

# ROCK PRESBYTERIAN CHURCH (EPC)

## *Guidelines for Weddings and Receptions Using the Facilities at RPC*

The bond and covenant of Marriage was established by God at creation, regulated by Holy Scripture, blessed by the Lord Jesus Christ and held in honor in all cultures by all men. God stated that a man shall leave his mother and father and cleave to his wife (Gen. 2). This union is for their mutual joy; for the help and comfort given one another in prosperity and adversity and upon God's will, the blessing of children and their nurture in knowledge and love of God. *A Christian marriage is a gathering of the people of God to worship the Trinity and celebrate a moment of Providence of the people under her care as they seek to enact a covenant that signifies to us the mystery of the union between Christ and His Church.*

### 1. DATES AND FEES

#### 1.1. Dates:

- 1.1.1. Wedding and rehearsal dates must be secured by the Church Office *6 months* prior to wedding. These dates must be approved by the Church Session with regard to the schedule and church programs. Arrangements concerning use of the parish hall must also be made at this time.
- 1.1.2. All dates reserving the church facilities are on a first-come, first-served basis for Rock Presbyterian Church members and their immediate family, which include son, daughter, grandchildren, mother, father, step son, step daughter, and step grandchildren.

#### 1.2. Fees:

- 1.2.1. All fees must be paid *three weeks in advance*.
- 1.2.2. **Facilities:** There is no charge for facility use for *church members* and their immediate families.
- 1.2.3. Any party *not a member* of Rock Presbyterian Church will be charged the following fees which, as stated above, must be paid three weeks prior to wedding date.
  - 1.2.3.1. **\$200** for the use of sanctuary.
  - 1.2.3.2. **\$100** for parish hall for a reception/ rehearsal dinner.
- 1.2.4. A **\$50** deposit for *non-members* must be paid at the time the wedding date is set on the calendar. This deposit will be returned after it is determined all is in order following the wedding.
- 1.2.5. **Minister(s):** Usually responsibility of groom. Honorarium given according to discretion.
- 1.2.6. **Musician(s):** Fees will be negotiated with the wedding party. Standard suggested fee is \$75.00 (\$100.00 - if rehearsal).
- 1.2.7. **Vocal and/or Instrumental Soloist(s):** Fees to be negotiated with bride/groom (Standard suggested fee is \$75 minimum).
- 1.2.8. The bride/groom will be responsible for any video recording of the ceremony; Rock Presbyterian Church *does not* provide this service. If a videographer is used, then the bride/groom is responsible for communicating to the videographer to coordinate all activities with the Rock Presbyterian Church office.

## 2. GENERAL POLICIES

- 2.1. **Counseling:** It is the policy of the church for members (and non-members if desired) that the minister shall counsel with the bride and groom prior to performing a wedding in the church or elsewhere. This must be done 6 months in advance of the wedding date. Marital counseling usually takes *6 weeks*.
- 2.2. The bride/groom shall be responsible for making arrangements for the musician(s) desired. This responsibility includes the payment of fees charged by the pianist and other musicians. All fees for the pianist should be paid at least *three weeks* before the wedding.
- 2.3. A guest musician must consult with the pianist prior to any rehearsals in preparation for the wedding so that a practice schedule may be arranged.
- 2.4. It is the responsibility of the bride to advise florists or decorators of the regulations concerning their services. They are as follows:
  - 2.4.1. *No furnishings in the chancel area are to be removed or rearranged without permission by the Minister.*
  - 2.4.2. Protection from candle drippings and dampness of palms must be provided.
  - 2.4.3. No tacks, nails, screws, etc. shall be put in the walls, ceilings, floors or furniture of any room in the facility. *Masking tape is suggested.*
  - 2.4.4. All decorations will be removed by the florist or decorator immediately following the wedding. If desired, flowers may remain but must be cleared with the church office. No flowers will be used in the sanctuary on a Communion Sunday.
- 2.5. Photographs are permissible *at the discretion of the wedding party*. Photographers are asked not to stand on church pews to take pictures. A concealed, unattended remote operated video camera may be used upon approval of the Minister.
- 2.6. It is the responsibility of the bride to make arrangements for a wedding director for the rehearsal and the wedding ceremony. It is also the responsibility of the bride to arrange for a caterer for the reception if held at the Parish Hall of Rock Presbyterian Church. Responsibilities concerning the caterer are as follows:
  - 2.6.1. The caterer shall furnish all cups, plates, punch bowls, table cloths, etc.
  - 2.6.2. The caterer will clean the kitchen area following the reception.
  - 2.6.3. Clean up of the Parish hall is the responsibility of the wedding party.
- 2.7. No confetti, or other material may be thrown inside any of the church buildings or on any of the grounds. It is suggested that bird seed or rice or bubbles be used outside and away from the buildings.
- 2.8. Smoking is not permitted in the church buildings. Persons participating in the wedding are requested to *refrain* from the use of alcoholic beverages *prior* to the rehearsal and the wedding.
- 2.9. All personal belongings of the wedding party are to be removed from the building immediately following the service and prior to the wedding reception. This includes receptions held at the church. This allows for the custodial staff access to the building preparation for worship services.

- 2.10. The wedding party will be held responsible for any damage done to the facility, furnishings, or grounds.
- 2.11. Weddings planned during the holiday season (Christmas, Easter) must coordinate with holiday programs and worship events. The church may not be available for a wedding at these times.
- 2.12. The bride/groom is responsible for seeing that these policies are adhered to by all who participate in the wedding. This includes the wedding party, the wedding director, the photographer, the caterer and the decorator or florist.

### **3. MUSIC**

- 3.1. Music is a very important part of the marriage service with appropriate music an integral part of the ceremony. Normally, the pianist plays a 30-minute offering of prelude music appropriate for weddings. All music should be discussed with the Director of Music (if involved) at least one month before the wedding.
- 3.2. Traditional music recorded or otherwise is appropriate with the decorum of the Church Nave (sanctuary). Vocal selections should have texts of a sacred nature, suitable for use in a worship service. Scripture, hymns and other religious poetry are appropriate in this case. Any music other than sacred shall be used only upon approval of the Director of Music.
- 3.3. Instruments can add wonderful variety to your wedding and many times a trumpet is used to play with the pianist on the processional and recessional as well as the prelude. If you decide to use a soloist, either vocal or instrumental, you should engage these persons as soon as possible. Also, it is wise to discuss their repertoire with them first, before involving the organist in the process. If there is to be a soloist for whom accompaniment is requested, the bride should arrange to have a copy of each selection, in the key in which it is to be performed, delivered to the Director of Music at least one month before the wedding. Soloist fees are variable and are the responsibility of the wedding party. Occasionally a hymn may be sung by the congregation. This is a good way to involve guests in your wedding and it emphasizes the worship aspect of the service. If you desire a hymn, discuss it with the Director of Music.

# ROCK PRESBYTERIAN CHURCH (EPC) OFFICE INFORMATION SHEET

*This form must be filled out and returned to the church office  
in order to reserve the church facilities.*

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(Please Print or Type)

1. Bride:

a. Full name \_\_\_\_\_

b. Phone \_\_\_\_\_ (  Cell or  Home)

c. Email: \_\_\_\_\_

d. Member of \_\_\_\_\_ church

2. Groom:

a. Full name \_\_\_\_\_

b. Phone \_\_\_\_\_ (  Cell or  Home)

c. Email: \_\_\_\_\_

d. Member of \_\_\_\_\_ church

3. Minister to perform ceremony

a. Name \_\_\_\_\_

b. Church Name: \_\_\_\_\_

c. Phone \_\_\_\_\_ (  Cell or  Home)

d. Email: \_\_\_\_\_

4. Wedding date \_\_\_\_\_ Time \_\_\_\_\_

5. Rehearsal date \_\_\_\_\_ Time \_\_\_\_\_

6. Music coordinator:

Director of music of Rock Presbyterian Church

Alternate music coordinator (Name) \_\_\_\_\_

• Phone: \_\_\_\_\_

• Email: \_\_\_\_\_

7. Sound Technician: \_\_\_\_\_ phone: \_\_\_\_\_

8. The contact person regarding the wedding (name & relationship):

a. Name: \_\_\_\_\_

b. Phone \_\_\_\_\_ (  Cell or  Home)

c. Email: \_\_\_\_\_

9. Wedding director \_\_\_\_\_ phone \_\_\_\_\_

10. Florist/ decorator \_\_\_\_\_ phone \_\_\_\_\_

11. Instrumentalist \_\_\_\_\_ phone \_\_\_\_\_

12. Wedding day, arrival time of florist \_\_\_\_\_

13. Reception: where \_\_\_\_\_ time \_\_\_\_\_

14. Caterer (if reception is in parish hall) \_\_\_\_\_ phone \_\_\_\_\_

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*Signature of the Diaconate*

*Signature of the Session*

## ROCK PRESBYTERIAN CHURCH (EPC) WEDDING CHECKLIST

1. Name of Wedding Party: \_\_\_\_\_
2. Date of Wedding: \_\_\_\_\_
3. Preliminary Concerns:
  - Office Information Sheet* (above)
  - Secure Date for Wedding (\$50.00 *refundable Non-Member* deposit). Address Where to Return Deposit:  
\_\_\_\_\_
4. **Six Weeks** Prior To Wedding:
  - Wedding music selections discussed  and/or approved by Music Director (If RPC pianist is the coordinator for the wedding)
  - Contact Sound Technician
5. **Three Weeks** Prior To Wedding:
  - Facilities Fee(s):  \$200.00 for (non-members) use of Sanctuary  \$100.00 for (non-members) use of Parish Hall for Reception
  - Sound Technician
  - Standard suggested fee to be paid to the Music Director (\$75.00 or \$100.00 for rehearsal)
6. Additional Fees To Consider:
  - Minister(s) (Usually responsibility of the groom. Honorarium according to discretion.)
  - Vocal and/or Instrumental Soloist(s) (Fee to be negotiated with the bride/groom – suggested \$75.00 minimum)