit made payable to Bayside Presbyterian Church is due with the application form BEFORE CONFIRMATION OF THE DATE IS SECURED. The balance is due thirty days prior to wedding date.

Item	Member	Non-Member
1. Use of the Sanctuary	No fee	200.00
2. Use of Fellowship Hall & Kitchen	No fee	200.00
3. Custodial Services - Basic Arrangements	150.00	150.00
Reception	150.00	150.00
4. Music - Music Coordinator	50.00	50.00
Staff musicians for wedding and rehearsal	200.00	200.00
Each additional rehearsal with soloist or instrumentalist	35.00	35.00
5. Audio Technician - Speaking microphones only	50.00	50.00
Additional set-up	50.00	50.00
6. Minister - Counseling, rehearsal and wedding	250.00	250.00
7. Church Wedding Coordinator - Preplanning, Rehearsal and Wedding	150.00	150.00
8. Kitchen Supervisor - Rehearsal and Wedding	100.00	100.00

Please call the Church office at (757) 460-1188 to contact any staff members or coordinators.

Additional Wedding Information

1. We ask that weddings be scheduled at least three (3) months in advance.
2. Reminder: Payment in full is due one month prior to the wedding.
3. Reminder: The Marriage License must be brought to the Church office one week prior to the wedding.
4. There is a designated Bride's Parlor. The bride and her attendants are encouraged to arrive at least two hours ahead of the ceremony and dress at the Church. No food or beverage (other than water) is allowed in the Bride's Parlor.
5. The groom and his attendants will gather in a separate location - the conference room located in the Church office.
6. The Prayer Room and Library are available for additional family members.
7. SEATING CAPACITY OF SANCTUARY: 575
8. Throwing rice, bird seed, confetti or any material is NOT permitted in any area of the Church or its property.
9. The use of sparklers or other fireworks is NOT permitted in any area of the Church or its property.
10. All outside suppliers (florists, photographers, caterers, etc.) will be held responsible for any damages incurred by the company to the Church property.
11. Childcare is NOT provided by the Church during the wedding ceremony or reception.
12. Young children (under the age of four) participating in the wedding service can be a distraction to the wedding ceremony. Please consult with the participating Minister on the matter.
13. We recommend a reminder in your program for guests: turn off cell phones and beepers. Remember the NO FLASH photography rule during the service.
14. The Church will not be responsible for personal items that you bring or leave at the Church (e.g. articles of clothing, purses, wallets, camera, etc.)
15. Smoking is not permitted in the building.
16. Alcohol consumption is not permitted in the Church or on the Church grounds.

Flowers, Decorations, and Candles

Flowers, decorations, and other appointments should be appropriate to the place of worship, enhance the worshippers' consciousness of the reality of God, and reflect the integrity and simplicity of Christian life.

- *Book of Order, Presbyterian Church (U.S.A.)*

Flowers will enhance the attractiveness of the wedding service, but they should be kept simple and complimentary to the architectural design of the sanctuary. A floral arrangement under the cross on the pedestal is appropriate. Please keep the following guidelines in mind when you make your arrangements with your florist:

1. The centerpiece arrangement should be approximately 36 inches tall. (A brass vase and a white vase are available.) If you would like to leave the arrangement to be used for the following Sunday morning Service of Worship, please contact the Church office so an acknowledgement may be made in the bulletin. Please contact the Wedding Coordinator if additional flowers are desired.
2. Nothing may be fastened to the walls, woodwork, pews, or furniture in the sanctuary. The Church has hangers available for the ends of the pews to which the bows or floral arrangements may be secured.
3. Bayside does not have white aisle tracking. We do not recommend its use.
4. A kneeling bench is available if desired.
5. If you want to have the Unity Candle Service as part of your wedding, you will need to provide two (2) 10" or 12" tapers and the large round center candle. Holders are provided by the Church if you choose not to purchase your own.
6. Permanent oil candles are on the two brass candelabras next to the brick wall and **MUST NOT BE MOVED**. The Pulpit, Communion Table and Baptismal Font are to be left on the Chancel.
7. Arrangements for the florist to decorate at least two hours ahead of time may be coordinated with the Church Wedding Coordinator. All decorations must be removed as soon as the wedding party and guests have left the Church building. Florists and other decorators are expected to leave the Church as clean as they found it.
8. Flower girls must use silk flower petals.

At the rehearsal, please give the Wedding Coordinator a list of flowers ordered for the wedding party and honored family so they can be distributed accordingly.

INSTRUCTIONS FOR THE FLORIST

Bayside Presbyterian Church

1400 Ewell Road (at Independence Blvd.) Virginia Beach, Va. 23455

Telephone: 460-1188 FAX: 460-9865 e-mail: bayside@baysidepresby.org

Wedding Couple's Name: _____
Date of Wedding _____
Time of Delivery _____

Deleted:

The wedding service is a service of worship and celebration of love. Simple decorations enhance the beauty of the sanctuary and do not compete with the worshipful significance of the service itself. A large central floral decoration (3 feet tall) is recommended. Additional greens may be used as desired, but not on or near the brass candelabra. Flower girls must use silk flower petals.

Nails, tacks, staples or tape are not to be used in attachment or decorations. Fabric ribbon must be used for this purpose. The Church has hangers available for the ends of the pews to which bows or floral arrangements may be pinned. Placement of decorations should not interfere with door passage, the placement of participants in the wedding, or the organist's line of sight.

Candelabra stands with permanent oil candles are against the brick wall and **MUST NOT** be moved.

Decorations placed in the Church in celebration of significant seasons, such as Advent, Christmas, Lent, Easter, or any other special religious observance, may not be removed, obscured or altered.

Arrange to remove decorations promptly following the wedding and photography. As the Church may have two weddings in one day, prompt cleanup and removal of your property is important.

Any inquiries may be addressed to the Church Administrator or Church Wedding Coordinator.

(It is the responsibility of the couple to deliver these instructions to the florist.)

Photography

The wedding ceremony is a service of worship, therefore, the use of flash equipment is NOT ALLOWED in any area of the sanctuary or choir loft DURING THE CEREMONY, except, if the couple wishes, photographs can be taken during the processional and recessional. Flash equipment may also be allowed in the Narthex (entry) prior to the processional and after the recessional. We ask that wedding guests refrain from taking pictures during the ceremony. No personal cameras, cell phone or hand-held video cameras are allowed during the service. IT IS YOUR RESPONSIBILITY TO SEE THAT GUESTS TAKE NO FLASH PHOTOGRAPHS DURING THE CEREMONY. You may even want to print a reminder about this in your bulletin or program.

Photographers should dress appropriately for a service of worship.

The entire wedding party may quickly return to the sanctuary for a complete set of photographs after the ceremony. We strongly suggest a maximum of thirty minutes be allowed for photographs at the conclusion of the wedding ceremony. This will enable you to join your guests at the reception in a timely manner.

Videography

Manned video equipment is NOT allowed on the floor of the Church sanctuary during the service, except that, if the couple wishes, the processional and recessional may be filmed. Filming of the rest of the wedding ceremony is allowed only from the choir loft. Unmanned, stationary video equipment may be set up on the floor of the sanctuary prior to the ceremony, PROVIDED PRIOR APPROVAL HAS BEEN OBTAINED FROM THE OFFICIATING MINISTER as to the placement of equipment. Videographers should dress appropriately for a service of worship.

INSTRUCTIONS FOR THE PHOTOGRAPHER

Bayside Presbyterian Church

1400 Ewell Road (at Independence Blvd.) Virginia Beach, Va. 23455 Telephone: 460-1188

FAX: 460-9865

e-mail: bayside@baysidepresby.org

Wedding Couple's
Names _____

Date of Wedding _____

The only photographs that are allowed during the wedding service are pictures taken from the balcony. Flash photographs MUST NOT be taken in the sanctuary or from the choir loft at any time during the service, except, that if the couple desires, photographs can be taken from the sanctuary floor during the processional and recessional. Non-flash pictures may be taken from the choir loft during the service, if desired. Posed formal pictures may be made in the sanctuary BEFORE and FOLLOWING the service and casual pictures at other locations in the building prior to the service. The purpose of this regulation is to eliminate distractions which interfere with the reverent nature of the service.

Your services will provide this couple with a lasting visual memory of their marriage; therefore, we welcome your participation. However, your failure to abide by the regulations will preclude your privilege of photographing future weddings at Bayside Presbyterian Church Your cooperation is appreciated. Any inquires may be addressed to the Church Administrator at the above address and telephone number.

(It is the responsibility of the couple to deliver these instructions to the photographer.)

Wedding Request and Work Sheet

Please complete and send one copy to the Church as soon as possible. Your wedding date is not confirmed on the Church calendar until this form has been returned with your non-refundable \$100 deposit. Balance due 30 days prior to wedding date.

Bride/Groom (full name) _____
Address _____
City, State, Zip _____
Telephone Number _____ Cell Phone _____
Email Address: _____

Parents: _____
Address _____
Telephone Number _____ Cell Phone _____
Bayside Church Member (Yes) (No) _____
If No what is your Church Affiliation? _____

Bride/Groom (full name) _____
Address _____
City, State, Zip _____
Telephone: _____ Cell Phone _____
Email Address: _____

Parents: _____
Address: _____
Bayside Church Member (Yes) (No) _____
If No what is your Church Affiliation? _____

Date of wedding _____ Time _____ Number of Guests _____
Date of Rehearsal _____ Time _____
Minister _____ Organist _____
Soloist(s) Instrumentalists(s) _____

Wedding Coordinator: Please contact the Church Office 464-1188 to be put in contact with a Coordinator
You will receive a letter from the Wedding Coordinator regarding her responsibility and assistance to you.

Dates for Counseling:
1) _____ 2) _____ 3) _____ 4) _____

Invitation to Guest Clergy (Yes) (No) _____
If yes, please provide:
Name, address, phone _____

Use of Church Equipment:
1) Kneeling Bench (Yes) (No) _____
2) Unity Candle as part of ceremony (Yes) (No) _____
3) Use of Church Fellowship Hall/Kitchen (Yes) (No) _____
If yes to #3, Caterer's Name and Phone Number _____

A meeting required with Wedding Coordinator or Wedding Kitchen Supervisor 4 weeks prior to wedding date.

Photographer:
Name _____ Phone Number _____

Florist:
Name _____ Phone Number _____ Time of Delivery _____

Do you wish to leave the wedding flowers for the service of worship (Yes) (No) _____
If yes, please indicate your dedication for the Church bulletin _____