

FAIRVIEW PRESBYTERIAN CHURCH
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POLICY FOR WEDDINGS AT FAIRVIEW PRESBYTERIAN CHURCH

(Revised 04/03/2007)

I. PRESBYTERIAN UNDERSTANDING OF CHRISTIAN MARRIAGE

Fairview Presbyterian Church welcomes the opportunity to serve those couples who sincerely desire a Christian marriage and who truly intend to establish a Christian home. To prepare for and to enter into this sacred relationship, we are guided by the standards for Christian marriage as set forth in the “Directory for Worship” and other portion of the Constitution of the Presbyterian Church (U.S.A.). The following paragraphs from Chapter IV of the Directory for Worship should be read carefully because they summarize principles that apply to weddings held at Fairview Presbyterian Church.

Christian Marriage

Marriage is a gift God has given to all humankind for the well being of the entire 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.

Preparing for Marriage

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,
- the resources of the faith and the Christian community to assist them in fulfilling their marriage commitments.

This discussion is equally as important in the case of a first marriage, a marriage after the death of a spouse, and a marriage following divorce.

If the Marriage Is Unwise

If the minister is convinced after discussion with the couple that commitment, responsibility, maturity, or Christian understanding are so lacking that the marriage is unwise, the minister shall assure the couple of the church's continuing concern for them and not conduct the ceremony. In making this decision the minister may seek the counsel of the session.

Time and Place of the Service

Christian marriage should be celebrated in the 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 marriage ordinarily takes place in a special service which focuses upon marriage as a gift of God and as an expression of the Christian life. Celebration of the Lord's Supper at the marriage service requires the approval of the session, and care shall be taken that the invitation to the Table is extended to all baptized present. The marriage service may take place during the Service for the Lord's Day upon authorization by the session. It should be placed in the order as a response to the proclamation of the Word. It may then be followed by the Sacrament of the Lord's Supper.

Form and Order of Service

The service begins with the 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 this new dimension 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.

Music and Appointments

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. Flowers, decorations, and other appointments should be appropriate to the place of worship, enhance the worshippers' consciousness of the reality of God, and reflect the integrity and simplicity of Christian life.

Recognizing Civil Marriage

A service of worship recognizing a civil marriage and confirming it in the community of faith may be appropriate when requested by the couple. The service will be similar to the marriage service except that the opening

statement, the declaration of intention, the exchange of the vows by the husband and wife, and the public declaration by the minister reflect the fact that the woman and man are already married to one another according to the laws of the state.

II. PLANNING FOR YOUR WEDDING

Reserving the Church

We want your wedding to be a meaningful and significant beginning for your life together. In planning for your wedding, an initial conference with the minister of Fairview is required. You should check with the Church Administrator to determine whether the date you have selected is available on the church calendar. **NO DATE WILL BE RESERVED UNTIL AFTER THE INITIAL MEETING WITH THE MINISTER, THE Building RESERVATION FORM HAS BEEN COMPLETED AND ANY REQUIRED DEPOSIT HAS BEEN PAID.** Dates and times are set according to the minister's schedule, the liturgical calendar of the church and the availability of the church facilities. After reserving the church and at least 2 weeks before the wedding the bridal couple must meet with the Wedding Coordinator to go over the arrangements (flowers, photographer, timing, etc.) of the Wedding

Except by special arrangements with the minister, weddings will not be scheduled on the following days: Maundy Thursday, Good Friday, Saturday before Easter, Easter Day, Thanksgiving Day, the two (2) weeks preceding Christmas Eve, Christmas Eve, Christmas, New Year's Eve, New Year's Day, or any other day that the church is scheduled to be closed or when other all-church functions (such as the Fish Fry) are scheduled. Weddings held on any of these special days will involve additional charges.

Minister and Officiants

The minister of Fairview Presbyterian Church will officiate at every wedding in this church. Other clergy may be invited by the minister of Fairview to assist in the service.

In most cases, couples must participate in a series of counseling sessions (usually 3-4) with the minister before the wedding ceremony. These sessions must be scheduled with the minister and completed to the satisfaction of the minister before the wedding. The minister will also be available for advice and counseling at other times, as needed.

Church Decorations

The church will be decorated with banners, paraments and other items according to the Christian calendar. The colors of such items vary according to the church year (such as specific colors for Advent, Easter, Christmas). It is expected that these liturgical seasonal decorations will remain in the church during your wedding and used in your own decoration theme. Any concerns about this must be discussed with the minister and all changes to church decoration must be approved by the minister. The church's wrought iron candelabra may be used without additional charge. Candleholders are also available for the church aisles (see below for costs). The communion table may be moved to either

level of the chancel or onto the floor, but may not be removed from the chancel area under any circumstances. If an aisle runner is desired, please arrange with your florist to provide it. The runner should be at least 25 yards (75 feet) long. Floral arrangements are your responsibility. Florist must meet with the Wedding Coordinator to discuss placement of bouquets, flower arrangements and other decorations at least 2 weeks before the wedding.

Music for Your Wedding

The Director of Music and Organist must approve all wedding music. Because a church wedding is a service of worship before God, requiring reverence on the part of all present, the music used before and during the wedding service should direct attention to God. Some secular and non-religious music may be appropriate during the prelude, but not during the wedding service.

The organist of Fairview will play, or secure a substitute, for all weddings in the church. The bride and groom should consult with the organist as soon as possible, but at least one month in advance of the wedding date, to arrange for the music for the service. Any requests for special music may require longer than one month's advance notice to the organist. The use of soloists or instrumentalists shall be cleared with the Director of Music and the organist. It is understood that no accompaniment tapes will be used.

Marriage License

The marriage license and the marriage certificate must be brought to the church office ten (10) days before the rehearsal. The license and certificate are obtained from the Clerk of the County of residency of the bride or the groom. Contact the Clerk of Court in your county to determine current requirements for obtaining the license.

Photography

Because the wedding ceremony is a service of worship, certain rules apply to maintain the reverence and solemnity of the event. Photography and video recording are permitted before and after the service, but during the service itself, only a designated photographer may take photographs or videotape from the narthex entrance or the balcony. Photographers and/or Videographers must meet with the Wedding Coordinator at least 2 weeks before the ceremony to go over all rules and procedures. All photographers and/or Videographers are expected to work as quietly and unobtrusively as possible. During the service, they must work only with existing light. There shall be absolutely no flash photography during the service, and you are expected to advise your guests as well as your professional photographers of this rule. Formal photographs may be taken before the service begins, but should be completed at least one (1) hour before the organist is scheduled to begin the music for the wedding. Additional photographs may be taken after the wedding service.

Rehearsals

The rehearsal is usually held on the day preceding the wedding and is conducted by the minister. If you have a wedding planner, he or she must work with and under the direction of the minister during the rehearsal and the wedding. The rehearsal can be

expected to take at least one hour, but if there are a large number of participants or special considerations, additional time must be scheduled. The rehearsal is important to making your wedding day all that you expect. All members of the wedding party are expected to attend the rehearsal. Participants should be dressed appropriately for attendance in a church. **ALL PARTICIPANTS ARE EXPECTED TO ARRIVE AT LEAST 10 MINUTES BEFORE THE TIME FOR THE START OF THE REHEARSAL.** If the minister and church staff must wait for the arrival of tardy participants, additional charges may be imposed. Members of the wedding party (including children) should conduct themselves at all times in a manner befitting a place of worship. It is the obligation of the bride and groom to make certain that this expectation is observed by all those present. Photographs may be taken during the rehearsal provided the photographer is unobtrusive and does not interfere with the conduct of the rehearsal.

III. YOUR WEDDING DAY

The wedding party may use the Fellowship Hall and/or Room 11 at no additional charge to prepare for the wedding. Weddings are scheduled at least four hours apart so that every couple has time to prepare for the occasion and take pictures. If the Fellowship Hall or other areas of the church are also to be used for a reception (only church members are allowed to have receptions in the church), then separate charges for use of these areas apply and other rooms will be designated for the bride and groom to use to prepare for the ceremony. If additional rooms are needed for any reason, this should be addressed when the date is reserved and arrangements, including any charges, for such use will be addressed at that time. A custodian must be present at all times when you are using the church facilities.

All ushers and groomsmen should arrive at the church no later than one hour before the wedding is scheduled to begin. Because ushers and groomsmen may be responsible for seating guests, lighting of candles, distributing programs, and similar tasks, they need to arrive on time. Unless a written announcement is provided in a wedding program, the ushers shall notify all guests about the rules prohibiting photography during the service. Ushers and groomsmen also assist after the service by escorting parents and special guests after recessional, by excusing other guests row by row, and by picking up the runner, extinguishing candles, moving floral arrangements and removing the couple's special decorations.

Guests shall not use rice or non biodegradable confetti on the church premises. Paper confetti, birdseed or soap bubbles are recommended as a substitute for rice. All such items may only be used outside the church building.

Only church members may hold wedding receptions in the church building. All such receptions require that special arrangements be made through the Wedding Coordinator. Alcoholic beverages are not permitted in the church.

IV. FEES

Weddings involve many extra services and staff time, and these are costs which the church is unable to underwrite. Therefore, certain fees must be paid in every case, even for members of the church. The Church's Wedding Coordinator will provide assistance to you and others the day of your wedding, such as florists, photographers, caterers, and so on. All weddings involve additional custodial needs and expenses. If there is a special situation or you would like to request a waiver of these fees, you may discuss it with the minister. Session approval may be required for any waiver. (Note: "members" means either the bride or groom, or at least one parent of either the bride or groom is currently on the roll of active members of Fairview as defined by the Presbyterian Church (USA) Book of Order, at the time of your initial inquiry and meeting with the minister and/or Wedding Coordinator.)

These fees are subject to change, but once the deposit to hold the wedding date has been paid, fees to you will not change. Full payment of the fees shall be made to the church office two (2) weeks before the day of the wedding rehearsal. If payment is not received, we will assume the wedding will not take place at the church as scheduled. We reserve the right to charge a cancellation fee.

THESE FEES REFLECT NORMAL USE. WE RESERVE THE RIGHT TO ADD CHARGES FOR ANY DAMAGE TO THE CHURCH BUILDING, GROUNDS OR PROPERTY OR FOR UNUSUAL MAINTENANCE OR CLEAN UP REQUIRED.

WEDDING FEES

	Members	Non Members	Comments
FEES APPLICABLE TO ALL WEDDINGS			
Non refundable deposit to hold wedding date	\$100	\$100	Wedding Date will be reserved upon receipt; this fee is not applied to any other fee and is not refundable.
Minister, including counseling and officiating	N/C	\$300	
Wedding Coordinator	\$150	\$150	
Custodian – Wedding Rehearsal and Day of totaling up to 7 hrs	\$200	\$200	
Custodian –each additional hour after the 7 th hour (per hour)	\$50	\$50	
WEDDING IN SANCTUARY (If your wedding is held in the sanctuary the following charges shall apply in addition to the fees applicable to all weddings)			
Sanctuary	N/C	\$250	
Director of Music or Organist	\$150	\$150	
Soloist/musician (supplied by Church) – per musician/per musical selection	\$75	\$75	Each additional musical selection per musician is \$25
WEDDING IN OTHER AREAS of Church (If your wedding is not held in the sanctuary, but in the another church location, the following charges shall apply in addition to the fees applicable to all weddings)			
Wedding in other church room or courtyard	N/C	\$150	
Director of Music or pianist*	\$150	\$150	
Soloist/musician (supplied by Church) – per musician/per musical selection	\$75	\$75	Each additional musical selection per musician is \$25
USE OF OTHER CHURCH AREAS/FACILITIES DURING WEDDINGS IN ADDITION TO ABOVE FEES			
Nursery or other rooms used	\$75	\$100	
Fellowship Hall with kitchen	\$250	Not Allowed	
Wrought iron candelabra and white candles	N/C	N/C	
Individual candle holders and white candles (for pews)	\$10/each	\$10/each	

Complete set of candle holders and white candles (all pews)	\$200	\$200
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