

**Wedding Policies
Eastminster Presbyterian Church
1700 Woodward SE
Grand Rapids, MI 49506
616-247-8833**

Purpose of this Booklet

The purpose of this booklet is to assist brides and grooms and their families in planning wedding in the Eastminster Presbyterian Church in Grand Rapids, Michigan.

The following pages will interpret for you the directions our church has set forth in the Directory of Worship of the Presbyterian Church (USA).

A Christian Marriage Service

“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: (W-4.9001)

As you plan your wedding and move towards marriage, the family of God, known as Eastminster Presbyterian Church rejoices with you in your happiness. By virtue of their positions, the pastors of the church have the right to unite people in marriage as have the judges and magistrates of Michigan.

A Christian marriage ceremony is somewhat different than a civil ceremony. When you choose a church in which to be married, you are choosing something above and beyond a civil marriage. In the civil ceremony, one simply promises before a magistrate to enter into a legal contract and to abide by the laws of the state regulating marriage.

The marriage ceremony at Eastminster Presbyterian Church is a covenant made between two people and God. It is part of a worship service where Christian love is celebrated and a spiritual commitment is made. Together, the worship service will be designed using the outline in the Presbyterian Book of Common Worship as a guide.

The role of the pastor

“In preparation for the marriage service, the pastor asked to lead the service shall provide for a discussion with the man and woman concerning:

- 1. The nature of their Christian commitment, assuring that at least one is a professing Christian*
- 2. The legal requirements of the state*
- 3. The privileges of and responsibilities of Christian marriage*
- 4. The nature and form of the marriage service*
- 5. The vows and commitments they will be asked to make*
- 6. The relationship of these commitments to their lives of discipleship*
- 7. The resources of the faith and Christian community to assist them in fulfilling their marriage Commitments.” (W-4.9002)*

The service shall be under the sole direction of the pastor.

Should you want to invite a pastor from another church to assist in the service, it is necessary to discuss this with the pastor of Eastminster Presbyterian Church. The invitation to the assisting minister must be extended by the pastor of our church.

The pastor will provide you with a copy of the wedding service and answer and answer any questions you may have. The pastor will be happy to arrange additional elements of worship which will make your particular service more meaningful, such as congregational prayers, the sacrament of Holy Communion, scripture, a brief sermon, or hymns. If you wish the order of service to be printed, discuss the arrangements with the pastor.

The Church

“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” (W-4.9005)

The church organist will normally play for all weddings unless no music is desired. Should a guest organist be invited by the bride and groom, the Eastminster Presbyterian Church organist is to be consulted. The bride should arrange an appointment with the organist to discuss musical selections as soon as possible after the first meeting with the pastor. If a soloist is used, he/she should consult with the organist four weeks before the wedding rehearsal to review the music.

Final selections of music will be made by the bride and groom, with approval of the organist and pastor.

Flowers and Decorations

“Flowers, decorations, and other appointments should be appropriate to the place of worship, enhance worshipper’s consciousness of reality of God, and reflect the integrity and simplicity of Christian life” (W-4-9005)

The florist must provide proper protection for furniture and carpet (if more is needed to that provided by Eastminster Presbyterian Church. If an aisle runner is desired, it should be provided by the florist and be 75 ft. long.

The couple should decide what is to be done with the flowers after the ceremony. They may be left for use in the church on Sunday morning.

Photographs and Recording of the Service

Photographs or videos may be taken on the main floor of the sanctuary during the service or professional without the use of artificial lights. No flashes or special lighting may be used during the service. The policies of the Church regarding taking of pictures are as follows:

1. The placement of cameras is to be coordinated with the pastor
2. The pictures may be taken in the rooms where the bridal party is waiting
3. Time exposures and videos may be taken from the balcony when the wedding is in the sanctuary

4. Flashes and artificial lighting may be used only in photographs taken prior to the wedding service, during the receiving line, or in the sanctuary prior to or following the wedding service.

Suggestions for Ushers at Weddings

1. Arrive one hour before service
2. Greet people as they enter. Escort ladies to pews offering them your arm/Hold arm up proudly. Wait until guest is seated before returning up the aisle. If you are seating a guest on the left side of the church, offer her your left arm/If the guest is to be seated on the right side, your right arm. Advise anyone with cameras that it is against the rules of the church to take photos in the sanctuary. Reserve the number of pews for immediate family as determined by the bride and groom.
3. The ushers should use the side aisle when seats in the center aisle are full instead of asking people to move or having to crawl over them. These people came early for an aisle seat, and should not be asked to move.
4. Light candles 30 minutes prior to the service or at the bride's directions. Light top candle first – stay together. Turn towards each other, extinguish the flame of the candle lighting device, and come back down the aisle.
5. Seat:
 - Groom's grandparents in second right pew
 - Bride's grandparents in second left pew
 - Groom's parents in front right pew
 - Bride's parents in front left pew
6. Pull aisle runner, if there is one, focusing on the "exit" sign.
7. Take your place as a groomsman or remain in the narthex until bride is escorted down the aisle; follow bride and her father down the side aisle after they are half way down the center aisle and take your seat.
8. Immediately following the service, escort the parents and grandparents out. Last in, first out. Go up the center aisle unless a huge number are specially seated. Let bride's parents get at least one quarter of the way up the aisle before starting with the groom's parents. After parents are out, go up the center aisle to let the congregation out row by row beginning with the front pews. Do not let guests stand in aisle, they should remain seated until the line is no longer than the last pew.

Wedding Fees:

	<u>Members</u>	<u>Non-Member</u>
Registration	\$ 25	\$ 50
Sanctuary & Supplies	\$ 50	\$ 135
Organist	\$100	\$100
(to accompany a soloist, add)	\$ 25	\$ 25
Custodian	\$ 50-\$100	\$ 75-\$125
Minister	0	\$250
Sound System Operator	\$25-\$50	\$ 50

Payment Schedule for Wedding Fees

1. The registration fee is payable at the time the sanctuary is reserved on the church calendar, or at the time of the first pre-wedding counseling time with the pastor, whichever comes first. The registration fee is not refundable.
2. Wedding fees will be determined at the pre-wedding counseling session.
3. All fees are to be paid prior to the time of the rehearsal, or 24 hours before the time of the ceremony.
4. Registration and sanctuary fees are payable directly to Eastminster Presbyterian Church. Please pay organist, custodian, sound system operator and pastor fees individually to those persons involved in your special day, or for your convenience, through the officiating pastor.
5. Fees paid to soloist are to be arranged between the families and the soloist.
6. The above fees pertain to the wedding service and do not include any services associated with a reception.

Eastminster Presbyterian Church
Grand Rapids, Michigan

Wedding Information

Wedding Date: _____

Wedding Time: _____

Bride

Groom

Legal Name: _____

Address: _____

Phone Home _____

Phone Cell _____

Phone Work _____

Employer: _____

Church _____

Affiliation:

Father's Name _____

Address _____

Mother's Name _____

Address _____

Bridal Couple New Address:

New Home Phone Number

Family:

Bride's Family

Groom's Family

Mother

Father

Grandmother

Grandmother

Grandfather

Grandfather

Stepmother

Stepfather

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**PLEASE GIVE THIS INFORMATION
TO THE PROFESSIONAL PHOTOGRAPHER**

Welcome to Eastminster Presbyterian Church of Grand Rapids. We are sure that the photographs you will taking of the wedding will greatly enhance the bride and groom's recollection of their service. The policies of the Church regarding the taking of pictures are as follows:

- ❖ Pictures may be taken in the rooms where the bridal party is waiting.
- ❖ Time exposures may be taken from the balcony when the wedding is in the sanctuary. No flash pictures may be taken any time during the ceremony.
- ❖ Group pictures may be taken at the receiving line, before or after the ceremony. If pictures are taken before the wedding, the chancel must be vacated 45 minutes before the start of the ceremony.

Please note that these policies do not permit pictures being taken in the sanctuary for the seating of the guests and/or the entrance of the bridal party.

The wedding hostess will assist you with any questions you may have. As representative of the church, it is the wedding hostess' responsibility to ensure that the above policies are followed so that this service of worship in the church will meet the standards set forth by the Session of the church.

We look forward to your involvement in this very special occasion.

Pastor

Date of Wedding