

Brown County Presbyterian Fellowship

Wedding Policies and Procedures

1. Introduction

A service of Christian marriage is more than a social convention. It is an ordinance of the Church and a witness to the world of the gospel of Jesus Christ. The Session of Brown County Presbyterian Fellowship has adopted this policy in order to:

- Enable couples married at Brown County Presbyterian Fellowship to understand the nature of their Christian commitment;
- Ensure that the facilities of the church are used in keeping with the Directory for Worship of the *Book of Order* and with other policies and procedures of the church;
- Bear a faithful witness to the gospel of Jesus Christ.

2. Who may be Married at Brown County Presbyterian Fellowship

Ordinarily, both the man and woman seeking marriage should be professing Christians. At a minimum, either the man or the woman *must* be a professing Christian.

Priority in scheduling weddings will be given to couples in which either or both the man and woman are members of Brown County Presbyterian Fellowship. Non-members and former members of Brown County Presbyterian Fellowship may be married in the church at the discretion of the pastor and Session.

3. A Service of Worship

As a service of Christian worship, the marriage service is under the direction of the pastor. The *Book of Order* of the Presbyterian Church (USA) requires that the service of marriage include the following elements:

- Reading of Scriptures and proclamation of the Gospel
- Vows of love and faithfulness by the bride and groom
- Prayers for the couple, their families, and other communities which support them
- Proclamation of the marriage in the name of the triune God
- Benediction

Other elements may be added to the service of marriage as long as they do not diminish a Christian understanding of marriage.

4. Ministerial Leadership

Ordinarily the pastor of Brown County Presbyterian Fellowship will have the privilege of conducting weddings in its sanctuary. The invitation for another minister to take part in

the service must come from the pastor of Brown County Presbyterian Church, although the couple to be married may request that such an invitation be made. Couples should not invite other clergy to take part in the service before consulting the pastor.

5. Music and Musicians

Such music as accompanies the service should direct attention to God, and special care should be taken to assure that it is suitable and reverent.

Like the pastor, the staff musicians of Brown County Presbyterian Fellowship have the privilege and responsibility of leading worship at weddings, and ordinarily will play for all weddings. Other musicians may be invited to take part in weddings at the discretion of the organist and pastor of Brown County Presbyterian Fellowship.

6. Decorations

Decoration of the sanctuary will be at the expense of the wedding party. Care should be taken not to damage church property, and any such damage will be the responsibility of the wedding party.

7. Photographs and Video Recording

Flash photos may be taken in the sanctuary before or after the service by arrangement.

Photographs are not ordinarily permitted during the marriage service. However, by prior arrangement with the pastor, photos not requiring flash or distracting noises may be taken during the service.

8. Rehearsals

If a rehearsal is held, the pastor shall be the director. "Wedding consultants" or other persons playing a supportive role shall be under the direction of the pastor.

9. Intoxicants, Illegal Drugs, and Tobacco Products

The use of alcoholic beverages, illegal drugs, and all tobacco products are strictly prohibited on in the church building and on church grounds.

10. Custodial Services

The sexton of Brown County Presbyterian Fellowship must be present during rehearsals, weddings, and receptions. The sexton fee is included in the fee for the use of the sanctuary.

It is the responsibility of the wedding party to provide servers for the reception. The sexton and of the church and other church personnel are not responsible for serving food, washing dishes, or other catering tasks.

11. Dressing Rooms

Church School rooms or Fellowship Hall may be used for dressing by the wedding party, but they must be reserved through the pastor or the church office.

12. Fees and Honoraria

- The conducting of weddings for church members is an expression of the pastor's ministry to the congregation. No honorarium is desired or expected from church members. A suggested honorarium from *non-members* is \$200.00.
- The fee for the organist and/or pianist is \$150.00 per musician for both *members and non-members*.
- The fee for the use of the sanctuary or the outdoor chapel ("grotto") for *non-members* is \$500.00. *Members* of the church will not be charged for the use of the sanctuary.
- The fee for the use of the Fellowship Hall and kitchen for *non-members* is \$200.00; for *members* it is \$50.00.
- The fee to both *non-members* for the services of the sexton is \$30 per hour; for members, there is no charge for these services.
- A deposit of \$200.00 shall be submitted when the wedding is placed on the church calendar. This deposit does not guarantee approval of the wedding, and will be returned if the wedding is not approved or is cancelled no later than 30 days prior to the scheduled date.
- The balance of fees, including the honoraria for the pastor and church musicians, shall be submitted 30 days prior to the wedding.

SUMMARY OF FEES AND HONORARIA

SERVICE	MEMBERS	NON-MEMBERS
Pastor	none	\$200.00
Organist	\$150.00	\$150.00
Sexton	none	\$30 per hour
Sanctuary/Outdoor Chapel	none	\$500.00
Fellowship Hall/ Kitchen	\$50.00	\$200.00