

12. WORSHIP MINISTRY TEAM

12.1 STATEMENT OF PURPOSE

In keeping with the principles in the Directory for the Service of God, the Worship Ministry Team provides for the worship of the people of God, including the preaching of the Word, and the sharing of the Sacraments; oversees the music program; provides for the worship setting; and encourages the practice of individual and family worship as part of the congregation's corporate worship.

12.2 SPECIFIC MINISTRIES

- A. Encourages a reformed understanding of the worship of the church, including “regular Sunday” worship, weddings and funerals.
- B. Prepares sanctuary for services of worship, including sanctuary appointments, choir robes, and flowers. (See Chancel Guild Guidelines this section)
- C. Recommends to the session special worship services pertaining to seasonal emphasis or ecumenical concerns.
- D. Approves call of pulpit supply or guest speakers in the absence of the minister, associate minister or in observance of special days. Once the pulpit supply or guest speaker is approved, an honorarium of \$150 is requested.
- E. Prepares for the orderly celebration of the sacraments of the church as follows:
 - 1. Holy Communion: The Ministry Team schedules the celebrations of the sacrament the first Sunday of each month, the Maundy Thursday Service, and the 8 p.m. and 11 p.m. Christmas Eve Services. The Ministry Team schedules the participation of serving elders and deacons, oversees the preparation of the elements and supports the Children and Their Families Ministry Team workshops for parents and children in preparation for communion.
 - 2. Baptism: The Chancel Guild prepares the baptismal font, secures participating elder and hears special requests for baptism under unusual circumstances and recommends action to the Session.
- F. Wedding: Oversees wedding guidelines and recommends action to session.
- G. Other Special Events: Oversees worship aspects of special events, including Flag Services, communion to session, etc.
- H. Oversees the ministry of music (including the Music subcommittee) and encourages the work of the choirs and the Choir Director.
- I. Provides for the ushering program of the church. The ushering program follows the "Ushers' Guidelines" although the Ministry Team may recommend helpful amendments periodically.
- J. Responsible for the care and maintenance of the organ, all pianos, all handbells, choir chimes and Orff instruments.
- K. Oversees the subcommittee responsible for sound capabilities of worship services and events in the sanctuary.
- L. Provides for funeral services at the church. The “Funeral Guidelines” will be followed, although the Ministry Team may recommend amendments periodically.
- M. Provides for the scheduling of the Prayer of Dedication. If the person scheduled needs to make a change, that person is responsible for finding a replacement and for contacting the church secretary to change the name in the bulletin.

- N. Coordinates with the Administration & Personnel Ministry Team to update the telephone message regarding changes to services, classes, personnel and events.
- O. The Ministry Team accepts other responsibilities assigned by the Session.

12.3 SPECIFIC RESPONSIBILITIES / PURCHASING DUTIES

- A. Communion - communion cups, doilies, wine, grape juice, non-allergenic crackers or wafers.
- B. Flower chart.
- C. Candles for Sunday worship.
- D. Roses for worship service in celebration of birth of child to church member / prospective member. (Rose is ordered at same time as Sunday Worship flowers.)
- E. Upper Room devotional booklet.
- F. Special worship bulletins for Palm Sunday, Easter Sunday, and Christmas Eve Services.
- G. Palm Sunday - palms for palm crosses.
- H. Easter Sunday - ordering of special flowers.
- I. Advent - candles for Advent wreath, candles for candelabra, candles for the three Christmas Eve Candlelight Services; ordering of poinsettias; Advent Candle Lighters and Readers sign-up sheet (readings selected by head of staff).
- J. Worship supplies, Children's Bulletins, Baptismal booklets, hymnals and Bibles.
- K. Music Ministry supplies and resources.

12.4 MINISTRY OF MUSIC

- A. MISSION: *“involves musicians dedicated to thoughtful stewardship of time and talents, devoted to the belief that music enables as well as enhances worship; committed to effective use of music in all areas of the church's life and ministry; steadfastly value the person, the process, and then the music; teach understanding of texts and sense of mission; invite everyone to join in making a joyful noise in glorifying God through worship; **Make a joyful noise!**”*
- B. MINISTRIES
Music is a gift from God which we, in turn, use to worship and serve God. As an offering of our gifts, music in worship is never entertainment or background filler. Music in worship is God-oriented and enhances the ability of the congregation to worship. Thus, it is integrated with other worship components to maximize liturgical coordination and spiritual growth, to be inclusive of all eras of Judeo-Christian musical tradition, and to include multi-ethnic styles and repertoire. Musicians leading in worship are prepared to worship through their own contributions, understanding the theological basis and educational concepts of the texts as well as the emotional and spiritual reflections of the music. Musicians of all ages and experience are continually encouraged to offer their gifts to God in worship through the support of the congregation and under the auspices of the Choir Director and church staff, the Music and Worship Ministry Teams, and the Session.
 - 1. Children: Children's Choirs are offered for children in grades K-5 through the Wednesday Afternoon Program, although participation is open to all

- children in the congregation. Children sing and/or present other gifts and offerings in worship as often as preparations allow.
2. Youth: Youth Choir rehearsals, offered for those in grades 6-12, are coordinated with the Sunday Youth activities' schedules. Rehearsals prepare singers for worship leadership. Participatory music led by adult volunteers is scheduled periodically during the Sunday Youth activities.
 3. Adults: The Chancel Choir (ages 18+) rehearses weekly September – June, and is responsible for Sunday worship leadership, participates in ecumenical worship, festival/concert events and participates in the Chester Weekend of Music annually. Rehearsals include a sharing of concerns, devotions, and fellowship, as well as music preparation, with an emphasis on spiritual growth through worship preparation and leadership.
- C. **MUSIC SUBCOMMITTEE**: The Music Subcommittee, under the guidance of the Worship Ministry Team, meets as requested by the Choir Director to evaluate the ministry, to share concerns and/or suggestions with the Choir Director, and to assist in planning worship and other programs involving the Music Ministry.

12.5 USHER GUIDELINES

A. GENERAL

1. Ushers should be church members, and at least 14 years old.
2. Dress in a neat, business-like manner.
3. If unable to usher, please find a replacement and notify the church office and the Usher Coordinator.
4. Arrive 25 minutes before the service and get bulletins from the usher closet.
5. Needlepoint usher badges are available in the hall closet. The ones to be used should be hanging in a plastic bag on the inside of the closet door. (Badge color should match the paraments.)
6. Note where the fire extinguishers are located: one is in the usher closet, one is in the sanctuary beside the door closest to the soundboard, and one is in a cupboard in the hallway to the parlor.)
7. Scouts participate in 4 services during the year – Scout Sunday, Memorial Day, Independence Day and Veteran's Day. On these Sundays, the scouts carry the flags to the front of the sanctuary. If the scouts do not show up, ushers should carry the flags to the front, following the pastors entrance.

B. PROCEDURES - BEFORE SERVICE

1. Place the offering plates on the communion table by the ushers. (ALWAYS check to see that the offering plates are there.) Three plates should be stacked on the left side of the table and two on the right side.
2. Make sure ushers know their assignments and locations for offering collection.
3. Be at the Sanctuary entrance by 25 minutes before the service; prop open doors and greet people warmly.
3. If anyone should need a hearing device, direct them to the Soundboard area. A small supply of large-print hymnals can be found on the table in the Narthex and others are scattered around the sanctuary.

4. Light the candles 10 minutes before the beginning of the service. (Please use the lighter in the closet to light the large candle lighter - not matches.)
 5. Close the sanctuary doors as soon as the ministers enter to help cut down on noise during announcements and the quiet meditation time. (Ministers usually enter at about 5 minutes before the beginning of the service.)
 6. Ushers should begin helping seat people after the ministers have entered. During the holidays, more chairs may be needed and can be retrieved from the Parlor first and then the Upstairs Fellowship Hall.
 7. Ushers should remain at post until after the "Message for Children" to be available to help seat latecomers and to assist children exiting to the nursery.
 8. Count all people (including children) and record on usher sheet in closet for attendance count.
 9. Stand at the entrance just before the offering collection is announced. Proceed two-by-two in tight formation to the communion table, then to assigned areas.
 10. When the collection is complete, re-assemble at the entrance with only two ushers standing with all of the plates.
 11. Two Ushers proceed to the communion table after the Doxology begins and stand in front for the Prayer of Dedication. When the prayer is complete, the pastor will collect the plates and place them on the table.
NOTE: On Communion Sunday, bring the offering plates back to your seat. Also, on Communion Sunday, Ushers should be aware that non-allergenic communion wafers are available on the table to the right of the door as you enter the sanctuary.
 12. At the conclusion of the Prayer of Dedication, return down the aisle and to your seat.
- C. PROCEDURES - END OF SERVICE
1. Ushers should open the sanctuary doors at the beginning of the last stanza of the closing hymn.
 2. At the end of the Final Responsive hymn, an acolyte or usher moves forward and extinguishes the candles (be very careful not to "splash" the hot wax on the table or the carpet), and then exits.
 3. NOTE: Ensure a member of the Finance Ministry Team gathers the offering at the conclusion of the worship service.
- D. HEAD USHER RESPONSIBILITIES:
1. Find replacement ushers. Notify the church secretary of usher replacements. (Contact the Elder in charge of ushers if assistance is needed.)
 2. Always note where the fire extinguishers are located. (One is in the usher closet and one is in a cupboard in the hallway to the parlor.)
 3. Always check to see that collection plates are in the proper location.
 - a. Communion Sunday - under usher chairs and at choir.
 - b. All other Sundays - on Communion table and at choir.
 4. Make sure ushers know their assignments and locations for offering collection.
 5. Encourage ushers to help seat people at the appropriate times.

6. Make sure a member of the Finance Ministry Team gathers the offering at the conclusion of the worship service.
7. Ensure that an attendance count is taken and recorded on usher sheet in closet.

12.6 CHANCEL GUILD GUIDELINES

A. PURPOSE:

The purpose of the Chancel Guild is to create an atmosphere that will nurture spiritual growth of the congregation. The Chancel Guild is a sub-committee of the Worship Ministry Team. Duties include flowers, chancel care, and other church adornments used to beautify and enhance the worship space.

B. ADMINISTRATIVE

The Chancel Guild Chairman is appointed annually by the Worship Ministry Team, and will serve as a member of that Ministry Team. Budget shall be administered by the Worship Ministry Team.

C. FLOWERS

Flowers should always enhance the sanctuary and never exceed the height of the cross. Through flowers, Christians have the opportunity to return the beauty of nature to God for His great glory. (As of Spring 1989, Coleman Brothers Florist delivers on Saturday a standing order - a 25" mantle arrangement for Sunday. The cost is \$25.00). Members may sign-up on a Flower Chart in the upstairs hallway. The church secretary verifies information for Sunday bulletin.

1. HOLY COMMUNION (white)

It is preferable for the sanctuary flowers to be white on all occasions when Communion paraments are used as follows: First Sunday of each month, Maundy Thursday, 8:30 p.m. and 11 p.m. Christmas Eve, and at some weddings.

2. BAPTISMS (white)

Place the flowers in front or around the baptismal font, but never in the baptismal basin. These flowers should be white. A floral cage arrangement in water may be hung on the front panel of the baptismal font. (This may be ordered through the Church Secretary at a price of \$15.00.)

3. BIRTHS

Upon notification of a birth in the congregation, the church secretary orders a red rose-bud for the next Sunday's worship (the church covers this expense.) The deacon in charge of pastoral care for that family is responsible for delivering the rose.

4. WEDDINGS

Flowers may be white or colored. See TCPC Wedding Guidelines for more detailed information.

5. FUNERAL AND MEMORIAL SERVICES

Flowers may be brought into the church and arranged so that the cross remains the focal point.

6. ADVENT (Blue) CHRISTMASTIDE (white)

Poinsettias are given in honor of, or in memory of a loved one. These are arranged by the Chancel Guild for the worship services beginning on the fourth Sunday in Advent, and until after the 11 p.m. Christmas Eve Service. Remaining poinsettias are used throughout Christmastide. Blue paraments are used during Advent.

7. LENT - PALM SUNDAY (purple)

Palms carried by the children are ordered by the Chancel Guild. Palm fronds are brought in by the Children's Choir at the beginning of worship service.

8. EASTERTIDE (white)

Special flowers are given in honor of, or in memory of a loved one. These are arranged by the Chancel Guild for worship on Easter Sunday. Flowers may be taken home after the final worship service, or left for use during Eastertide, and then taken to University Park Nursing Home.

9. MISCELLANEOUS

Additional flowers are acceptable and should be coordinated through the Chancel Guild. Flowers can be ordered for the Narthex table for \$25.00.

D. CHANCEL CARE

1. BIBLE

On Communion Sunday, during Advent, or during other services when the Bible space on the Communion table is needed, the large Bible is placed on the lectern. A white bookmark should be placed on the open Bible.

2. PARAMENTS (Liturgical Colors and the Christian Church Year)

Advent	Blue
Christmas Eve and Christmastide	White
Epiphany (First Sunday)	White
Epiphany (remaining Sundays)	Green
Lent	Purple
Holy Week	
Sunday before Easter:	
Celebrated as Palm Sunday	Purple
Celebrated as Passion Sunday	Red
Monday, Tuesday, Wednesday	Red
Maundy Thursday	White
Good Friday	Black
Eastertide	White
Pentecost Sunday	
(and week following)	Red
Trinity Sunday	
(and week following)	White
Other Sundays (and weekdays)	
after Pentecost	Green
Last Sunday of Kingdomtide	
(last week of Church Calendar)	White

3. SILVER AND LINENS

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- a. Meticulous care should be given to silver and linens, keeping in mind that this is for the Lord's House. Silver should be kept gleaming at all times and linens should be spotless.
 - b. Pewter - Pewter bowl and candlesticks are placed on Chancel Table.
 - c. Silver - The silver candlesticks and chalice are stored in the silver cloth bags in the Parlor Closet with the communion supplies.
 - d. Linens - The white tablecloth (60" x 120") is used for the communion table. Linens are stored in the worship storage closet in the parlor.
4. CANDLE
- a. Purchased by the Chancel Guild.
 - b. Wax candles are used in the pewter candlesticks every Sunday. The silver candle followers, along with the candles and other candle supplies (candle huggers, candle sharpener, etc.) are stored in the chancel closet.
 - c. When new candles are inserted, light them briefly so the acolyte will have less difficulty lighting the wick at the time of the service.
 - d. The candle-lighter is in the Usher's Closet in the Narthex. Beside it is a Bic lighter. The candle-lighter is used for lighting the candles before worship service and for extinguishing them after the service. Be sure there is a taper in the candle-lighter. Replacement tapers are stored in the closet. Also check the bell of the extinguisher for build-up of soot and wax.
5. ADVENT WREATH CANDLES
- The Advent Wreath is placed on a table in front of the pews the first Sunday in Advent. Three blue, one pink, and a large white pillar candle are to be used in the Advent Wreath.
6. CHRISMON TREE
- The Chrismon Tree for the sanctuary is secured, decorated, and dismantled by the Chancel Guild in cooperation with the Worship Ministry Team.
- E. CHURCH ADORNMENTS
1. ADVENT-CHRISTMASTIDE
- The church is decorated for Advent and Christmastide in the following order:
- a. 1st Sunday in Advent – Advent Wreath in sanctuary
 - b. 2nd Sunday in Advent – Wreaths (sanctuary, narthex, front and back entries, out front)
 - c. 3rd Sunday in Advent – Chrismon Tree in sanctuary
 - d. 4th Sunday in Advent – Poinsettias
 - e. Christmas Eve - Candelabra, candles in holders, Nativity
2. LENT-EASTERTIDE
- a. Palm Sunday - A basket is placed in front of the Communion Table for the children to deposit the palm fronds before proceeding to the choir.
 - b. Easter Sunday - Easter Special flowers given in honor or in memory of a loved one are arranged for Easter morning. A wooden cross (stored in the stairwell) is placed in the sanctuary Easter morning for members to adorn with flowers.

12.7 CHURCH VOCABULARY

CHANCEL	The area beyond the nave where the Communion Table is located.
COMMUNION TABLE	The holy table traditionally placed at the east end of a church, now often freestanding and sometimes in the midst of the congregation.
FONT	A basin to hold the water of baptism, usually mounted on a pedestal of stone or wood.
LECTERN	The stand from which the scriptures are read.
LITERATURE RACK	A compartmental device holding leaflets, booklets and other printed matter.
NARTHEX	The vestibule or area between the front door and the nave.
NAVE	The large area of the Church where the congregation is seated, extending from the chancel to the back.
PARAMENTS	The communion table cover, pulpit and lectern scarves. Our church has five colors of these: green, red, purple, blue and white.
PULPIT	A rostrum, frequently elevated, from which the sermon is preached.
SANCTUARY	A sacred place, such as a Church, Temple or Mosque.

12.8 WEDDING GUIDELINES

YOUR WEDDING AT THREE CHOPT PRESBYTERIAN CHURCH, RICHMOND, VIRGINIA

Your lives, your love, and your marriage are among God's gracious gifts. Your wedding will be a service of worship in which we will offer our thanks to God for all that has been and express our hopes to God for all that is yet to be. Your wedding will be a celebration in which we will praise God for bringing the two of you together. In that spirit, absolutely everything we do - readings, vows, prayers, symbols, and music - will glorify and praise God.

All of us at Three Chopt Presbyterian Church wish to do all we can to help make your wedding a holy and joyful occasion. It is in this spirit that these guidelines are offered to assist you in your planning. May God continue to bless you both.

CHRISTIAN MARRIAGE IN THE PRESBYTERIAN CHURCH

The Directory for Worship of the Presbyterian Church (USA) provides general principals for weddings from which we draw our specific guidelines and which are quoted within this document for your information and reference.

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.

Policies of the Presbyterian Church (USA) Book of Order W-4.9000

SCHEDULING A DATE AND TIME

Before setting a specific time for your wedding, first inquire with the church office about an available date and then consult with one of the Three Chopt Presbyterian Church pastors. The reservation of the church and final confirmation of a wedding date is only secured when you have arranged for one of the pastors of Three Chopt Presbyterian Church to perform the wedding. If desired, the couple may request that a guest clergyperson share in the service, which must be approved by Session.

All dates and times of the wedding ceremony and the rehearsal must be scheduled with both the officiating pastor and the music director. Ordinarily, no wedding will be scheduled for dates and times conflicting with established church worship services or meetings.

Church members may schedule dates up to one year in advance. Non-members may reserve dates with a six month notice. Our goal is to schedule no

more than one wedding a day in order to give the wedding our careful attention. If requested, two weddings may be scheduled on the same day but they will be separated by at least six hours. The attached form requesting reservation of a wedding date must be completed and returned to the church office.

PREMARITAL COUNSELING

Once you have chosen the pastor to perform the ceremony and have reserved the dates for your wedding and rehearsal, make an appointment with the pastor for a premarital conference. This conference is a time when the bride, groom, and pastor will get to know one another by talking about themselves, the wedding, and Christian marriage. Our pastor normally desires two sessions of premarital counseling. Additional sessions are possible and also encouraged.

In preparation for the marriage service, the minister asked to lead the service 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, and the resources of the faith and the Christian community to assist them in fulfilling their marriage commitments.

Policies of the Presbyterian Church (USA) Book of Order W-4.9000

THE CHRISTIAN MARRIAGE SERVICE

Christian marriage should be celebrated in a place where the community gathers for worship. As a service of Christian worship, the marriage service is under the direction of the minister and the supervision of the session.

The service begins with scriptural sentences and a brief statement of purpose. The man and the woman shall declare their intention to enter into Christian marriage and shall exchange vows of love and faithfulness. The service includes appropriate passages of Scripture, which may be interpreted in various forms of proclamation. Prayers shall be offered for the couple, for the communities which support them in new dimensions of discipleship, and for all who seek to live in faithfulness. In the name of the triune God the minister shall declare publicly that the woman and the man are now joined in marriage. A charge may be given. Other actions common to the community and its cultures may appropriately be observed when these actions do not diminish the Christian understanding of marriage. The service concludes with a benediction.

It may be requested that communion be served during the wedding service to all guests. Once this service is approved by Session, the list of communion servers must also be approved by Session. Setup, cleanup and providing the elements are the responsibility of the bride and groom. Any communion service-ware of the church must be restored in the Parlor closet.

Policies of the Presbyterian Church (USA) Book of Order W-4.9000

Consistent with the policies of the Presbyterian Church, it should be noted that the order and content of the service allows for some variations. The pastor will recommend an order of worship and provide resources for possible variations within that service. The bride and groom will be invited to offer suggestions, such as meaningful scripture passages and family traditions, to the pastor during the premarital counseling sessions.

WEDDING MUSIC

The purpose of church music is to enhance worship. The marriage service is a service of worship, and the music that is selected for the wedding should embody the same high standards applied to the music chosen for worship. Wedding music should focus upon God and emphasize the faith of the Christian community rather than romantic love or sentimentality. The use of musical texts from the Scriptures, the hymnal, or other religious writings is encouraged. Organ or other instrumental music should preferably be from those sources generally categorized as "sacred." Music for your wedding must be selected in consultation with the Organist, who will assist you with processional, recessional, and vocal selections that will be in keeping with a service of Christian worship, enhance the beauty of the ceremony, and be meaningful to both of you.

The Organist plays for all weddings. If the services of a guest organist are desired, prior approval must be obtained from the Organist and/or Pastor. There are a number of talented vocalists/instrumentalists in our congregation who can provide special music upon request.

WEDDING COORDINATOR

The pastor officiates at the wedding service. The church will also provide a trained "Wedding Coordinator" as an assistant to the pastor to work with each wedding. As a member of Three Chopt Presbyterian Church, the Wedding Coordinator serves on your behalf to integrate the services of the pastor, musicians, and custodial staff. A Wedding Coordinator meets with the bride in order to answer questions, interpret our church's policies, and integrate the services of the florist, photographer, and so on. At the wedding rehearsal and at the wedding service, the Wedding Coordinator will instruct the ushers, facilitate the processional and recessional of the bridal party, and assist in any way possible.

FLOWERS & DECORATIONS

The celebration of marriage is a service of worship and as such requires decorations in accord with worship. Simplicity and beauty should dictate the use of flowers and other appointments. Attention should be focused on the bride and groom and their offering to God. (See enclosed "Guidelines for Flowers and Decorations.") The Wedding Coordinator will also be present when the church is decorated, and the Wedding Coordinator's decisions will be final. Persons being married during Easter or Christmas seasons will use the Sanctuary as decorated but may add a candelabra if desired.

PHOTOGRAPHY

Most couples desire photographs of the wedding and the church encourages this practice. To assure that our focus remains on the worship of God and the celebration of the bride and groom, regulations guide the taking of pictures. (See enclosed "Instructions to the Photographer.") Note that the photographer must meet with the Wedding Coordinator for approval of photographic plans. The "Guidelines" require the signature of the photographer.

OTHER RECOMMENDATIONS AND REGULATIONS

It is suggested that guest books be used at the reception rather than at the wedding. If used before the wedding, the book should be closed 10 minutes before the service begins; otherwise a backup of those wanting to enter the service is created.

No receiving line is to be used in the Sanctuary following the service. Pictures need to be taken immediately after the service so the Sanctuary can be prepared for the next service. It is suggested the receiving line be held at the reception or outside after pictures.

Bulletins should contain the following statement:

Please honor the sacredness of the service by
turning off cell phones/pagers and refrain
from taking any flash photography in the sanctuary.
Thank you.

Sanctuary Seating Capacity 431.

Length of Center Aisle is 45 feet.

SCHEDULE OF FEES

CHURCH FACILITIES FEES:

Members:

Members of Three Chopt Presbyterian Church will be charged a fee of \$100.00 for use of the facilities and the services of the church sexton. This fee is due at the time the wedding date is confirmed.

Non-Members:

Non-members will be charged a fee of \$500.00 for the use of the sanctuary and services of the church sexton. An additional \$350.00 will be charged non-members for the use of the Upstairs Fellowship Hall for a reception. These fees are due at the time the wedding is confirmed.

ORGANIST'S FEE:

The Organist's fee is \$200. This includes consultation, rehearsal and wedding. Extra rehearsals with instrumentalists or vocalists will be an additional \$50. This fee is due to the Wedding Coordinator 2 weeks prior to the Rehearsal. Please postdate your check for the date of the wedding.

WEDDING COORDINATOR HONORARIUM:

This service is provided to you as part of our ministry. An honorarium will be at your discretion.

INSTRUCTIONS TO THE PHOTOGRAPHER

Wedding: _____

Bride's Address: _____

Bride's Phone Number: (Home) _____ (Work) _____

Date of Wedding: _____

Time of Wedding: _____

Location of Wedding: Three Chopt Presbyterian Church
9315 Three Chopt Road
Richmond, VA 23229
(804) 270-5452

Name of Wedding Coordinator: _____

Wedding Coordinator's Phone:
(Home) _____ (Work) _____

Most couples desire photographs of the wedding and Three Chopt Church encourages this practice. The celebration of marriage is a service of worship and, therefore, the photographer must meet with the Wedding Coordinator for approval of all photographic plans. The Wedding Coordinator will be present before, during, and after the ceremony, and her instructions and decisions are final.

1. The photographer is **not** allowed to take flash pictures during the wedding ceremony.
2. **One** time exposure may be made from the vestibule entrance to the church sanctuary during the ceremony.
3. The photographer is **not** allowed to move about the sanctuary during the service taking pictures at random.
4. Videotaping of the service may be done with the express consent of the pastor who will determine the location of the camera. Only available light may be used for videotaping.
5. Audiotapes may be available by prior arrangement made through the pastor.
6. Photographs may be made beginning one hour prior to the ceremony. The ushers' pictures should be completed forty (40) minutes prior to the ceremony.
7. No pictures may be taken in the sanctuary ten minutes prior to the start of the ceremony.
8. Pictures may be taken once the wedding party members have recessed out of the sanctuary door.

(Photographer's Signature) _____ (Date) _____

GUIDELINES FOR FLOWERS AND DECORATIONS

1. The florist is responsible for making arrangements with the Wedding Coordinator for a suitable time for decorating. The Wedding Coordinator is present when decorating is done to serve as a resource person and to help interpret the policies and procedures of the church. The Wedding Coordinator is responsible for opening and closing the church.
2. The florist is expected to supply all florist containers and is responsible for any damages caused from any decoration they provide.
3. No arrangements may be placed on the Communion Table or on the organ console.
4. Two arrangements may be used on the chancel table under the window.
5. Palms and floral baskets may be used on the floor.
6. Protective materials must be placed under all floor containers.
7. Flowers may be living or fabric (silk). Recommended minimal floral height is 25 inches; a 36 inch arrangement on the chancel table is preferable for viewing from a distance. Flower girls may only throw silk pedals.
8. The bride shall furnish all candles. Only DRIPLESS candles may be used. The colonial taper must be used for the chancel candle sticks.
9. The chancel floor candelabra may be used by church members. They must be placed on a protective covering; the candles must be dripless. The recommended candle length is from 15-18 inches and the candle base measurement is 7/8 inch. If the candelabra are to be used, the Chairperson of the Chancel Guild must be notified in order that arrangements can be made to remove them from storage and assemble them appropriately. The candles to be used must be in the church office 24 hours prior to the wedding. Fourteen candles are needed for the candelabra.
10. No window decorations are to be used.
11. Candelabra or bow row markers may be used with special permission of the Wedding Coordinator and only with approved attachment devices
12. Only one or two single candlesticks will be placed on the communion table. An additional unity candle will be used when it is a part of the wedding ceremony. (Due to the size of the communion table it is suggested that a table model unity candle be used.)
13. Candles and candelabra must be positioned to eliminate any danger of fire. An usher must be responsible for knowing the location of the fire extinguisher and must have been instructed in its use by the Wedding Coordinator.
14. To protect the carpet all candles must be snuffed out, NOT BLOWN OUT, immediately after the ceremony. This will be the responsibility of the Wedding Coordinator.
15. Tracking may be used but is not recommended due to the length of the aisle. No paper tracking is permitted.
16. Furniture in the sanctuary (baptismal font, Bible and stand, Communion Table, and lecterns) may be moved with the approval of the pastor or the Wedding Coordinator. The liturgical appointments will be left in place and/or changed to white.
17. No nails, staples, thumb-tacks, scotch tape or wire may be used on any surface.

18. All decorations for the wedding must be removed following the ceremony. The bride is responsible for arranging for this and must tell the Wedding Coordinator in advance who will assume responsibility. Anything moved must be replaced; cleanup must be done within one hour after the ceremony.
19. It is suggested that paper bags not be used to carry clothing and articles for the wedding party into the church, because of the possibility of their being mistaken for trash. Suitcases or duffel bags are preferred. Three Chopt Presbyterian Church cannot be held liable for any items lost, stolen, or damaged in the church.
20. For safety reasons, no birdseed, rice or other materials may be thrown in the Church or on the grounds.
21. Nothing can be placed on the organ console.
22. The heat or air conditioning may be adjusted two (2) hours prior to the ceremony by the wedding coordinator.
23. In order to prepare for worship on Sunday morning, all Saturday receptions at the church must conclude by 6:00 P.M.
24. It is encouraged that all choir members, musicians and/or soloist wear a choir robe.
25. If the kitchen facilities are to be used, permission must be obtained from the Chairperson of the Membership and Evangelism Ministry Team. A fee of \$350.00 will be charged to non-members for use of the Upstairs Fellowship Hall.
26. The use of alcoholic beverages or smoking is not permitted in any part of the Church premises. Any person having alcohol will be asked to remove it. Please advise all participants of this policy.

**THREE CHOPT PRESBYTERIAN CHURCH
RICHMOND, VIRGINIA**

**WEDDING / RECEPTION
APPLICATION FORM**

Name of Bride: _____

Address: _____

Phone Number: (Home) _____ (Work) _____

Name of Groom: _____

Address: _____

Phone Number: (Home) _____ (Work) _____

WEDDING DATE _____ TIME _____

REHEARSAL DATE _____ TIME _____

OFFICIATING PASTOR: _____

IF NOT A TCPC PASTOR, LIST DENOMINATION: _____

ORGANIST: _____

SOLOIST, OTHER MUSIC: _____

WILL THE RECEPTION BE HELD AT TCPC? YES__ NO_____

DO EITHER OF THE APPLICANTS BELONG TO TCPC? _____

IF NOT, WHY DID YOU CHOOSE TCPC FOR YOUR WEDDING? (Please list any previous affiliation with TCPC or any current members you may know/be related to.)

I/we have received and will abide by all TCPC wedding guidelines.

SIGNATURE OF APPLICANTS:

(Bride) _____

(Groom) _____

Date of Application: _____

12.9 ORGAN GUIDELINES

All organists must be trained on a multiple manual, full-pedal pipe or equivalent electronic organ and have previous experience playing for church services, i.e. worship, wedding, funeral. All substitute organists must be approved by the church organist, who in turn, will apprise the Worship chairperson and staff with the name and date(s) of the substitute.

Any pre-set stops are considered the property of the current organist. A guest organist may not change these without the consent of that organist. If consent is not possible, please note the current settings and return the stops to those settings after each rehearsal and performance.

Keys for the organ and pipe chambers may be found under the organ bench. No one is allowed in the pipe chambers except the organ tuners and the church organist.

No food or beverages, except communion elements, are allowed in or on top of the organ.

When leaving the organ, please follow these steps:

1. Return any changed stops to their original settings.
2. Cancel all stops
3. Leave the Swell pedal fully opened before turning off the power
4. Turn off the lights and the main power switch
5. Lower the music rack, then close and lock the lid
6. Return the keys to the shelf under the organ bench

Three Chopt Church will keep a service contract (currently with Lewis & Hitchcock) to provide for quarterly maintenance and tuning. Guest organists must notify a staff person about any problem(s) with the instrument and leave documentation of the problem(s) inside the organ for the church organist.

The organist employed by Three Chopt Church is not expected to play for any weddings, Boy Scout Courts of Honor, or other special services which are non-church functions. Wedding parties who request the services of the church organist are expected to offer an honorarium.

The church organist is expected to play for member funeral/memorial services. In the event he/she is unavailable for such services, he/she will find a suitable substitute. An AGO or other suitable substitute list will be available if for any reason the organist cannot be reached. This list will be updated annually and entered into the Policy and Procedure manual. In such event, the church discretionary fund will be used to pay a substitute organist.

12.10 FUNERAL GUIDELINES

The following positions have detailed responsibilities for funeral or memorial services when a member or relative of a member of the Church family dies and a service is to be held at the church.

- A. The **Pastor** is responsible for arranging the service for the deceased. The Pastor should be made aware of any family requests and should share any appropriate information with the Deacon and the Funeral Coordinator. The Pastor will contact the Funeral Coordinator. The Pastor will:
1. Select scripture(s)
 2. Coordinate special music with the family and Choir Director
 3. Plan what will be included in the service
 4. Check with the church office to be sure the calendar is clear
- B. The **Deacon** should have an established relationship with the family. Therefore, the Deacon contacts the family to determine how the church can assist the family. The Deacon can call upon other members of the cluster or church. The Deacon should gather information from the family that is needed by the Funeral Coordinator, using the Check List in *The Deacon's Handbook*. The Deacon will:
1. Make certain the Moderator of the Diaconate, Funeral Coordinator, Clerk of Session, and church staff know of the death immediately, as well as members of their cluster
 2. Determine if out-of-town family members need to be met at the airport or train station, or whether any additional vehicles are needed for the service
 3. Check to determine if child care is needed at home during the services, making arrangements if needed (i.e. call a baby sitter)
 4. Ask if a house sitter is needed during the service to insure the home's safety
 5. Arrange for food to feed the family, as needed, and for food to be received at the home
- C. The **Funeral Coordinator** will handle arrangements at the church and will coordinate with the funeral parlor. The Funeral Coordinator will:
1. Contact the Deacon to determine if any special requests have been made by the family and then contact the family
 2. Notify the Custodian and the Building and Grounds Ministry Team as appropriate
 3. Make sure the Chancel Guild is notified of the sanctuary use
 4. Check with the funeral director to learn when access to the church is required and to arrange to be present to help facilitate the church's involvement in the service
 5. Arrange for appropriate flowers on the chancel table
 6. Recruit an Usher Coordinator to ensure the church is staffed appropriately to serve the expected attendees.
 7. Recruit a Parking Coordinator who will ensure sufficient parking spaces are reserved behind the parlor for the family and funeral procession (check with the Deacon to determine how many spaces are needed.) As needed, he/she will ensure assistants are available 40 minutes prior to the service to aid in parking management.
 8. Determine if nursery for family is needed during the Service

9. Contact the Reception Coordinator if the family requests a reception at the church following the service. Refreshments will consist of cookies and punch or similar items and will be provided without cost to the family. Any requests for additional items from the family will be entertained and provided when possible at the expense of the family. The Reception Coordinator will:
 - a. call on members for food contributions or other assistance
 - b. enlist help to staff the reception
 - c. check with the Membership and Evangelism Ministry Team about the use and location of the table linens and other necessary items
 - d. arrange for surplus food to be taken to the family after the reception
10. Prior to the service ensure that the church is open and that the heat / air conditioning is on and appropriately set
11. Check the Parlor to make sure it is neat, clean and comfortable for the family to use as a gathering place
12. Set the podium outside the sanctuary doors for the guest book and make sure a pen is available
13. After the service:
 - a. tidy the Sanctuary and Parlor and return the furniture to the original positions
 - b. arrange for any remaining flowers to be taken to the family or to the place of the family's choice

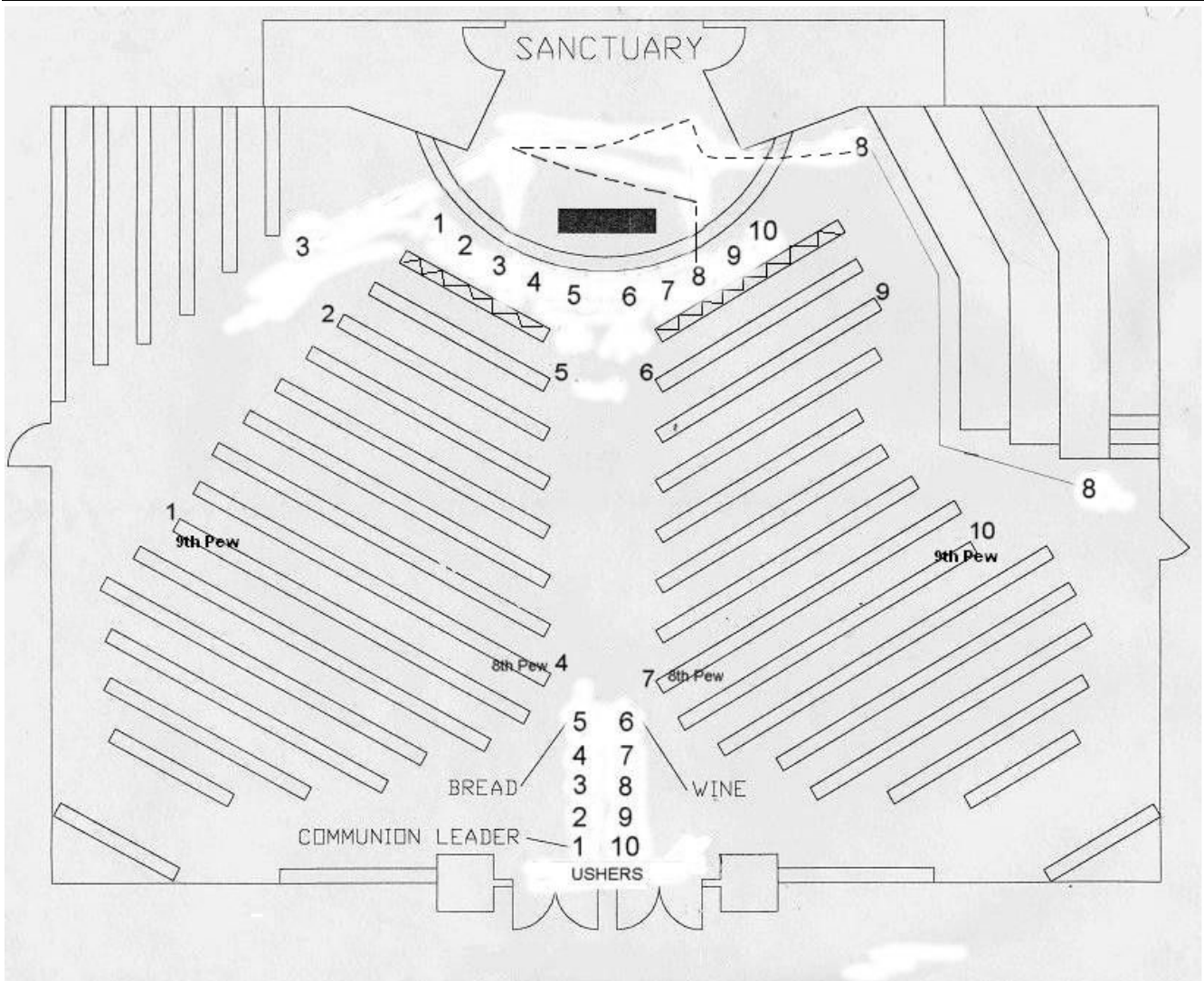
12.11 COMMUNION PROCEDURES GUIDELINES

- A. Worship Ministry Team is responsible for the following:
 1. Maintain supplies including wine, grape juice, cups, dispensers and linens in the Communion closet.
 2. Recruit and train Communion Preparation Volunteers.
 3. Schedule and train Elders and Deacons for Communion service.
 4. Ensure Communion volunteers have church key and communion closet key, instructions and training.
- B. Communion Preparation Volunteers are responsible for the following activities:
 1. Week before Communion - Check the Church Calendar to see if there is an event scheduled for Saturday that would prevent setting up the elements.
 2. During the week before Communion
 - a. Purchase 1 sandwich loaf for slicing (tip: freeze the bread until it is time to slice.)
 - b. By end of the week, obtain a loaf of bread (old fashioned white, not Mediterranean – round – 1 lb. for the 10:30 am service .) Guidelines for bread – nothing sweet and no seeds.
 3. Saturday before Communion
 - a. Cut the round loaves halfway through and place back in bag; cut the sandwich bread into squares (this can be done at home) and store in plastic bag. Cutting the squares is easier if the bread is partially frozen. The bread can stay in the bags until Sunday morning.
 - b. Check that the appropriate paraments have been put on the communion table:

- c. **For the 10:30 service** – Prepare 10 trays with grape juice on the outside rows, and wine in the center. Fill cups only $\frac{3}{4}$ full. The middle tray on the left side should have all grape juice (for the Youth section.)
- d. Note – Check refrigerator for opened grape juice to use for Communion. Once trays are set up and filled with juice and wine, place the trays in the refrigerator until Sunday. (Sometimes condensation from the cover on the top tray makes juice and wine spill on the tray. Check and clean it prior to putting it on the table.)
- 4. Sunday morning day of Communion
 - a. Prepare 10 plates of pre-sliced bread divided evenly and place on the Communion table, with a linen napkin placed over several plates.
 - b. Large bread plate with covered large bread round goes on the table in the narthex. One empty pewter chalice and half-filled pitcher of grape juice goes on the table in the narthex.
 - c. Place 2 stacks of 5 trays each on the outside edges of the communion table
 - d. Place 3 wheat-free / gluten-free wafers in individual baggies on the table in the narthex.
 - e. Place a cup of grape juice and a piece of bread on a small pewter plate on the organ for the organist.
 - f. Place 6 bulletins and communion server position guides on each of the front pews.
- 5. Communion Clean-up
 - a. After the service collect used cups in the sanctuary and put in the trash.
 - b. For grape juice left in the refrigerator, please note on the bottle the date it was opened and that it is for Communion.
 - c. Leftover bread may be taken home by anyone that will use or feed to the birds.
 - d. Empty remaining cups in sink and dispose cups in trash.
 - e. Return pewter and silver back into protective sleeves.
 - f. Take any soiled or wrinkled linens home to be laundered, ironed, and returned to the closet.
 - g. Let the Sacristy Coordinator know if additional supplies are needed and/or if any issues or concerns arise.
- C. Communion Service
 - 1. Roles and Responsibilities
 - a. Worship Ministry Team – Assigns Elders and Deacons to serve communion. This list is distributed every three months. A serving elder is always in the #1 position.
 - b. Elders and Deacons – Please mark your calendars with the schedule when it is first distributed. If you need to make a change, it is your responsibility to find a replacement. Once you have found someone to switch, please contact the #1 person, and the Church office before Wednesday of the week you are scheduled to serve. This ensures names in the bulletin are correct. (Congregation members use the

- names in the bulletin to recognize the church leaders, so it is important the names are as accurate as possible.)
- c. #1 Elder – Call all of the people scheduled to serve communion during the week to make sure that they are aware of their assignment.
2. Serving Communion by Modified Intinction
 - a. Prior to the worship service, those scheduled to serve should check in with each other (meet at the closet across from the sanctuary.)
 - b. Gather in the foyer at the beginning of the offering. Ushers follow servers to the front and after the Prayer of Dedication, simply turn and walk back taking the offering plates with them.
 - c. The bread plate, wine chalice and pitcher are on the table in the narthex. The two servers carry these forward. Leave the non-allergenic wafers on the table in the narthex (Ushers will distribute these to anyone who requests them.) Hold the elements until after the prayer of dedication. The pastor generally looks expectant when they are ready for the elements to be lifted to them. Hand them the elements and return to your position. At that point they will ask everyone to be seated.
 - d. When the pastor completes the invitation, he/she will start to move in front of the table. At that point, move forward, and take the trays as they are handed to you. As the pastors come down with the plates, take a few steps aside and turn and face the congregation. The pastor will invite the congregation forward to receive communion.
 - e. As communion is being served, the ushers will check with anyone that does not come forward as to whether they would like the elements brought to them. When the lines are complete, look to the ushers in the back to motion for anyone that so desires. The servers should follow the pastors if this is the case.
 - f. Follow the pastors back up to the table and hand the tray back to the pastors. The pastor will then serve communion to the liturgist and the 2 elders.
 - g. When the pastor has completed the prayer following communion, please remain on the first row until the end of the service.
 3. Serving Communion – “regular” method
 - a. Prior to the worship service, those scheduled to serve should check in with the #1 person to let him/her know that you are prepared to serve (meet at the closet across from the sanctuary.) Copies of the assignment list and the communion map are posted in the Usher closet.
 - b. Gather in the foyer at the beginning of the offering. This way if any servers are missing, extra servers can be found in the congregation. Choir members who are serving join the others at the front after the offertory. Ushers follow servers to the front and after the prayer of dedication, simply turn and walk back taking the offering plates with them.

- c. The bread plate, wine chalice and pitcher are on the table in the narthex along with the non-allergenic wafers (Ushers will distribute these to anyone who requests them.) At the 10:30 am service, position #5 and #6 bring the elements forward. After the Prayer of Dedication, the pastor generally looks expectant when they are ready for the elements to be lifted to them, even holding out their hands. Hand them the elements and return to your position. At that point they will ask everyone to be seated.
- d. When the pastor completes the invitation, breaks the bread and places it on the plates, he/she will move in front of the table. At that point, stand up, move forward, and wait for a plate to be handed to you. Wait until the pastors are seated before serving the bread.
- e. Once the congregation has been served, line up at the back of the sanctuary, then process up the aisle, spread out and hand the bread plates back to the pastor. When all plates have been handed back, sit down. The pastors will then serve you the bread and all will partake together.
- f. Repeat the above process for the wine/juice. Again, remember to wait until the pastors are seated before serving the wine/juice.
- g. When the pastor has completed the prayer following communion, please remain on the first row until the end of the service.



12.12 FLAG SERVICE GUIDELINES

Include the Christian flag and the American flag in three worship services per year: Memorial Day, Independence Day and Veterans Day. The Christian flag and the American flag will be placed in the sanctuary for these three worship services, with the Christian flag in the place of honor. Except for these three worship services, the flags will be placed in the narthex, with the Christian flag in the place of honor, meaning higher and to the left. On these three worship services, patriotic hymns and music will be included in the service, as well as recognition of those who have served the USA.

12.13 PLANNING CALENDAR

JANUARY

First Sunday - Communion Observance
Sanctuary appointments for Epiphany
Planning begins for Ash Wednesday Service
Planning for Youth Sunday Service
Annual Congregational Meeting

FEBRUARY

First Sunday - Communion Observance
Planning begins for Lent/Easter Services
Sanctuary appointments for Lent
Ash Wednesday Service/Youth Sunday Service
MUSIC: Ash Wednesday worship

MARCH/APRIL

First Sunday - Communion Observance	Sanctuary appointments
Maundy Thursday - Communion Observance	for Palm Sunday,
Maundy Thursday Service	Maundy Thursday,
Good Friday Service	Good Friday and Easter
Easter Sunrise Service	
MUSIC (March):	
(April): Holy Week worship	
Communion and Prayer of Dedication assignments (April – June)	

MAY

First Sunday - Communion Observance
Sanctuary appointments for Pentecost
Recruitment of Ministry Team members
Ministry Plan Update
MUSIC:

JUNE/JULY

First Sunday - Communion Observance
Policy & Procedure Manual review and update
Begin Budget Planning
MUSIC (June): Chancel Choir & Handbell, rehearsals end
MUSIC (July):
Communion and Prayer of Dedication assignments (July – Sept)

AUGUST

First Sunday - Communion Observance
Planning for Seminary Sunday
Submit Budget
Rally Day Planning
MUSIC: Massanetta Music/Worship Conference

SEPTEMBER

First Sunday - Communion Observance
Seminary Sunday Observance
Rally Day
MUSIC: Rally Day—all music programs begin, Handbell Workshop
Communion and Prayer of Dedication assignments (Oct - Dec)

OCTOBER

First Sunday - World-Wide Communion Observance
Continue budget planning for upcoming year
Planning for Advent begins
MUSIC: Chancel Choir Weekend of Music

NOVEMBER

First Sunday - Communion Observance
Advent Planning
Ecumenical Thanksgiving Service
Work on Annual Congregational Report
MUSIC: Youth Music Jam Fest;

DECEMBER

First Sunday - Communion Observance
Sanctuary appointments for Advent
Chrismon Tree
Christmas Eve Services - Service of Candles & Bells - 5:00 p.m.,
Christmas Celebration – 8:00 p.m., and Communion Service 11:00 p.m.
Finalize Annual Congregational Report
Scheduling of Communion assignments (January to June)
Scheduling of prayer assignments (February to February)
MUSIC: Advent/Christmas worship
Communion and Prayer of Dedication assignments (Jan - March)