

YOUR WEDDING

AT



CENTRAL PRESBYTERIAN CHURCH

201 Washington Street, SW

Atlanta, Georgia 30303

404-659-0274

www.cpcatlanta.org

Welcome.... and Congratulations.

The celebration of Christian marriage is an occasion of great joy and excitement and, at the same time, of great significance and reverence. For the two primarily involved, it is a moment of deepest commitment, each to the other and both to God. We are happy that you have chosen Central Presbyterian Church as the location for your wedding.

To be married at Central Presbyterian Church at least one of the persons to be married must be baptized. Although you are not required to be members, it is expected that you will attend Sunday services regularly and participate in the life of a church community. Additionally, you will be required to participate in premarital counseling, either with one of the pastors or with a certified pastoral counselor or therapist. Counseling is very important as you plan your ceremony and your future and typically will include the theological and Biblical understanding of marriage, communication skills, conflict resolution, and issues such as money management, sexuality and the blending of families.

One of Central's pastors will officiate at your wedding. Arrangements for another pastor, a priest, or a rabbi to participate in the service are made at the discretion of the officiating Central pastor. In addition to meeting with the officiating clergy, you will meet with the Organist and talk frequently with the Wedding Coordinator.

Because of the religious significance of this important occasion, Central has policies about photography, flowers, music, etc. to assist you in your planning. The staff of Central is eager to help make your wedding a lovely, meaningful worship service and asks for your careful attention to the following guidelines.

Again, our best wishes and congratulations as you approach one of the most important events in your lives.

Sincerely,

The Reverend Dr. Gary W. Charles, Pastor
The Reverend Ms. Caroline Kelly, Associate Pastor

Your Wedding at Central Presbyterian Church

Central Presbyterian Church (“Central”) is happy that its staff and facilities can be a part of this special occasion and wishes to provide an environment conducive to the genuine celebration of marriage. The Sanctuary (seating 600) and the Rand Chapel (seating 80) are areas which have been thoughtfully and prayerfully prepared and dedicated for the worship of God. We ask that those using them be conscious of their purpose.

WEDDING DATE AND FEES

You may reserve a date up to but not more than nine (9) months in advance, subject to the availability of the pastors. A deposit of \$200.00 is required to confirm your wedding date on Central’s calendar. The deposit will be refunded in full, subject to the cost of any replacements or repairs necessitated by the wedding party’s use of the facilities and provided the wedding is not cancelled within sixty (60) days of the wedding date. The balance of the wedding fees and any additional fees must be paid sixty (60) days prior to the wedding date.

WEDDING COORDINATOR

After the wedding date is confirmed, the Wedding Coordinator will set up an appointment with you to discuss Central’s wedding policies. Questions about arrangements, officiating clergy, music, fees, and use of the facilities will be discussed at this conference. The Wedding Coordinator will be the main contact for all questions relating to your wedding.

All weddings and rehearsals will be supervised and directed by Central’s clergy and Wedding Coordinator. If an outside wedding consultant has been employed, we require that his or her involvement be limited to the reception and other non-church activities.

Couples who desire to have non-Central clergy assist in the service will provide the Wedding Coordinator with the officiant's name, title and complete address. After approval by Central’s clergy, an invitation will be sent to the guest officiant.

MUSIC

Organist

The wedding ceremony is a worship service. The music selected for the wedding should embody the same high standards applied to the music chosen for Sunday morning worship. In keeping with the seriousness of the purpose of the occasion, yet reflecting its festive nature, the wedding music should serve to strengthen and deepen the meaning of the worship service.

Central's organist must be consulted in planning all music for the ceremony and providing for any extra instrumentalists. The organist generally plays for all weddings held at Central. The organist's compensation is included in the wedding fees. The couple is responsible for arranging a conference with the organist.

Guest Organist

Guest organists are allowed to play on the following conditions:

- No later than four (4) weeks before the wedding, the guest organist will contact the church organist to discuss the wedding. A wedding music selection form will be sent at that time to the guest organist.
- No later than two (2) weeks before the wedding, the guest organist will return the wedding music selection form to the church organist.
- The church organist will approve the selected music and then make arrangements for the guest organist to have access to the instrument. It is expected that the organ music selected be liturgically appropriate for a worship service and musically appropriate for the instrument.
- When an approved guest organist plays for a wedding, the church organist will receive the basic fee designated by the church for weddings as compensation for monitoring the guest organist process.

Instrumentalists

Instruments such as trumpets, horns, strings, flute, or harp can add additional color and variety in the musical portion of the wedding service. It is expected that any instrumental music be selected with the same consideration as the organ music. Compensating instrumentalists, other than the church organist, is the responsibility of the couple.

The church organist will practice with instrumentalists a half-hour immediately prior to the rehearsal. Additional practice time may be arranged, if necessary, at a fee designated by Central.

No amplified or recorded music shall be used in either the Sanctuary or the Chapel for weddings.

Soloists

All vocal selections shall be religious in nature, preferably using a scriptural or hymn text to emphasize the faith of the Christian community. Music of definite secular association (movie themes, popular songs, rock music, and ballads) is more appropriate for the reception. Compensating soloists is the responsibility of the couple. Soloists are expected to provide the church organist with accompaniment copies of music in advance of the rehearsal and in the key in which they are to be performed. Transpositions are the responsibility of the soloist.

The church organist will practice with the soloist a half-hour immediately prior to the wedding rehearsal. Additional practice time may be arranged, if necessary, at a fee designated by Central. It is therefore imperative the soloist know the music prior to the rehearsal.

REHEARSALS

Wedding rehearsals will be conducted in a prompt and timely fashion. The time for the rehearsal should be set with the location of the church, traffic conditions, out-of-town arrivals, and seasonal considerations taken into account. Rehearsal will begin promptly at the designated time.

DECORATIONS

Because careful and prayerful labor has made the Chapel and Sanctuary places of beauty, simple decorations that enhance the atmosphere of worship but do not intrude upon it are most appropriate.

The church furniture may not be removed from the worship space. In the Chapel, a cross and candlesticks are provided for the communion table, and no other ornaments may be used. In the Sanctuary, the communion table, a symbol of the sacrament of the Lord's Supper, shall have nothing placed upon it except the three pieces of communion silver (a chalice, plate, and pitcher) that are used on Sunday mornings.

Candelabra, which must be provided by a florist if desired, are permitted in the chancel area. If potted plants are used, vinyl covering must protect the flooring from moisture and staining.

Flower arrangements are permitted on either side of the chancel area. No flower petals or aisle cloths are permitted. No nails, tacks, pins, tape, screws, or wire may be used in any part of the building or fixtures.

A kneeling bench and a wedding banner are available for the ceremony. Any decorations placed in the Sanctuary or the Chapel for a certain liturgical season, such as an Advent wreath or a Lenten drape, must remain.

The throwing of rice, flower petals, birdseed or confetti is prohibited anywhere in the vicinity of the church.

It is the couple's responsibility to inform the florist of these policies. Any questions regarding decorations should be directed to the Wedding Coordinator.

PHOTOGRAPHY AND VIDEOTAPING

Because the wedding is a worship service, no flash photographs are to be taken during the ceremony itself. The ceremony begins with the first note of the organ or instrumental voluntary and ends with the last note of the organ or instrumental voluntary. Non-flash photos by a designated wedding photographer may be taken from the narthex of the Chapel or from the rear of the balcony in the Sanctuary. Stationary videotaping is permitted from the same places if no special lighting is required. It is the couple's responsibility to inform the photographer/videographer of these policies.

DRESSING FACILITIES

Central provides a complete dressing room for the bride and her attendants located off Tull Fellowship Hall. The groom and groomsmen may meet in the Youth Suite. Both rooms must be cleared of all belongings immediately after the wedding or reception in Tull Fellowship Hall. The church assumes no responsibility for returning garments and belongings left by the wedding party.

SOUND SYSTEM

Use of the sound system for a wedding taking place at Central must be pre-arranged with the Wedding Coordinator.

RECEPTIONS

Tull Fellowship Hall and adjacent rooms are available for receptions. Facility and catering must be arranged with Central's Wedding Coordinator. All reception catering arrangements must be coordinated through Central's Food Service. Receptions are to last no more than two (2) hours and are not scheduled to begin after 4:00 p.m. on Saturday afternoons. Wine or champagne may be served in moderation. In the event wine or champagne are to be served at any such reception, Central Presbyterian Church should be given reasonable notification, and a written acknowledgment must be provided to the church stating the following:

"Neither Central nor any of its employees, agents or contractors is furnishing, selling, providing or serving the wine or champagne. It shall be the responsibility of the reception host to make appropriate arrangements to provide and serve the wine or champagne.

Further, the reception host agrees to exonerate, save harmless, protect and indemnify Central from and against any and all losses, damages, claims, suits or actions judgments and costs which may arise or grow out of any injury or death of persons or damages to property, including attorney's fees and court costs, arising out of and attributable to the negligence or acts, or omission of, or use by the reception host, their agents, servants, employees and guests."

PARKING

Ordinarily, parking is available through the rental of the Georgia Plaza Park facility located directly behind Central. This facility provides monitored parking for 200 cars and is accessible to Central by way of both stairs and elevator. The number of cars determines the parking costs. The Wedding Coordinator will assist with parking arrangements although parking is the responsibility of the bridal couple.

SECURITY

Central will not be responsible for the security of automobiles or any other personal property of the wedding party or guests. However, security guards will be available before, during and after the wedding ceremony. Compensation is included in the wedding fees.

LICENSE

A marriage license from the Fulton County Probate Court is required for marriage. Information regarding area locations, hours, fees, and proper means of identification needed may be obtained by calling (404) 730-4692. A wedding at Central cannot take place without a license. Please give the license to the Wedding Coordinator at the time of the rehearsal. The officiating clergy is the only person who signs the license following the wedding service. Central will be responsible for returning the signed license to the Fulton County Probate Court. Be sure to record the license number in your personal records and take note of how you may acquire a duplicate copy.

IN CONCLUSION

If you have additional questions or concerns, please contact the Wedding Coordinator. If you live in the area, we hope that Central will be your continuing “church home” after your marriage—a place to seek God’s Spirit and truth through worship, education, friendship, and service to God. We wish you every joy and blessing.