

**DIRECTIONS TO
WESTMINSTER PRESBYTERIAN CHURCH**

From 395 (going North or South):

Take the **Shirlington Exit** and follow the signs to **Quaker Lane**. Take the second left onto **Crestwood Drive**. Make a right at the third stop sign on **Cameron Mills Road**. Go one block. The church is on the corner of Cameron Mills and Monticello Blvd.

From Maryland across the Woodrow Wilson Bridge:

Take **Exit 2 – Telegraph Road, Alexandria Exit**. Take **Exit 236 East** to downtown Alexandria. Turn left at the second light onto **Callahan Drive** (Road goes in front of the Masonic Memorial). Go straight through the first light and proceed 1.8 miles on **Russell Road**. Turn left onto **Monticello Boulevard** (second left after Del Ray Baptist Church). Westminster is located at the top of the hill (corner of Monticello Blvd. and Cameron Mills Road).

WEDDINGS AT WESTMINSTER



Westminster
Presbyterian
CHURCH
— *worship well* —

Dear Bride and Groom,

Your wedding is one of the most significant and joyous occasions in your life and Westminster is pleased to have the opportunity to play an active part. We are eager to make every phase of your wedding one that will be remembered with deep satisfaction.

This booklet is designed to assist you with your wedding planning and to answer your questions. We want you to be satisfied with every detail of your wedding ceremony; this booklet will serve as a guide to help make the best decisions to create an atmosphere that reflects your wishes. The pastor and wedding coordinator are glad to offer assistance as needed.

We trust your wedding at Westminster will be a joyous occasion and a blessing as you begin your new life together.

Larry R. Hayward, Pastor

Patrick Hunnicutt, Associate Pastor

Casey FitzGerald, Associate Pastor

Patty Chamberlain, Wedding Coordinator

PLANNING YOUR WEDDING

1) The Marriage License: City of Alexandria

To obtain the license, both parties must:

- Be 18 years of age (proof required)
- Come to the Circuit Court Clerk's Office
520 King Street, Room 307
9:00 a.m. – 5:00 a.m., M-F
(Must be in Clerk's Office by 4:30 p.m.)
Cost: \$30.00, cash only

There is no blood test or waiting period required. Once issued, the license is good in Virginia if used within 60 days.

***The marriage license must be given to the
Wedding Coordinator at the rehearsal.***

2) The Wedding Service

The wedding service is an act of worship and as such, is under the direction of one of the Westminster pastors. Where appropriate, other licensed pastors may be invited to assist in the service at the request of the wedding couple, but only upon the personal invitation of the officiating pastor. In order to assure conformity with church policies, all wedding arrangements must be approved by the pastor or wedding coordinator.

PLANNING YOUR WEDDING

Wedding services are normally scheduled for members of Westminster, and for children of members. A Westminster pastor may also conduct wedding services for non-member couples who have a conscious desire to be married in a Christian church. Couples must meet with a pastor for premarital counseling. During your meetings with the pastor, he/she will seek to get to know you, and discuss your plans for marriage and the service. The pastors also offer optional, longer term premarital counseling.

3) Music

Music for the wedding service is under the direction of Paul Stetsenko, Director of Music Ministries. The bride or groom should contact Dr. Stetsenko through the church office as early as possible to schedule an appointment to discuss music. If he is unavailable to play for the wedding, Dr. Stetsenko will arrange for a substitute. Recognizing that a wedding is a worship service, the music selected must be in keeping with the dignity and style of a worship service. Vocal music must contain sacred texts. Dr. Stetsenko has a recording that may be borrowed containing excerpts of appropriate musical selections.

PLANNING YOUR WEDDING

The music normally consists of a fifteen-to-twenty minute prelude as guests are being seated, the processional, and the recessional. Options include having a vocal soloist sing during the prelude or during the service or having the congregation sing a hymn during the service. Dr. Stetsenko will engage a vocal soloist or instrumentalist if one is desired.

4) Flowers/Decorations

Chapel or sanctuary decorations must be approved by the wedding coordinator. Decorations should be in keeping with the dignity of the wedding service and cannot cause damage to the facility. No decorations may be placed in front of the cross in the chancel. If by accident candles or other decorations cause damage, such damage will be repaired at the couple's expense.

The church has two pairs of candelabras. There is a charge for the candles (see fee schedule). The church also has hurricane globes for the sanctuary windows. If you use a Unity Candle, please discuss this with the wedding coordinator.

All decorations must be in place no later than one hour before the start of the service. The wedding couple is responsible for the removal

PLANNING YOUR WEDDING

of all decorations from the church within one hour after the ceremony, unless other arrangements have been made.

The throwing of rice, bird seed, or confetti at the conclusion of the ceremony is prohibited. Bubbles are allowed.

The church has some pew bows available for use. If you choose to have your florist do pew bows, make sure that they bring clips as tape, tacks or nails are not permitted on any church furnishings.

Should you wish to use the "Reserved" signs on some pews, please request this through the wedding coordinator.

From the second week of December through early January, Christmas greenery may be in place in the church. There are also wreaths and window treatments of greens and candles.

Please ask your florist to label all flowers with the **title** of each recipient (i.e., Mother of Bride, Soloist, Best Man, etc).

5) Photography/Videography

Photographs/videos of the wedding party may be taken 60 minutes prior to the service and at

PLANNING YOUR WEDDING

its conclusion. During the ceremony, the photographer/videographer must be inconspicuous. No flash or video lighting is permitted from the end of the processional to the beginning of the recessional. All photos/videos must be shot from the back of the sanctuary/balcony during the wedding ceremony and photos/videos are permitted during the processional and recessional from the back four rows of the sanctuary.

The pastors will be pleased to cooperate with the wedding party in posing for pictures.

If printing a program, it is recommended that the following wording be included in the program: "Because this is a worship service, we ask that guests please refrain from taking photos during the ceremony."

ROLES AND RESPONSIBILITIES

Responsibilities of the Wedding Couple

- ❑ Meet with the officiating pastor prior to confirm the wedding. The pastor will discuss details about the ceremony and conduct appropriate pre-marital counseling.
- ❑ Meet with the wedding coordinator two times to discuss wedding arrangements. The first meeting should be scheduled two-to-three months prior to the wedding. The second meeting will take place ten-to-fourteen days prior to the wedding.
- ❑ Meet with the music director one time to discuss musical selections.

It is the responsibility of the couple to schedule the above outlined appointments.

- ❑ Insure that the marriage license is in good order.
- ❑ Insure that the photographer/videographer agrees to the church guidelines.

ROLES AND RESPONSIBILITIES

Duties of the Wedding Coordinator

Westminster's Wedding Coordinator is your liaison with the church. She makes sure that everything goes smoothly at your rehearsal and wedding. She handles all questions concerning the wedding, the rehearsal, and relevant church policies. She will meet with you two times prior to your rehearsal to discuss the logistics and details of your wedding. These meetings will make certain that your wedding ceremony turns out exactly as you have planned.

Her services include:

- ❑ Two meetings with the couple to discuss all aspects of the wedding
- ❑ Completion of the wedding checklist two months prior to the wedding
- ❑ Assurance that guidelines for florists, photographers and videographers are covered
- ❑ Receipt of checks and marriage license prior to the wedding and distributes them accordingly. Assurance that marriage license is signed by pastor prior to the wedding
- ❑ Attendance at the rehearsal and coordination of roles with pastor, organist and bridal party.

ROLES AND RESPONSIBILITIES

Duties of the Wedding Coordinator (cont'd):

- ❑ Arrival at least one-hour-and-a half prior to ceremony to make sure everything is in order. Sees that candles are lit
- ❑ Distribution of flowers to bridal party and special guests
- ❑ Instruction and supervision of ushers and groomsmen on seating
- ❑ Assistance to parents, grandparents, and bridal party as they make their entrance
- ❑ Availability during the ceremony in case of an emergency or to seat late arriving guests
- ❑ Assistance to usher in escorting guests after the ceremony. Helps to organize the receiving line and/or to advise the party when the photographer is ready
- ❑ Arrangements for flowers to go with the couple or, if pre-arranged, to remain in the sanctuary
- ❑ Completion and copying of the marriage license. Mailing of the original to the appropriate courthouse

REHEARSAL

It is critical that all individuals in the wedding party and anyone who will be seated just prior to the processional (mothers, grandmothers, etc.) attend the rehearsal of the wedding. It is equally important that **only** the wedding party and close family attend as too many extra people tend to complicate the rehearsal. All should plan to arrive at the designated time as there may be another event immediately preceding or following your rehearsal. The rehearsal usually lasts forty-five to sixty minutes.

At your second meeting with the wedding coordinator, she will discuss with you all the final details of the wedding, including seating of individuals. Seating, processional, service order, and recessional will all be rehearsed. The vows and pronouncement of marriage will not be made. If anyone other than the pastor is reading scripture, this will also be rehearsed.

At Westminster, the pastor, groom, best man and ushers typically enter the church from the library side door. The bride and her attendants process up the center aisle. At the conclusion of the ceremony, the wedding party recess down the center aisle in pairs. If you would like to consider an alternative to this, let the wedding coordinator know.

The marriage license should be given to the wedding coordinator at the rehearsal. She will give it to the pastor and ensure it is signed.

THE WEDDING DAY

The bride and her attendants may dress in the Bride's Room. The groom and his attendants typically dress elsewhere prior to coming to the church. Let the wedding coordinator know if the Bride's Room is needed and whether arrangements need to be made for the groom and groomsmen.

The groom and his attendants need to be at the church at least forty-five minutes prior to the wedding ceremony. The groom and the best man may "relax" in the library prior to the ceremony.

Ushers will begin seating guests thirty minutes prior to the wedding. The rule of thumb is one usher for every fifty guests.

A stand is available if you wish to have a guest book at the ceremony. Let the wedding coordinator know if it is needed. A friend or family member should oversee the book and take it to the reception.

Receiving lines are permitted in the narthex, outside, and downstairs in Fellowship Hall.

FACILITY

Sanctuary:

Seating Capacity:	
Main Body	480
North Transept	12
South Transept	48
Balcony	60
Total:	636
Number of Pews (per side, main body)	19
Center Aisle:	64'

Available Equipment:

Pipe organ, grand piano, flower pedestals, candelabras

Chapel:

Seating Capacity:	68
Number of pews:	12

Available Equipment:

Electric organ, flower pedestals, candelabras

FACILITY

Wedding receptions may be held in either Fellowship Hall or Johnson Parlor. Arrangements for receptions are made through the Church Business Administrator. All reception parties must conclude and parties depart three and one-half hours after the scheduled wedding time for Fellowship Hall and two and one-half hours after the wedding time for Johnson Parlor.

Smoking is not permitted anywhere in the church or on the church grounds.

The use of alcohol is strictly forbidden on church property, including the parking lot. The pastors respectfully request that all members of the wedding party refrain from alcoholic beverages prior to the rehearsal and prior to the wedding ceremony.

FEE SCHEDULE

Pastoral Honoraria:

Members and their children	Voluntary
Non-Members	\$300

Sexton:

Chapel and Bride's Room	\$100
Sanctuary and Bride's Room	\$150
Reception in Fellowship Hall	\$150
Reception in Johnson Parlor	\$ 75

Director of Music Ministries:

Consultation, rehearsal, wedding and one rehearsal with soloist or instrumentalist	\$300
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Additional rehearsals with soloist or instrumentalists, each	\$ 35
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Fees for vocal soloists and instrumentalists vary.

Wedding Coordinator:

Duties previously outlined	\$200
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Candles (per set)	\$ 15
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Non-Member Facility Use Fee	\$100
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**CONTRACT FOR
PHOTOGRAPHER/VIDEOGRAPHER**

Dear Photographer/Videographer:

It is critical to maintain an appropriate atmosphere for a religious service during wedding ceremonies. Westminster Presbyterian Church does permit the taking of photographs during the ceremony. However, they should be as noiseless as possible and are only allowed from the balcony and the last four rows of the sanctuary. No flash is allowed during the service. Video taping must be done from the balcony and/or a stationary tripod on one side of the chancel area. Finally, we recommend that the photographers, videographers, and their assistants dress appropriately for a formal church service.

By your signature below, you agree to abide by the written rules for wedding photographers/videographers at Westminster Presbyterian Church. The section from this wedding brochure entitled "Photography/Videography", has been provided by your client at the time you contracted for the event.

Signature _____

Print Name: _____

Studio Name/Phone #: _____

NOTES

**CHURCH ADDRESS AND CONTACT
INFORMATION**

**Westminster Presbyterian Church
2701 Cameron Mills Road
Alexandria, VA 22302
7003-549-4766
fax: 703-548-1505**

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