

# Your Christian Wedding at Davidson College Presbyterian Church

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704-892-5641

www.dcpcc.org

## OUR PROCEDURES AND POLICIES

This booklet is offered to help you understand the basic assumptions, procedures, and policies surrounding a wedding at Davidson College Presbyterian Church. We wish for your wedding to reflect, by its beauty and sincerity, your depth of respect for God, the Church, and your marriage relationship. To avoid misunderstandings, we call your attention herein to your responsibilities and rights and a few necessary restrictions concerning weddings at this church.

*Throughout this booklet, wherever this italics type is used, the material is a direct quote from the Directory of Worship of the Presbyterian Church (USA).*

## CHRISTIAN MARRIAGE

*Marriage is a gift God has given to all humankind for the well being of the entire human family. Marriage is a civil contract between a woman and a man. For Christians marriage is a covenant through which a man and a woman are called to live out together before God their lives of discipleship.*

*In a service of Christian marriage, a lifelong commitment is made by a woman and a man to each other, publicly witnessed and acknowledged by the community of faith.*

In conformity with this understanding of Christian marriage, we expect that at least one of the partners is a professing Christian.

If the pastor is convinced, after discussion with the couple, that Christian understanding is so lacking, the pastor shall assure the couple of the church's continuing concern for them and not conduct the ceremony. In making this decision the pastor may seek the counsel of the Session.

The Worship Committee of Davidson College Presbyterian Church, with Session approval, reserves the right to amend this policy as the need arises.

## TIME AND PLACE OF THE SERVICE

*Christian marriage should be celebrated in the place where the community gathers for worship.*

Facilities at Davidson College Presbyterian Church:

- I. The sanctuary, its chancel, and the chapel are available, by permission of the Session to the following groups:
  - A. The bride, groom, or a parent of either must be an active member of DCPC for at least one year prior to booking a wedding date.
  - B. Davidson College students and alumni of Davidson College; within ten years after graduation

- II. The sanctuary seats 1,000. There are 32 rows of long pews and a balcony. The chapel seats 125 in 11 rows of pews, and there is a balcony. Ropes may be placed on the pews for guests to be seated toward the front, if desired.
- III. The church parlor and the Congregation House may be used for receptions by active and affiliate members only. The parlor will accommodate about 40 to 50 people. The Congregation House will accommodate about 250 to 300 people. For receptions, contact Lisa Underwood in the church office regarding reservation and fees. There will be a separate fee schedule which you may obtain from the church office for use of the Congregation House.

## **MAKING THE ARRANGEMENTS**

Call the church office at 704-892-5641 to make your initial contact when requesting a wedding here. Our Parish Life Coordinator, Patti Loner, will put your wedding date on the church calendar, mail you a copy of the wedding policy and a wedding information form, arrange for a wedding coordinator, and help schedule your first conference with the pastor when one of our pastors is conducting the service.

Your rehearsal and wedding dates will be officially scheduled after you have returned the wedding information form to the church office, accompanied by your deposit for the use of the church facilities in the amount of \$250 which applies to the fee for the use of the sanctuary and Lingle Chapel for non-members. This fee is non-refundable. If there are any changes in date and time of the wedding, please contact the church office directly, as well as the wedding coordinator.

Church members will be given preference in selection of dates and scheduling of facilities. However, a non-member's reservation may not be preempted by a member within twelve months of the requested date.

Ordinarily, no more than one wedding will be scheduled for any given day. Because of the religious celebrations and this church's special relationship with Davidson College, weddings will not be scheduled on the following days: New Year's Day, Easter Weekend, Davidson College Commencement Weekend, Homecoming Weekend and Alumni Weekend, Thanksgiving Day, Christmas Eve, or Christmas Day.

## **THE PASTOR**

It is the policy of Davidson College Presbyterian Church that one of the DCPC pastors will officiate at all weddings in the church for church members. Preparation for marriage and wedding events are important times when pastoral bonds are formed and strengthened.

Church members may desire that another pastor be invited to assist in their wedding. Such an invitation will first be cleared with the officiating DCPC pastor who will oversee the planning and conduct the service.

Non-members of DCPC may desire a pastor other than one from DCPC to conduct their wedding. All such invitations to guest pastors will first be approved by the Session when it is satisfied that the visiting pastor will follow the guidelines set forth in this wedding policy. DCPC's Parish Life Coordinator will provide you with the guidelines which outline how your guest pastor can request approval by the Session.

*In preparation for the marriage service, the minister shall provide for a discussion with the man and the woman concerning:*

*The nature of their Christian commitment, assuring that at least one is a professing Christian,  
the legal requirements of the state, the privileges and responsibilities of Christian marriage,  
The nature and form of the marriage service,  
The vows and commitments they will be asked to make,  
The relationship of these commitments to their lives of discipleship,  
The resources of the faith and the Christian community to assist them in fulfilling their marriage commitments.*

*This discussion is equally important in the case of a first marriage, a marriage after the death of a spouse, and a marriage following divorce. As a service of Christian worship, the marriage service is under the direction of the minister and the supervision of the Session.*

Our pastor may or may not be able to attend your reception. It is proper etiquette for you to send the pastor a formal invitation, if you so wish, that he/she may plan ahead and make a proper response.

## **THE MUSIC**

*Music suitable for the marriage service directs attention to God and expresses the faith of the church. Music of a more secular nature is best reserved for the reception.*

After your wedding date has been confirmed by the church office, you should contact the Director of Music, who ordinarily plays for all weddings in the church. If the director is unavailable to play for your wedding, you may obtain a list of alternative organists from the Director of Music.

Vocal music, in particular, must be approved by the Director of Music as soon as it is chosen, to ensure that it is of a sacred nature, as mandated by the Session.

A consultation between the bride, groom, and the organist will give you a chance to listen to processionals and recessionals and choose your music.

Soloists can add much to the occasion. You may suggest someone you know, or request that a soloist be found through the church. Our organist will be glad to accompany your soloist, provided adequate rehearsal time can be arranged. The organist is not responsible for teaching soloists their music.

Instrumentalists can also be suggested by the organist. It is your responsibility to book them directly and then the musicians will coordinate with each other.

The organist will play selected pieces for about thirty minutes before the start of the ceremony and at appropriate times during the wedding.

Because your wedding is a service of worship, *the congregation may join in hymns and other musical forms of praise and prayer.* The Pastor or Director of Music may suggest appropriate hymns for the occasion, if you wish.

The steeple bells can be rung at the end of the service if desired.

## **WEDDING COORDINATOR**

This church requires an experienced wedding coordinator who is a member of this church for weddings. One will be assigned to you by our Parish Life Coordinator when you schedule your wedding.

The Wedding Coordinator serves as a liaison, facilitating contact between the wedding party and various involved staff members, and interpreting congregational standards as to appropriateness of the various aspects of the service.

The Coordinator will review the wedding policy with you at your first meeting. She will be present at all rehearsals and at the wedding service and will provide access to necessary church facilities. The Coordinator will supply basic procedural direction at the wedding rehearsal and service. The Coordinator may make recommendations regarding florists, caterers, etc., but the Coordinator may not make any arrangements with these individuals.

## PHOTOGRAPHS

Your wedding is an immensely important event for you, and it should be dignified. It is also a worship service to the glory of God. To that end, photography is not allowed in the sanctuary or chapel during the wedding service except that your professional photographer may take photographs discreetly from the balcony and the narthex. Please inform family and friends that they may not take photographs during the ceremony. You may arrange for time both before and after your wedding ceremony for pictures of you, the wedding party, and family in the sanctuary or chapel.

One video camera may be used during the ceremony, provided no special lights are required, and provided the camera and the operator can remain unobtrusive during the entire ceremony in the balcony. Use of the DCPC sound system by a videographer is prohibited without our operator. An unmanned video camera may be used in the choir loft.

## REHEARSAL

The wedding rehearsal should be scheduled when the wedding date is set. The Pastor and Wedding Coordinator will be responsible for conducting the rehearsal.

Please advise your wedding party to be on time for the rehearsal. The rehearsal will be a relaxed, yet dignified, time of preparing for an act of worship.

## FLOWERS AND DECORATIONS

*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.*

The policy of the church assumes that the wedding flowers on the communion table will remain in the church for the Sunday services. No flower containers owned by DCPC shall be removed from the church facilities. The wording for the bulletin announcement should be complete on your wedding form when it is received by the church. The church office must be notified of any changes to this announcement a week prior to the wedding. Please notify the coordinator if the flowers are to be taken to The Pines Retirement

Community or another location following the services. A member of the church Flower Committee will fulfill this responsibility.

The furniture, including the wooden lectern and symbols found in the sanctuary and chapel are not to be removed, altered, or concealed by decoration.

Decorators must insure that the furniture, floor, and carpets are protected against damage from moisture and candle wax. Only chase (encased) candles will be permitted.

It is the responsibility of the decorator to remove all wedding decorations immediately after the service. The sexton and/or coordinator are not to be asked to remove candelabra, ferns, flowers, etc. The church's hurricane globes are not available for use at weddings, however, candles with hurricane globes may be used if provided by your decorator and removed by your decorator after the ceremony.

## **THE WEDDING PARTY**

This is your wedding. Do not feel compelled to include every relative or friend in your wedding party. Often the simpler weddings are more beautiful and more enjoyable.

Your marriage will become noteworthy for the bond which unites you as husband and wife, not for the extent or expense of your wedding party.

Please use discretion when considering having small children in your wedding party. Carefully assess their ability to listen quietly, to follow directions, and to act appropriately under discomfort and tension.

## **MISCELLANEOUS**

**YOUR WEDDING BULLETIN:** Please indicate in your wedding bulletin that your guests should silence their cell phones and pagers during the service. No photography is allowed during worship at DCPC.

**SOUND SYSTEM:** If you plan to use the sound system in the sanctuary for your wedding, the church will furnish a trained operator for a \$50 fee. The sound system may not be used without the trained DCPC operator. Please advise your Coordinator well in advance of your wedding rehearsal.

**CONFETTI, RICE, BIRDSEED, FLOWER PETALS:** Please ask your friends not to throw or drop any of these items in the church sanctuary, chapel, or other church property.

**ALCOHOL:** No alcohol shall be brought to or consumed on the church property during your rehearsal, wedding, or reception here.

**AFTER THE WEDDING:** Since the church facilities will be locked shortly after the conclusion of the wedding, all clothing and other personal items belonging to the wedding party should be removed prior to the wedding, if possible. All rooms should be left in the same condition in which they were found in order to be prepared for subsequent church events. Items belonging to the church (flower stands, lecterns, flower containers, candle holders, etc.) cannot be removed from the premises.

**YOUR VENDORS:** We request the names of your florist, photographer, and videographer be listed with the church office.

## **FEES**

**Facilities:** Fees for use of facilities by Davidson College students and alumni should be mailed to DCPC with your wedding information form when you reserve the church for your wedding. Your wedding date and time will be confirmed after we have received your information form and your facility fee.

There is no facility fee for church members and their immediate families.

Davidson College students and alumni will be charged a fee of \$400 for the use of the sanctuary or Lingle Chapel.

There is a separate application with a fee schedule which you may obtain from the church office for use of Congregation House.

The wedding coordinator will supply the names of fee recipients and all fees are due no later than the date of the rehearsal. Coordinator will be responsible for collecting and distributing checks.

Pastor: There is no fee for members; however, an honorarium may be given. If non-members use a DCPC pastor, the fee is \$200.

Organist: A fee of \$200 will be charged for one consultation, one rehearsal, and playing for the wedding service. If vocalists or instrumentalists are used, add an additional \$25 to cover each extra rehearsal time. Fees to vocalists or instrumentalists should be paid directly to those persons in advance of the ceremony.

Coordinator: For Coordinator provided by DCPC, the fee for the wedding is \$200.

Sound System: The trained operator provided by the church will be paid \$50.

Sexton: The sexton will attend the wedding and will be paid \$125.

<h2>Wedding Fees</h2>		
	Non-Member	Member
Sanctuary Fee	\$ 400	no charge
Chapel Fee	\$ 400	no charge
Clergy	\$ 200	*no charge
Organist		
without soloist	\$ 200	\$ 200
with soloist	\$ 225	\$ 225
Coordinator	\$ 200	\$ 200
Sexton	\$ 125	\$ 125
Sound Technician	\$ 50	\$ 50

\*A pastor's honorarium may be given.

This policy was approved by the DCPC Session May 20, 2009.