

# *Planning your Wedding at First Presbyterian*



## **First Presbyterian Church of Mount Dora**

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*Rev. Dr. Brenda Loyal, Pastor*

*Dr. Randall Frieling, Director of Music and Worship Arts*

## Wedding Policy and Guidelines

- 1) The First Presbyterian Church of Mount Dora is eager to make your wedding an inspirational, reverent and memorable event. We are pleased to make our facilities available to our members and guests for weddings and wish to extend to the covenant couple, their families, and guests every possible courtesy. We desire to work with you in designing a service that will be meaningful to you and to those who will worship here on your special day. It will be our joy to participate, and we pray that God will richly bless and greatly use your marriage, both for your good and for the furtherance of His will!
- 2) Marriage is one of the more significant events in human life and is of deep concern to the Church. Please remember that a Christian wedding service is first of all a **WORSHIP SERVICE** in which two people exchange vows in God's presence and seek His Blessing on their union. All other considerations – music, decorations, traditions, formalities – are subordinate to and supportive to the concept of worship.
- 3) The wedding ceremony is a sacred service of deep spiritual meaning. It marks the beginning of the life of two people together as husband and wife. It is not just the remnant of an old tradition which is customary to use and has little other meaning of itself.
- 4) To carry out these principles of a Christian wedding, to preserve the integrity of this house of worship, and to safeguard the future use of our facilities, we establish the following policy. Please read carefully and if you have any questions, please call our Church office at (352) 383-4089.

### Minister

The authority of the Session, working through the Minister of the Church, is complete over the marriage service. The Minister is not required to perform a marriage against their conscience or better judgment. They may, and ordinarily will, require premarital counseling and other analyses as they see fit. If doubt exists about the interpretation of these policies, or the acceptability of a proposed portion of the service, the Minister's ruling is final. If the covenanting couple desires to have another minister officiate or be present to assist during the ceremony, the request to do so shall be made through the Session and the Minister of the Church.

### Scheduling

The date of the service must be agreeable to the Minister and not conflict with other scheduled Church events. Similarly, our Fellowship Hall is ordinarily available for catered receptions. The date and time of the rehearsal, wedding, and reception (if held on church premises) shall be entered on the Church calendar. Invitations should not be procured or issued until the date has been cleared with the Church.

### Music

The music for your wedding must be approved by the Music Director of the Church. Only music suitable for Christian worship in the tradition of this Church may be used. Only live music, no recorded music. All music for the entire wedding event must be approved by the Minister and Music Director.

The Church Organist/pianist is ordinarily available for the wedding. Arrangements should be made with the Music Director as soon as possible.

### Wedding Coordinator

Every wedding is required to use the services of our Wedding Coordinator. The Coordinator meets with each couple and shows them the facilities and equipment available. The Coordinator is available to answer questions regarding your wedding and the facilities and acts as a "go between" for the couple and the Minister. The Wedding Coordinator is responsible for the rehearsal, reporting to the Minister and gives valuable guidance on the day of your wedding. The Wedding Coordinator also makes sure that everyone and everything is in place for your wedding.

## **The Wedding Service**

The State of Florida requires that a license for marriage be obtained and the couple fulfill the legal formalities of pronouncement. The license is good for 60 days following the date of issue.

At our church, we offer a Christian service in which the wedding vows are made in a context of worship, prayer and thanksgiving. A typical wedding service includes:

- Prelude as guests are seated
- Music as wedding party takes their places
- Welcome by the Minister with words about the meaning of marriage
- Invocation
- The Wedding Charge or Declaration of Intent
- Scripture readings and/or other readings
- A song if desired
- The Exchange of Wedding Vows
- The Exchange of Rings
- The Lighting of the Unity Candle
- Song if desired
- Prayer of Dedication and Benediction
- Pronouncement of Marriage
- Postlude

This is a general outline of a Christian wedding ceremony in the Presbyterian Church. Each couple is invited to work with the Minister and the Wedding Coordinator to personalize their service.

## **Decorations**

Our church sanctuary and chapel are beautiful in their simplicity; decorations need not be elaborate. If used, the decorator shall safeguard Church property affected from any damage by the decorations. No fasteners, which disfigure the building or furnishings in any way, will be allowed in the Sanctuary, Chapel or other parts of the premises. Specifically, no nails, tacks, or tape which will leave a residue. Decorations are not to be placed on the Communion table, piano, or baptismal font.

The Church has available for your use: (1) kneeling bench; (2) candle stand, for your unity candle.

If candelabras or unity candle are desired, they must be furnished by the couple, their decorator, or florist. Use only dripless candles and otherwise protect church property from inadvertent candle drippings.

## **Pictures**

**No Flash Photograph** shall be taken during the wedding service. Flash pictures may be taken after the service is concluded, at which time any portions of the service may be re-enacted. The photographer(s) shall not move about during the ceremony.

Video cameras and tape recorders may be used during the service so long as they are stationary and discretely placed.

Live Streaming is acceptable; we offer a pedestal to place your camera on. The rows in front of the camera will be blocked off. **NO PHOTOGRAPHERS ARE ALLOWED TO POSITION IN FRONT OF THE LIVESTREAM CAMERA.** They may be off to the side out of the video view, or behind the video camera.

## **Rehearsal**

Usually a rehearsal is necessary before the wedding so that everything proceeds smoothly during the service. Ordinarily the rehearsal should be held the day before the wedding. All members of the wedding party should be present. Promptness and attention at the rehearsal are very important to everyone.

## Reception

The Church is happy to make its Fellowship Hall available although no catering is available through the Church. Outside caterers must furnish all equipment.

### **Please note:**

1. No rice, bird seed, mylar or confetti is to be thrown on the Church premises. Bubbles are permissible outside only.
2. No decorations are to be hung on walls — No nails, tacks or tape (leaves a residue) may be used.
3. No food, liquids or decorations of any kind are permitted on church musical or sound equipment, i.e. upright piano, organ, grand piano, speakers, sound board.
3. Candles must be in safe glass holders or hurricanes. While floating candles are permitted, tea lights are not permitted. All candles are subject to approval of the church liaison.
4. Alcoholic Beverages or Smoking is not permitted on the premises.

Please plan for the removal of your decorations afterwards. The church custodians are not responsible for removal of decorations. You are.

## Changing Rooms

Usually the downstairs is used by the Men to prepare, then come upstairs and enter the sanctuary from the front. The Library room at the front of the sanctuary can also be used. Women usually dress in the Choir room so that the Bride can enter from the back of the Sanctuary.

### **Fees\***

Fees for use of our facilities and personnel are frequently reviewed and subject to change.

\*All fees, must be paid at least one week before the rehearsal.

Church member wedding is \$800, Non-member wedding is \$1,600

Fees cover, but are not limited to:

- Wedding officiant honorarium for two counseling sessions, rehearsal & ceremony
- Wedding Organist/Pianist rehearsal & ceremony (honorariums given to vocalists or readers are the responsibility of the wedding couple)
- Church liaison for rehearsal & ceremony
- Sound system operator
- Custodial setup and care
- Room use

Important: The above-mentioned services are included in the fee. The fee will not change if any of the above-mentioned services are NOT being used by the wedding couple. For example, if the couple chooses to use their own organist/pianist, the fee will remain the same.

**A non-refundable deposit of \$200, plus your signature in agreement of these policies are required to secure the date. This deposit is applied to the total Wedding fee.**

Church member Reception is \$200, Non-member Reception is \$1,200

Fees cover, but are not limited to:

- Use of Biery hall, Courtyard & Kitchen
- Setup & clean-up
- Tech for microphones and sound system



## Responsibilities of the Wedding Party

Those arranging for the wedding service or reception shall **inform** their family and friends as well as their hired wedding coordinator, florist, decorators, photographer, videographer, caterers, musicians, DJ's or others of **church use policies**.

All members of the wedding party are responsible for maintaining behavior that is reverent and respectful of the Church and its property.

The Church custodian shall be responsible for all routine clean-up other than floral arrangements and special decorations.

Any damage to Church property shall be the responsibility of the participants and their families.

### FAQ

- Can mini lights be put in the Courtyard? - Yes, as long as there is no damage to the building, or holes left on the church property or roof.
- Can white folding chairs be brought in - Yes
- Can we rent white tablecloths from the church—No
- Can the pulpit and tables in the Sanctuary be moved? Yes, all Chancel furniture is moved by church personnel. If the minister agrees to chairs being moved in the Chapel or the choir loft, they must be returned to their places by the Wedding Party



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**A non-refundable deposit of \$200, plus your signature in agreement of these policies are required to secure the date.**

I have read, understood and agree to the First Presbyterian Mount Dora Church wedding policies.

I will obtain a Marriage License and bring it to the Rehearsal.

I agree to pay for any damages to church property as a result of my use of the property.

Signed \_\_\_\_\_ Date \_\_\_\_\_ For Wedding date: \_\_\_\_\_

Session approved on \_\_\_\_\_