



Wedding Guidelines and Policies

Old Stone Presbyterian Church

644 Church Street
Lewisburg, West Virginia 24901
304.645.2676
www.oldstonechurchwv.com

approved by Session April, 2019

Christian marriage is a joyous event in your life, worthy of great celebration. We are honored that you are considering making your vows in a service of worship at Old Stone Presbyterian Church. To assist in planning for the wedding service in this sanctuary we have prepared the following guidelines and established the following policies.

I. Availability

The first step in planning a wedding at Old Stone Presbyterian Church is checking the availability of the space, pastor, and organist. Once their availability has been ascertained, a Wedding Coordinator will be assigned and will walk with you through the entire process for this very special service of worship.

II. The Wedding Coordinator

The Church arranges for a wedding coordinator to serve as the general liaison between Old Stone Presbyterian Church and the wedding party for the portions of the wedding that will occur at Old Stone Presbyterian Church. The coordinator can meet with the prospective couple to go over the wedding guidelines, is available to show you what facilities are available, answers questions about the guidelines, and receives the completed forms in order for the wedding to be approved by the Session of Old Stone Presbyterian Church.

The wedding coordinator will also be the one who will schedule the times for flower deliveries (as well as deliveries from any other vendors you are working with), direct the processional and recessional, assist the pastor at the rehearsal, and make sure that your wedding license is signed and returned to the appropriate county office to be filed.

If the wedding coordinator is the church secretary, all meetings (apart from the rehearsal and wedding itself) should happen during normal business hours (Monday – Friday, 9:00 – 2:00).

III. The Minister

Normally the church's pastor, Anna Pinckney Straight, officiates at weddings. Under special circumstances it is possible for an outside minister to officiate or assist with the service. All outside clergy need to be approved by the Session of Old Stone Presbyterian Church, so these arrangements should be made in consultation with Anna Pinckney Straight.

In preparation for the marriage service the couple should plan to meet with the pastor for 2 – 4 sessions of premarital counseling as well as planning the service itself. These should happen at least a month (ideally several months) before the wedding. These conversations provide an important time for discussing the general nature of marriage, how it relates to the faithful life, and the wedding service itself.

If the couple lives out of the area and these appointments aren't possible, other arrangements for premarital counseling should be made with the pastor.

IV. Order of worship

Normally, wedding services follow the order described in the Presbyterian Church's Book of Common Worship (1993). The service begins with scriptural sentences and a brief statement of purpose. After an opening prayer, the couple are asked to declare their intention to enter into Christian marriage and to exchange vows of love and faithfulness. The service includes appropriate Scripture and proclamation. Prayers will be offered for the couple, for the communities which support them, and for all who seek to live in faithfulness. The minister will declare publicly that the couple are joined in marriage and the service will conclude with a scriptural charge and benediction.

If you are preparing a bulletin the order looks something like this:

*A Service of Christian Marriage
for ____ and ____
Prelude
Processional
Call to Worship
Statement on the Gift of Marriage
Prayer
Declarations of Intent
Affirmation of the Families
and the Congregation*

*Prayer for Illumination
Readings from Scripture
Meditation
Exchange of Vows
Exchange of Rings
Prayer and Lord's Prayer
Announcement of Marriage
Charge and Benediction
Recessional*

V. Music

In preparation for the wedding service the couple will meet with the organist to discuss and choose appropriate music for the service. Music suitable for the marriage service directs attention to God and expresses the faith of the church. As such, wedding music is sacred music—music that would also be appropriate for a Sunday morning worship service.

It is very appropriate for the congregation to join in hymns and other musical expressions of praise and prayer. Vocal or instrumental soloists may offer appropriate musical selections. Any solo or ensemble music for the wedding will need to be approved in advance by the organist and usually requires additional rehearsal time. Guest organists will need to be approved by Old Stone Presbyterian Church. Fees for these circumstances will be decided on a case-by-case basis.

VI. Rehearsal

Plans for the wedding service are made during the premarital meetings. The rehearsal is a time during which the logistics of the wedding (where to stand, how to process, duties of participants) are discussed and rehearsed. The rehearsal will be conducted by one of the ministers, assisted by the wedding coordinator, sexton, and organist. The rehearsal will begin on time and last no more than one hour.

VII. Flowers and Decorations

Flowers are a wonderful way to augment the beauty of Old Stone Presbyterian Church's sanctuary. Please plan to use no more than two arrangements of flowers, which are placed on flower stands to the right and/or left of the communion table.

Candelabra may also be used in the sanctuary. In the use of candelabra, sheets of plastic must be used to protect the carpet.

No nails, tacks, wires, gummed, or scotch tape may be used on any furniture or any part of the building.

The Communion Table and Baptismal Font are central symbols of Christian worship and should remain in the chancel area.

For safety reasons, the use of rice, bird seed, or bubbles is not allowed.

Arrangements for decorating should be coordinated with the church office in order to make sure the building is accessible and we know how to prepare for our regular Sunday morning worship service.

No alcoholic beverages or smoking are allowed on the property of Old Stone Presbyterian Church.

In a service of worship, it is inappropriate to have the interruption of photographers. A photographer is allowed to take pictures during the processional and recessional. Photos are allowed during the service as long as they are taken discreetly (they don't distract or call attention to themselves) and without flash. Videos may be done from a stationery positions in the balcony.

If your wedding is on a Sunday, the church will not be available for decoration or other purposes until 1:30 p.m.

We have rooms available for dressing. Please advise the church office of the accommodations you will need. We normally open to church no more than two hours before the wedding service and need all photographs and other activities to be completed within an hour of the completion of the service. Requests for additional time should be made well in advance.

VIII. The Marriage License

The wedding is a service of worship, but it also confirms the legal requirements for a marriage. Toward that end, the couple must obtain a marriage license prior to the service; the license must be signed by the couple and brought to the rehearsal.

IX. Financial Arrangements

Since weddings require special services on the part of the church staff, The following fees apply for weddings in the church. For non-members, a \$250 non-refundable deposit must be paid before the signed application goes before Session with the remaining fees being paid at least **two weeks** in advance, with checks for facilities made payable Old Stone Presbyterian Church and checks for individuals (minister, organist, wedding coordinator, and custodian) made payable directly to them. If there are special circumstances affecting these fees, please discuss them with the Wedding Coordinator before the application is submitted.

Church members:		Non-Members	
Sexton	\$150	Sexton	\$200
Organist	\$150*	Organist	\$200*
Wedding Coordinator	\$0	Wedding Coordinator	\$300
Facility	\$0	Facility	\$500
Minister	\$0	Minister	\$500

*If additional soloists or musicians are hired, those fees will need to be negotiated with them as well as fees for additional rehearsal time with the organist.

Wedding Request
Old Stone Presbyterian Church
644 Church Street
Lewisburg, West Virginia 24901
304.645.2676

Bride/Groom _____

Address: _____

Email: _____

Home/Cell Phone: _____

Bride/Groom _____

Address: _____

Email: _____

Home/Cell Phone: _____

Wedding Date: _____ Time: _____

Rehearsal Date: _____ Time: _____

Religious Affiliation of Bride/Groom _____

Religious Affiliation of Bride/Groom _____

Signed _____

All wedding services held in Old Stone Presbyterian Church's sanctuary must be approved by the Session. Session normally meets on the first Wednesday of each month. The signatures on this application indicate that you have read and agree to abide by these wedding guidelines and policies.