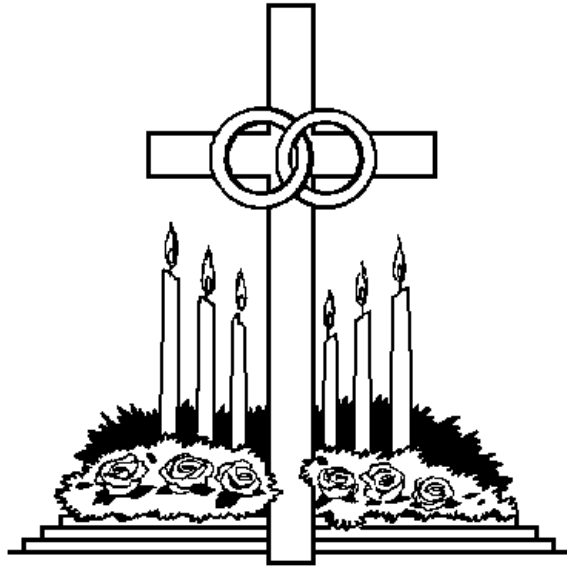


***Irvington Presbyterian Church  
Wedding Policies and Procedures  
For the Bride and Groom***



*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. Directory for worship W-4.9000.*

***55 Johnson Avenue  
Indianapolis, Indiana 46219  
317-356-7225  
[www.irvpresby.org](http://www.irvpresby.org)***

*The policies and procedures described in this book have been developed and approved by the governing body of this congregation (Session), the Board of Elders.*

*The church staff is available as described in this book to assist you in preparation for your wedding. In today's rapidly changing society we believe it is important for the church to uphold Christian standards and expectations. Therefore, please know the church staff will strive to provide a wedding service that complies with the Presbyterian tradition and this congregation as well as helping each couple create a meaningful ceremony as they begin their marriage.*

*Because of staff time needed for worship preparation, no weddings will be held during Holy Week or the Saturday before Christmas at the discretion of the staff. No Sunday weddings will be held.*

*Edition: December 2008*

## **CHURCH STAFF**

<i>Pastor:</i>	<i>Rev. Robert A. Heimach</i>
<i>Associate Pastor:</i>	<i>Dr. Galen L. Schwarz</i>
<i>Church Administrator:</i>	<i>Mrs. Jean Anne Hedelius</i>
<i>Director of Music:</i>	<i>Mr. John Sparkman</i>
<i>Organist:</i>	<i>Ms. Velinda Secor</i>

### **Church Telephone Numbers**

*(317) 356-7225*

**FAX** *(317) 356-7226*

*Ms. Velinda Secor, 317-867-1422*

*velindawestfield@aol.com*

### **Office Hours, Monday - Friday**

*8:00 a.m.—4:30 p.m.*

### **Summer Hours (June, July and August)**

*8:00 a.m.—4:00 p.m.*

## **INFORMATION FOR THE BRIDE AND GROOM**

*The Christian marriage ceremony is a service of worship before God, normally conducted within the house of God. Reverence shall be expected on the part of all present. **The rehearsal and wedding service shall be under the sole direction of the officiating pastor.***

*To make your marriage more meaningful and to closely specify mutual responsibility, the Worship Committee of our Session has adopted the following policies:*

- Two appointments must be made by the bride and groom before the wedding date has been set or announced or reservations or contracts have been made regarding your wedding. For example: with the photographer or the florist.***
  - First with the officiating pastor***
  - Second with the church administrator***

***If the bride and/or groom have not made an appointment with the officiating pastor within two months of receipt of the Wedding Policy Book, it will be assumed the couple no longer wishes to hold their wedding at the church and the date will be reopened for use by other couples.***

- The pastor would like to schedule several counseling sessions with the bride and groom before the rehearsal and ceremony. The officiating pastor has ultimate responsibility and authority over the conduct of the rehearsal and wedding service.*
- The church administrator sets a date on the church calendar as soon as the couple, the pastor and organist agree on one. Use of the building is to be scheduled with the church administrator.*

***Different fee schedules apply for church members and non-members. Please note that membership status is determined upon the initial call to the church to request a wedding date.***

- A damage/cleanup deposit of \$75.00 for members and \$150.00 for non-members is required. Deposit will be returned two weeks after the wedding. If additional fees for the custodian or damage are required, they will be deducted from the deposit.*
- Pastors presently on the staff of the church are available and are preferred for church weddings. Should you desire another pastor to participate in your wedding service, it is required that one of the pastors now on the staff participate in the service. The resident pastor has the final authority at rehearsals and weddings. It is the responsibility of the resident pastor to extend an invitation to the guest pastor.*
- The church organist shall play the organ. It is required that she be consulted and approve the choice of all music. Guest organists are obtained by the church's organist.*
- A Wedding Candle is allowed on the communion table. Our communion table is narrow so please plan accordingly when considering flowers and your wedding candle.*

8. *Wedding guests or family members are prohibited from use of cameras or video cameras during the worship service. A professional photographer may take time-exposed pictures **only from the balcony**. The photographer may take a picture of the bride as she enters the sanctuary provided there are no guests seated between the photographer and the bride, and the photographer is not in the aisle. The photographer may, from within the Narthex, take pictures of bridal party.*
9. *Ladies may dress in the Choir Room and gentlemen in the Quiet Room.*
10. *Smoking is prohibited in the building.*
11. *No alcoholic beverages are allowed in or on the church property.*
12. *The use of rice, birdseed, artificial snow or sparklers is prohibited on church property.*
13. ***No gifts are to be opened at a reception held in the church.** Gifts are not the responsibility of the church or church personnel and must not be placed in their custody. The wedding party must have a person responsible for the care of gifts. All personal property must be removed by the best man and maid of honor immediately following the wedding or reception.*
14. *Our chancel furniture has been arranged for worship services according to seating, lighting, microphones and visibility. It cannot be moved or rearranged for weddings.*
15. *Church banners and paraments will be used as appropriate to the church season.*
16. *Most weddings require a rehearsal. All participants (including ushers) in the wedding party and parents of the bride and groom should be present. The rehearsal is arranged with the pastor and organist, and is usually the night before the wedding. Our Church School rooms are prepared for Sunday activities and are NOT available for childcare.*
17. *The marriage license(s) must be brought to the church office no later than one week before the wedding.*
18. *The bulletin cover style and entire contents must be approved by the officiating pastor before it is printed. (Please include a card in your bulletin as a reminder to your guests and family of our policy on the use of cameras and video cameras.)*
19. *Please be advised wedding consultants are asked to work with the officiating pastor under the jurisdiction of the pastor regarding the rehearsal or wedding service.*
20. *Receptions held in Fellowship Hall must end by 9:00 p.m.*
21. *The church sound system should not be used for special music. Amplification is not necessary in the Sanctuary.*

## **DECORATIONS OF THE CHURCH**

1. *Flowers should be ordered by the bride from the florist of her choice. The bride must convey the following information to the florist: The candelabra may be decorated and bows or greenery may be added to the aisle candles. Bows can also be put on the front pews. **Only masking tape** may be used to attach bows. Other tapes and wires damage woodwork of the pews. (The full damage deposit will be forfeited if masking tape is not used - even if by florists or other persons.)*
2. *The church shall furnish all candles. Costs appear on page eight.*
3. *The church does not supply an aisle runner. None is required unless rose petals are to be scattered. If one is desired, arrangements should be made with the florist. The aisle is 75 feet. Most runners are 100 feet.*

## **WEDDING MUSIC**

1. *Our sanctuary organ is a pipe organ which requires special training to play. Because of this, only our church organist will play it or the guest organist chosen by our organist..*
2. *The music is a very special part of your wedding ceremony, so it deserves careful consideration. Since you have chosen to be married in the church and you are asking God's blessing upon your marriage, your music should reflect this in its character and style. You should consult with the organist to determine if your musical choices are appropriate. The organist is given the responsibility by Session to decide which music is appropriate for church weddings and complies with the statement from the Book of Order (see Item 3 under WEDDING MUSIC, Page 4 of this booklet).*
3. *Music suitable for the marriage service directs attention to God and expresses the faith of the church. The congregation may join in hymns and other musical forms of praise and prayer. Directory for worship W-4.9005*
4. *All music and guest musicians should be approved by the organist before invitations are printed and guest musicians are invited to participate in the wedding service.*

*This is a list of suggestions of appropriate music. The organist will be happy to discuss wedding music (317-867-1422.)*

**Appropriate Music for Weddings:**

- "Ave Verum" by Mozart
- "Suite Gothique" by Boellman
- "Panis Angelicus" by Franck
- "The Lord's Prayer" by Malotte (and others)
- "Clair de Lune" by Debussy

**Music Composed by:**

- J. S. Bach
- Pachelbel
- Guilmant
- Handel
- Mendelssohn
- Marcello

**Hymns and Hymn Arrangements:**

- "O Perfect Love"
- "Morning Has Broken"
- "Jesus, Thou Joy of Loving Hearts"
- "O Love Divine and Golden"
- "O Happy Home"

**Vocal Solo Suggestions:**

- "Entreat Me Not to Leave Thee"
- "There is Love" (The Wedding Song)
- "Our Father" - Gary Johnson
- "Wedding Prayer" - Fern Dunlap
- "The Gift of Love" - Arr. Hopson
- "The Lord's Prayer" by Malotte (and others)
- "Whither Thou Goest" - Guy Singer
- Any music appropriate for a reformed church service

**Suggestions for the Processional:**

- "Trumpet Tunes" by Purcell
- Traditional "Here Comes the Bride" (Lohengrin) by Wagner

A combination of these two is often used with the attendants processing to the "Trumpet Tune" and the bride entering to "Here Comes the Bride," or either can be used alone.

**Suggestions for Recessional:**

- "Trumpet Tunes" by Purcell
- Traditional Wedding Recessional (Midsummernight's Dream) by Mendelssohn
- "Joyful, Joyful, We Adore Thee" or other hymns
- "Psalm XX" by Marcello

**Not Appropriate for Church Weddings:**

Themes from "Romeo and Juliet" and "Ice Castles," "Hawaiian Wedding Song," "I Love You Truly," "A Time For Us," "The Rose," "Sunrise and Sunset," and almost all popular music.

Upon request, the church administrator will provide a recording which will offer some examples of wedding music.

**VIDEO RECORDING YOUR SERVICE**

Video recording is available and may be discussed with the church administrator. A sample recording is available upon request and may be borrowed to give you an idea of the quality.

**FEE SCHEDULE**

**All Fees Are To Be Paid Two Weeks Before The Wedding.** Please make one check payable to Irvington Presbyterian Church (for marriage ceremony) and, if applicable, one check payable to Presbyterian Women in the Congregation (for reception). The asterisk (\*) designates required or base fees.

**I. \*Worship Service**

- A. Weddings in the Sanctuary
  - 1. Members (bride or groom).....No Charge
  - 2. Non-members .....\$300.00
  
- B. Weddings in the Church Parlor
  - 1. Members (bride or groom).....No Charge
  - 2. Non-members .....\$200.00
  
- C. Informal Wedding in the Sanctuary
  - 1. Members.....No Charge
  - 2. Non-Members - up to 25 people .....\$200.00
  - 3. Non-Members - 26 to 50 people.....\$250.00

**Custodian required for members and non-members**  
**Four hour minimum charge.....Hourly rate \$20.00**

## II. Receptions

- A. Receptions in the Fellowship Hall
1. Members (bride or groom) ..... No Charge
  2. Non-members ..... \$300.00
- B. Fees for catering by the Presbyterian Women in the Congregation (PWC). Does not include food or beverage. Fees are the same for member and non-members.
1. The first 100 served ..... \$150.00
  2. Each additional group of 25 ..... \$25.00
- C. Fee for outside/self-catered reception in the Fellowship Hall and Kitchen..... \$200.00  
(Includes the use of church's cups, silver, plates, etc.)  
**Dishwasher may be used. Caterer is expected to perform cleanup.**
- D. Reception in The Church Parlor
1. Members (bride or groom) ..... No Charge
  2. Non-members ..... \$200.00

**All receptions in the Church Parlor must be scheduled by the Church Administrator and must be catered by the Presbyterian Women in the Congregation (PWC).**

## III. Parlor Use (for pre-wedding pictures taken in the Church Parlor)

- A. Members (bride or groom) ..... No Charge
- B. Non-members ..... \$100.00

## IV.\* Music/Organist

- A. Service (Members and non-members) ..... \$200.00
- B. Rehearsal with soloist not provided by the church ..... \$100.00
- C. Soloist provided by the church (no rehearsal fee)..... \$100.00

## V. Staff

- \*A. Pastor
1. Members (bride or groom) ..... No charge
  2. Non-members ..... \$300.00

- \*B. Church Administrator
1. Members (bride or groom) ..... \$100.00
  2. Non-members ..... \$150.00

**There will be an additional charge of \$75.00 for meetings after 4:30 p.m. (outside of regular office hours) for weekends for both members and non-members.**

## VI.\* Wedding set-up/custodial services

- A. Wedding set-up/custodial services (non-Advent/Christmas)  
Four hours (beginning 1 and 1/2 hours before the start of the wedding)  
Members and Non-members ..... \$150.00  
Each additional hour ..... \$50.00
- B. Wedding set-up/custodial services (Advent/Christmas season)  
**(Advent/Christmas season starts on the 1st Sunday of Advent and continues through Christmas Day.)**  
Four hours (beginning 1 and 1/2 hours before the start of the wedding)  
Members and Non-members ..... \$225.00  
Each additional hour ..... \$75.00

## VII. Other

- A. Candles (provided by the church)
1. 14 candles for two candelabra ..... \$30.00
  2. 14 candles for two candelabra, plus 8 candles for aisle standards ..... \$60.00
  3. Complete Candlelight Wedding (2 candelabra, 8 aisle candles, electric window candles in center panel only) ..... \$70.00
  4. Wedding candle ..... \$50.00
- B. Audio Technician for members and non-members ..... \$50.00
- C. Video Recording
1. Members (bride or groom) ..... \$75.00
  2. Non-members ..... \$100.00

*NOTES*