

# Memorial Presbyterian Church

## Wedding Policy

“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 of Worship, Presbyterian Church USA*

We are pleased that you desired to be married in the sanctuary of Memorial Presbyterian Church and provide this policy as one means of insuring that your wedding ceremony will be one that reflects the best of our Christian tradition. Please carefully read the policy, so that you may know from the beginning what is expected of you and what you can expect.

All aspects of your wedding service at Memorial Presbyterian Church will reflect the religious nature of Christian marriage. It is assumed that one or both of you is a baptized Christian and an active member of a church. If you are not a member of Memorial, you will need to provide a letter of introduction and reference from your pastor attesting to your Christian commitment and church membership.

The pastor of Memorial Presbyterian or one of the ministers associated with our congregation will officiate at your service. If you would like another pastor to be a part of the service, you will need to obtain the approval of the pastor of MPC and provide him/her with the name, phone number, mailing address, and email address of the guest pastor so that an invitation can be extended. The pastor of MPC is considered the officiating pastor and will plan the service in consultation with the bride and groom and MPC organist. The pastor of MPC is considered the primary contact for matters related to the wedding service. Pre-marriage conferences will be scheduled with the officiating minister.

### WEDDING ARRANGEMENTS

Members of Memorial Presbyterian Church and others interested in being married at MPC are invited to contact the church office (904-829-6451) and make the following arrangements:

1. Speak with the Church Administrative Secretary who will ascertain the availability of your desired date for your wedding.
2. The wedding application form should be completed and submitted to the Church Administrative Secretary who will forward it to the pastor. When you meet with the pastor, the following areas will be discussed: the meaning of Christian marriage, your Christian faith, church policies, and premarital conferences. Your wedding can only be scheduled after you have met with the pastor and he/she has agreed to the service. One-half of the total fee for the use of the church must be paid within seven [7] days after your meeting with the pastor. Only at

this point is your wedding date confirmed. The balance due for use of the church is due no later than 30 days prior to the service. Fees for the wedding coordinator, organist, sexton, and pastor are due no later than one week prior to the service. Please make checks for these fees payable to the people providing the service and mail them to the church office at 32 Sevilla Street, St. Augustine, FL 32084.

3. A MPC Wedding Director will be assigned to the bride and groom after the wedding has been approved. The Wedding Director will meet with the bride, help with arrangements, and coordinate the wedding rehearsal and the wedding service. While the bride and groom may choose to contract with a "bridal consultant" to handle various details, the direction of the wedding rehearsal and wedding is entirely under the supervision of Memorial Presbyterian Church's Wedding Director and the Pastor. Please notify any consultants of this requirement.

4. Set an appointment with the Wedding Organist three to six months prior to your wedding. His/her name and telephone number are available from the church office.

## MUSIC GUIDELINES

Memorial Presbyterian Church has a long tradition of quality choral and instrumental music. The wedding organist will present the bride and groom with a rich repertoire of music available for the wedding service. Music suitable for the marriage service directs attention to God and expresses the faith of the church. *The final plans for the service are the responsibility of the officiating minister.*

Because music lends an important character and ambience to your wedding, please allow enough time to plan. Once your wedding date is confirmed, make an appointment with the wedding organist. Ideally, this meeting should take place three to six months in advance of the wedding.

At this appointment, the organist and the wedding couple will discuss and perhaps listen to a broad range of music. This discussion can also include the options of additional instrumentalists or soloists. Please allow the organist to recommend and hire musicians, if you should decide to have them. Once a verbal agreement is made to hire outside musicians, the wedding couple is honor-bound to pay the agreed fee, even if they should change their minds before the wedding. Checks covering musician fees should be made out to the contracted musician(s) and sent to the church at the same time as the wedding fees.

Use of prerecorded music is *not allowed* in the church Sanctuary for any wedding service.

## WEDDING DECORATIONS

The primary use of the Sanctuary is for congregational worship. The principal service is on Sunday morning. Liturgical decorations that may be in place at the time of your wedding will remain in place.

For safety reasons, runners and candelabra are not allowed. Any other wedding accessories, i.e. unity candle, etc., must be obtained by the bridal couple and cleared in advance with the Wedding Director.

The baptismal font may not be obscured from full view of the congregation. The font may not be used for decorations of any sort.

The lectern and pulpit areas shall not be decorated or obscured from full view of the congregation. They may be used for the reading of the Bible and the proclamation of the Word of God.

Bows denoting reserved seating for special guests may be tied to the pews. No other decorations may be affixed to any of the church furnishings.

## PHOTOGRAPHY

The environment of the wedding service is one of worship. For this reason, staged photography and videotaping in the Sanctuary are only permitted up to forty-five minutes before the service and immediately after the service. Other pre-service photos on the church grounds must conclude no later than thirty minutes prior to the service to allow the bride and groom and their party adequate time to prepare for the service. *No flash photography is permitted during the service by professionals or guests.* Professional photographers and/or videographers will consult with the Wedding Director prior to the service as to the location where available light photos and videos may be made during the service. In no way may a photographer and/or videographer disrupt the service.

## OTHER IMPORTANT INFORMATION

The use of alcoholic beverages, throwing of rice, birdseed or any like substances, and obscene language are strictly prohibited. Violation of this guideline is grounds for immediate termination of any wedding agreement without refund.

Smoking, eating, or drinking is not permitted in the sanctuary at any time.

The wedding couple will provide their own wedding programs.

Items belonging to the wedding couple and their guests are the sole responsibility of the parties and not MPC.

MPC is not responsible for arrangements with third parties for wedding services, accessories, or related concerns.

The marriage license must be given to the MPC Pastor no later than the day of the wedding rehearsal.

## ACCESS TO CHURCH FACILITIES

Church facilities (Sanctuary and Church House) will be available to you for one and one-half hours before the time of your wedding and no more than forty-five minutes following the conclusion of the wedding service.

## DRESSING ROOM

A bridal dressing room is available for the bride and wedding party. Gowns and other items may be placed in the dressing room on the day of the wedding. The Church and staff are not responsible for lost or stolen articles. Caution should be used.

## GIFTS

Someone from the wedding party should be designated to oversee any gifts and cards brought to the church.

## INVITATIONS

Your wedding invitations and program information should read:

*Memorial Presbyterian Church  
36 Sevilla Street  
St. Augustine, Florida 32084*

## PARKING

Guests attending your wedding may park in the unpaved portion of MPC parking lot on Sevilla Street without payment. This lot is used for parking only during the time you have reserved for your wedding and wedding rehearsal. The paved portion of the MPC parking is managed by Laz Parking. Guests may pay the \$5.00 parking fee or you may contact the parking operator at 904-252-9866 to make arrangements for parking passes for guest parking. Please remind your guests that cars must be moved immediately following the ceremony. Vehicles left in the paved and/or unpaved lots after the wedding ceremony are subject to towing. You are responsible to notify your wedding party and guests.

## WEDDING FEES

One-half of the total fee for the use of the church must be paid within seven [7] days after your meeting with the pastor. The balance due for use of the church is due no later than thirty [30] days prior to the service. Checks should be made payable to Memorial Presbyterian Church. Fees for the wedding coordinator, organist, sexton, and pastor are due no later than one week prior to the service and should be made payable to the people providing the service. Please mail or bring them to the church office.

For couples seeking to be married at Memorial Presbyterian Church, at least one person must be an active member of Memorial Presbyterian Church for at least one year to receive member rates. Children of members receive the member rate. Please contact the church office for the member fee schedule

## *WEDDING FEE SCHEDULE*

- **Sanctuary** - \$1,800 (deposit\* of \$900.00 due 7 days after your interview with Dr. Weaver - balance \$900.00 due 30 days prior to your wedding.) **Payable to Memorial Presbyterian Church**
- **Minister** - \$350 (due 7 days before your wedding). **Payable to J. Dudley Weaver, Jr.**
- **Organist** - \$350 (due 7 days before your wedding). **Payable to Tom Rivers**
- **Custodian** - \$150 (due 7 days before your wedding) **Payable to David Stanevich.**
- **Director** - \$300 (due 7 days before your wedding) **Payable to your assigned director\*\***

All checks are to be mailed directly to the church at 32 Sevilla Street, St. Augustine, FL 32084) and *must be received and cleared before your wedding. Fees subject to change without notice.*

\*If your wedding is cancelled, you may receive your full deposit if your cancellation occurs twelve months or more before the date of the wedding. Fifty percent of your deposit will be refunded to you if you cancel between eleven and six months of the wedding date. No refund is made if your wedding is cancelled less than six months before the date of the wedding.

\*\*A director will be assigned to you upon receipt of your deposit. It will be your responsibility to make initial contact with her.