



Your Wedding

Congratulations and best wishes from all of us at Salisbury Presbyterian Church! We share your joy as you prepare for the commitment of Christian marriage.

“Marriage is a gift God has given to all humankind for the well-being of the entire human family . . . For Christians marriage is a covenant through which two people are called to live out together before God their lives of discipleship. In a service of Christian marriage a life-long commitment is made, publicly witnessed, and acknowledged by the community of faith.”
Directory of Worship, Presbyterian Church (U.S.A.)

The guidelines provided in this booklet were adopted by the Session of Salisbury Presbyterian Church to make your wedding a service of reverence as well as celebration. Ordinarily, weddings at Salisbury are open to all members and immediate family of members who have attended SPC regularly for at least six months.

No weddings will be scheduled during Holy Week or one week prior to Christmas. Weddings will be assigned on a first come first serve basis. Weddings will begin no later than 7:00 P.M.

Salisbury Presbyterian Church welcomes the opportunity of sharing with you in making your wedding plans.

The Wedding As Worship

The only requirement of the Presbyterian Church (U.S.A.) regarding the wedding ceremony is that it be conducted as an act of worship. While not considered a “sacrament” by Presbyterians, the wedding is a significant religious “ordinance” or rite. According to the *Book of Order*, “The Christian marriage ceremony is a service of worship before God, often conducted within the house of God.” As such, reverence, joyful praise, and Christian affirmation should characterize all elements of the wedding celebration. The officiating pastor determines the order of worship for the wedding.

The Minister

One of the pastors of Salisbury Presbyterian Church will officiate at all weddings taking place in our sanctuary. In special circumstances, another minister may assist at the wedding. If this is the case, a request must be made in writing to the Senior Pastor, giving the reason for the request and the name, address, and affiliation of the guest minister. If the request is granted, the officiating pastor will issue the invitation to the guest minister to participate in the service.

Counseling

In preparation for the marriage service, the officiating pastor will provide premarital counseling, generally 3-4 sessions. It is the responsibility of the couple to arrange to meet with the pastor soon after the marriage service has been scheduled.

The Wedding Guild

At Salisbury Presbyterian Church, a member of the wedding guild will serve as the wedding director throughout the planning stages, at the rehearsal, and at the wedding ceremony. After your wedding application has been completed, returned to the church office, and approved by the Session the Wedding Director will contact you. The Wedding Director will be happy to work with any wedding planner you may have in your employ, but will have the ultimate authority over the proceedings. On the day of the wedding, the Wedding Director is not expected to be available prior to three hours before the wedding.

Music

The Presbyterian *Directory of Worship* guides in the selection of music: "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." All wedding music, both instrumental and vocal, must be sacred music. Prerecorded music is not permitted.

After your wedding date has been approved, a music consultation with the organist should be scheduled by the couple, and all aspects of the wedding music should be discussed at this time. The organist will be glad to suggest appropriate music and to advise you regarding any requests you may have. The church organist is also responsible for additional plans involving soloists or instrumentalists. The Director of Music, after consultation with the pastor, has final authority for the approval of any music to be played during the wedding ceremony.

Salisbury Presbyterian Church is very proud and fortunate to have a fine organ. Our church organist will ordinarily play for weddings at Salisbury Presbyterian Church. If the couple wish to invite a guest organist, they must get the approval of Salisbury Presbyterian's Organist or Director of Music. The church is also equipped with a Steinway grand piano.

Church Facilities

The Sanctuary

Please note that the maximum number of persons allowable by fire code in the sanctuary is 400.

Sound System

Your wedding director will arrange for a sound technician to be assigned. The sound technician normally arrives a half hour before the wedding and is not required to be in attendance at the rehearsal. If the sound technician is desired for both rehearsal and wedding, it is the responsibility of the wedding party to inform the wedding director directly of your desire for these services.

Narthex

The church Narthex can be used prior to the wedding for photographs as well as a gathering room for the family.

Dressing Areas

Dressing areas are available for all members of the wedding party. However, these areas will not be made available prior to three hours before the ceremony. The wedding director will show you these areas at a mutually agreed upon time to meet and tour the building. The bride's room is located upstairs in F&E, Room 207. The choir room is available as a changing/staging area for the groomsmen. The custodial fee stated in this policy for clean up covers vacuuming and trash removal for the choir room, one bridal changing area and the sanctuary only. If additional areas are determined to be needed, additional fees will be assessed. Please be aware that SPC is not responsible for any personal items left in the changing areas or any other areas of the church. AFTER THE CEREMONY, IT IS THE RESPONSIBILITY OF THE WEDDING PARTY TO REMOVE ALL PERSONAL ITEMS, AND TIDY UP THE CHANGING AREAS, LEAVING THEM AS THEY WERE FOUND.

Fellowship Hall

Please note that the maximum number of persons allowable by fire code in the Fellowship Hall is 350, that is standing room only. With tables and chairs the capacity is 250.

The Fellowship Hall with kitchen facilities is available for use for a reception for members only. If a reception is requested, a copy of the Building Use Policy with accompanying application form will be issued to the wedding party if requested at the time of initial inquiry. This application must be completed and returned to the church office at the same time of the application for the wedding.

Also, a detailed plan of reception furnishings, decorations, etc. must be submitted to the Building and Grounds Committee at least 6 weeks prior to the reception.

The wedding party is responsible for arranging a meeting with a member of the Fellowship Committee and the Custodian for instructions on the proper use of the kitchen and equipment. If a caterer is to be used, the caterer should attend that meeting also.

Fees for set-up (if requested) and clean-up are subject to those noted in the SPC's current contracts for services with our vendors. (See Fee Schedule with note that fees are subject to change.)

Any persons or firm disregarding these guidelines may be denied participation in future weddings at Salisbury Presbyterian Church.

Church Furnishings and Flowers

Wedding decorations need not be excessive. The natural beauty of the sanctuary and its worshipful nature is sufficient for a proper wedding setting. The intention of decorations is to help convey a worshipful attitude so that those present might experience the meaning of marriage. The florist will be responsible for delivering the flowers and decorating the church. Every precaution should be taken that no permanent damage is done to the chancel or to any furniture.

The couple is responsible to make certain that the florist read the regulations for "Church Furnishings and Flowers," that the enclosed letter listing the church policies regarding decorating be signed by the florist. The florist must abide by the policy in decorating the sanctuary. Arrangements for decorating should be scheduled through your wedding director and the church office.

In order to protect the church property, please observe the following regulations:

- Protective material must be placed under candelabra, unity candles, floral pots, and other receptacles.
- Nothing may be fastened to walls, woodwork, or furnishings in the sanctuary.
- Aisle tracking is not permitted.
- The strewing of flowers, real or artificial, is not permitted in the sanctuary.
- No property of the church (vases, candle globes, etc.) is to be removed without permission.
- Any seasonal decorations that are in place may not be removed or disturbed.
- If you desire to leave flowers for the church use or for distribution to the sick, please make arrangements through the wedding director prior to the wedding.
- Florists are expected to leave the facilities and premises clean.
- Any damage to church property is the responsibility of the wedding party
- Be aware that a corsage for the wedding director is not required or expected.

Wedding Programs

Though not necessary, many people opt to have a program that lists the participants in the wedding service and the order for worship. Samples are available for review. You are responsible for having these programs printed.

The Wedding License

You are required to have a license. The marriage license may be obtained 60 days prior to the wedding from the county courthouse and must be brought to the church at the rehearsal. If you have questions regarding the license, please contact one of the pastors.

Photography and Recording

It is the couple's responsibility to make certain that the photographer is familiar with the layout of the church and that the enclosed letter listing church policies regarding photography within the sanctuary be signed by the photographer and returned to the church two weeks prior to the wedding.

1. **Flash photography is not permitted within the sanctuary during the wedding service, including the prelude and the recessional** except for a photograph taken when the bride enters the sanctuary and when the bride and groom are leaving the sanctuary. The ushers should inform guests arriving with cameras about this restriction. Photographs may be taken in the church parlor and in waiting rooms prior to and following the ceremony.
2. Time exposure photography may be taken using a camera **set discreetly at the back of the sanctuary** behind the last row of pews seating guests. A video camera may be set in this area also.
3. A second, remote-controlled stationary camera may be placed in the designated fixed position near the sacristy. No special lights may be used with video recording. Only unobtrusive remote microphones may be used.
4. Photographer(s) must remain stationary and in an upright position during the taking of photos of the wedding. **Under no circumstances are photographers allowed in the aisle or chancel area during the wedding ceremony.**
5. The photographer is limited to one assistant during the wedding.
6. Photographer(s) will dress appropriately for the wedding.
7. Any person or firm disregarding these guidelines may be denied participation in future weddings at Salisbury Presbyterian Church.

Rehearsal

The wedding rehearsal takes place under the direction of the officiating pastor and will be coordinated by the wedding director. It is customary to schedule the rehearsal on the evening prior to the ceremony. The rehearsal should take no longer than one hour. All members of the wedding party as well as parents should be present at the rehearsal. In addition, the accompanist and any additional musicians, soloists or readers are ordinarily present. This enables everyone to become familiar with the order of worship. Musicians should plan to rehearse any processional/recessional pieces during the rehearsal. All other music should be

rehearsed before the rehearsal. Contact the church administrative assistant if you need access to the sanctuary. Ordinarily, the pastor, church organist, sound system representative and wedding director do not expect an invitation to the rehearsal dinner.

Alcohol and Smoking

No alcoholic beverage is to be brought onto or consumed on church property. It is expected that all members of the wedding party will be sober for the rehearsal and the wedding. Any violation of this rule will be directed to the Senior Pastor and will be dealt with at his discretion. Salisbury Presbyterian Church has been designated as a smoke-free environment.

Cleaning the Church

The wedding party is responsible for leaving the church facilities clean, orderly, and arranged for the next function. This requirement can be easily understood and appreciated, since most weddings take place on Saturday.

It is required that you replace any furnishings (communion table, baptismal font, etc.) to their proper places after the wedding service.

All personal items in changing areas must be removed and areas left orderly. Cleaning fees stated in this policy include trash removal and vacuuming only.

Fees for any additional services must be agreed upon with the Building and Grounds Committee and submitted in writing no later than six weeks prior to the reception.

Fees are subject to those noted in Salisbury Presbyterian Church's current contracts for services with our vendors. (See Fee Schedule with note that fees are subject to change.)



The most important part of a wedding service is not the wedding but the marriage; consequently, all that we do is oriented toward creating a happy marriage and asking God's blessing on the couple who are wed. This is your wedding and an event that will continue to shape the rest of your lives. Therefore, we seek to design services that are simple, dignified and worshipful. The pastor and staff are flexible concerning many points in the service; thus, you should contact them well in advance if you have any special requests. It is our intention to make this a meaningful and joyous day for you.

Fee Schedule

For purposes of this policy, **Member** fees apply to a family of members (Children, Grandchildren, siblings) who are on the membership roll of Salisbury Presbyterian Church at the time of application, and **Non-Member** fees apply to those who are not on the membership roll of Salisbury Presbyterian Church at the time of application. As set forth in the table below, NC means no charge. All fees are subject to change.

	Member	Non-Member
Use of Sanctuary for Rehearsal/Wedding		
Reservation Deposit (non-refundable)	NC	\$ 600
Sanctuary Fee	NC	\$ 300
Fellowship Hall/Kitchen Fee	NC	NA
Minister (minimum Honorarium)	\$500	\$1,000
Assisting Minister (minimum Honorarium)	\$200	\$ 300
Organist for Consultation/Rehearsal/Wedding	\$350	\$ 400
Soloist/Rehearsal/Wedding	\$150	\$ 200
Custodial Services for Rehearsal/Wedding	\$100	\$ 200
Custodial Services for Reception	\$100	NA
Wedding Director	\$200	\$ 400
Reception (additional fee)	\$150	NA
Sound System Operator	\$ 50	\$ 100

Members make payment as follows: 1) Check made out to the minister, 2) Check made out to the organist, 3) Check made out to the Wedding Director, 4) Check made out to the Sound system operator, and 4) Check made out to Salisbury Presbyterian Church for the remaining applicable fees with notation indicating the name of the wedding party and wedding date. All checks must be submitted to the Church Accounting Manager no later than 14 days prior to the wedding.

Non-Members make payments as follows: 1) Check for the Sanctuary Reservation Deposit required at the time of application and will be credited toward the balance. The Sanctuary Reservation Deposit is refundable if the church receives written notice of cancellation at least 60 days prior to the date of the wedding. 2) Check made out to the pastor, 3) Check made out to the organist, 4) Check made out to the Wedding Director, 5) Check made out to the sound system operator, and 6) Check made out to Salisbury Presbyterian Church for the remaining applicable fees. All checks must be submitted to the Church Accounting Manager no later than 14 days prior to the wedding.

Note to **members** and **non-members**: The church office is generally open Monday through Thursday, 8:30 - 3:00, Friday 8:30-12:00.

**SALISBURY PRESBYTERIAN CHURCH
WEDDING APPLICATION**

Congratulations and best wishes from all of us at Salisbury Presbyterian Church! To reserve the desired date, please complete the enclosed application and return it to the church office as soon as possible. When the completed application is returned and approved, the wedding date will be entered on the church calendar. Wedding dates will be assigned on a first-come, first-serve basis in compliance with policy stated herein. You will receive notification of approval of your application from the church office.

DATE REQUESTED: _____ **TIME REQUESTED:** _____

APPROX. # OF GUESTS: _____ **REHEARSAL TIME REQUESTED:** _____

Names of the Wedding Couple: _____

Address(es): _____

Cell Phone Numbers: _____

Email Addresses: _____

If you are requesting a minister to assist with the wedding, please remit a letter giving the reason for the request, along with the name, address, and church affiliation of the guest minister.



13621 Salisbury Road
Midlothian, Virginia 23113
Phone: (804) 794-5311 • Fax (804) 794-4476
E-Mail: info@TheSalisburyChurch.org
Web Site: www.TheSalisburyChurch.org

To Photographer(s) and/or Recording Studio: The following is the policy of Salisbury Presbyterian Church as it pertains to taking of photographs and making video recordings of a wedding. Please read this policy and return the bottom portion as stated herein.

1. **Flash photography is not permitted within the sanctuary during the wedding service, including the prelude and the recessional** except for a photograph taken when the bride enters the sanctuary and when the bride and groom leave the sanctuary.
2. Photographs may be taken anywhere in the church building and on the grounds prior to and following the ceremony.
3. Time exposure photography may be taken using a camera set **discreetly at the back of the sanctuary** behind the last row of pews seating guests. A video camera may be set in this area also.
4. A second remote-controlled stationary camera may be placed in the designated fixed position near the sacristy. No special lights may be used with video recording. Only unobtrusive microphones may be used
5. Photographer(s) must remain stationary and in an upright position while taking photos of the wedding. **Under no circumstances are photographers allowed in the aisle or chancel area during the wedding service.**
6. Photographer is limited to one assistant in the sanctuary during the wedding.
7. Photographer(s) will dress appropriately for the wedding.
8. Any person or firm disregarding these guidelines may be denied participation in future weddings at Salisbury Presbyterian Church.

I acknowledge receipt of this letter and agree to the terms set forth.

Photographer _____ Date _____

Signature

Name of Company/Firm _____

Phone _____

Name of Wedding Party _____

Date of Wedding _____



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To Florist:

The following is the policy of Salisbury Presbyterian Church and is taken from the section entitled "Church Furnishings and Flowers" found in our Wedding book. Please read the following, sign and return the bottom portion of this letter to the church no later than two weeks prior to the wedding date. If you should have any questions, please contact the wedding director who will be happy to help you.

The florist will be responsible for delivering the flowers and decorating the church. Every precaution should be taken that no permanent damage is done to the chancel or to any furniture. Pew markers are also the responsibility of the florist.

Arrangements for decorating should be scheduled through the wedding director and the church office.

In order to protect the church property, please observe the following regulations:

Protective material must be placed under candelabra, unity candles, floral pots, and other receptacles.

Nothing may be fastened to walls, woodwork, or furnishings in the sanctuary.

Family pew markers may be used provided they are held in place by ribbons or nosegay holders. No taping is permitted.

Aisle tracking is not permitted.

Rice, confetti, or birdseed may not be thrown inside or outside the church buildings.

Candelabra should be limited to no more than two; one on either side of the communion table. Palms and ferns are allowed in this area (to total 4).

Someone should be delegated to see that the candles are lighted and extinguished properly. A candle lighter/snuffer is available at the church.

No property of the church (vases, candle globes, etc.) is to be removed without permission.

Any seasonal decorations that are in place may not be removed or disturbed.

If you desire to leave flowers for the church use or for distribution to the sick, please make arrangements through the wedding director prior to the wedding.

Florists are expected to leave the facilities and premises clean. Any items left on the church property must be picked up no later than the Monday morning following the wedding.

Florist: _____

Date: _____

Name of Company: _____

Phone: _____

Name of Wedding Party: _____

Date of Wedding: _____