

PEAR ORCHARD PRESBYTERIAN CHURCH WEDDING POLICY

PURPOSE Since you are requesting to be married in the Sanctuary of Pear Orchard Presbyterian Church, PCA, Ridgeland, Mississippi, there are certain regulations which should be brought to your attention. Marriage is a divine institution though not a sacrament. Christians should marry in the Lord: therefore it is fit that their marriage be solemnized by a lawful minister, that special instruction be given them, and suitable prayers offered, when they enter into this relation. This policy presents these regulations which have been approved by the Session, the official ruling body of our Church.

1 **Schedule of Events**

- 1.1 Prior to or concurrent with providing a prospective bride and groom with the forms for requesting the use of the church, the Hostess shall explain to the couple the process for being approved for use of the church facilities for a wedding. In particular it should be made clear that a meeting with several elders is a necessary part of the process. The Hostess shall not make an attempt to communicate the circumstances under which the use request will be approved or denied; simply that part of the process will require a meeting with some elders.
- 1.2 Upon receipt by the Church Hostess of a completed request for use of the church for a wedding, the Hostess shall immediately:
 - 1.2.1 forward the request to the Church Administrator who shall immediately forward the request to the Session
 - 1.2.2 tentatively reserve the church facilities requested for use as requested. A tentative reservation is a firm reservation subject to approval by the Session.
 - 1.2.3 No other use of the requested facilities shall be allowed at the requested time. The only thing that will avoid the reservation is for the Session to disapprove the requested marriage.
- 1.3 Upon receipt of the request the Session shall to the best of its ability determine whether the prospect marriage is between two Christians, two non-Christians, or one of each.
 - 1.3.1 If the Session determines the proposed union is between two Christians, the request is approved and the tentative reservation becomes a permanent reservation.
 - 1.3.2 If the proposed union is between two non-Christians, then the Session as a whole shall consider whether to allow use of the church for such weddings.
 - 1.3.3 If the proposed union is between unequally yoked people, the Session shall counsel against the union

- 1.3.4 If the proposed union is disapproved at the time of the request, great care must be exercised in communicating to the prospective couple. This will certainly be a difficult thing for them to hear.
- 1.4 The Session, through its appointee(s), shall communicate the decision to the prospective couple and forward its decision to the Church Hostess, Church Administrator, and Diaconate. Upon Session approval, should it be granted, the Diaconate will be informed of the Sessions' decision but further approval shall not be required. Actual use of the facilities, however, shall be coordinated by and subject to Diaconate oversight as usual.
- 1.5 At least six months prior to wedding, counseling sessions with POPC minister should be scheduled (if a POPC minister is officiating the wedding).
- 1.6 At least two months prior to wedding, Information Sheets should be submitted to Church Hostess, who will forward the information to Church Music Director, Church Administrator, and Church Audio Director.
- 1.7 The name and telephone number of the POPC sound technician will be provided to the bride by the Church Audio Director.
- 1.8 Approximately six weeks prior to wedding, the bride will schedule a meeting among the bride, wedding director, and Church Hostess to finalize details of ceremony and dressing arrangements. Church Hostess will forward the instructions which have been approved by the bride, to the Maintenance Supervisor.
- 1.9 Church Maintenance Supervisor will submit number of hours worked to Church Secretary as soon as possible following the ceremony. An invoice (or remainder of deposit, less Maintenance Personnel fees, in the case of a non-member) will be sent to person designated on Wedding Request Form.
- 2 **General:**
 - 2.1 Please refer to attached *Contacts Sheet* for names, addresses, and telephone numbers of all persons referenced in Wedding Policy.
 - 2.2 Requests for the use of the Sanctuary for weddings, wedding rehearsals and for use of the Fellowship Hall for wedding receptions are to be made in writing to the Church Hostess on the POPC Wedding Application Form. The application will be presented to the next stated meeting of the Session.
 - 2.3 Non-member applicants, after receiving approval of the Session, will submit a check to the Church secretary payable to Pear Orchard Presbyterian Church (see schedule of fees in this document for amount).
 - 2.4 A request to use the Church facility by a non-member cannot be confirmed earlier than one hundred twenty (120) days prior to the ceremony. This is to ensure appropriate access to the facilities by members of POPC.
 - 2.5 No wedding will be scheduled for Sunday or Christmas Day.

- 2.6 No evening wedding will be scheduled for later than 8:00 p.m., Monday through Friday, or 7:00 p.m. on Saturday. Weddings shall not pre-empt standing services of the Church.
- 2.7 **Smoking is not permitted in any building on church property.**
- 2.8 Rice shall not be thrown at any wedding party. However, an appropriate substitute such as birdseed, etc., may be thrown after the group is outside the Church building.
- 2.9 No flower petals may be dropped down the aisle by flower girls unless the petals are artificial or unless a runner is used on the aisle.

3 **Premarital Counseling:**

If a pastor on staff at POPC is the officiating minister of the ceremony, a minimum of six (6) hours' premarital counseling by such officiating minister will be required with the prospective bride and groom. (At least six (6) months time should be allowed for the multiple counseling sessions).

4 **Music:**

- 4.1 The organ and piano are to be used only by the regular Church musicians, or by musician(s) which have been approved by the Church Music Director.
- 4.2 Engagement of the Church musicians for a wedding and rehearsal is to be arranged through direct request to them. Fees for Church musicians are set forth in the attached Schedule of Fees.
- 4.3 Careful thought is to be given to the selection of all wedding music. It should be in accord with the character of a Christian wedding ceremony and appropriate for use in a house dedicated to the worship of God. A list of chosen selections is to be approved by the Church Music Director by using the Music Information Sheet included in this packet.
- 4.4 Choir robes are available at the Church to wedding musicians upon request to the Church Music Director.

5 **Rehearsals:**

Rehearsals should begin promptly at the time scheduled and should proceed in a quiet, dignified and reverent manner. We would remind the members of the wedding party that throughout the entire rehearsal they are in a place dedicated to the worship of God.

6 **Wedding Pictures:**

- 6.1 Cameras and video equipment shall ordinarily be excluded from use in the Sanctuary during any religious service. Non-flash pictures from the sound booth and processional and recessional photographs by the professional wedding photographer will be allowed. A video camera may be set up in the sound booth during the ceremony (see Audio Policy for further information). Any use of cameras or video equipment in the Sanctuary, other than as set forth above, must be cleared with the Senior Pastor or worship committee.
- 6.2 Following the ceremony, pictures may be taken inside the Sanctuary and Foyer.

7 **Rehearsal Dinner and/or Reception:**

- 7.1 No alcoholic beverages in any form may be served on the Church property.
- 7.2 **A band/diskjockey and dancing may be permitted if it is in compliance with the Pear Orchard Presbyterian Church “Dance Policy” [see attachment].**
- 7.3 Proper arrangements must be made for the cleaning of the Church following the rehearsal dinner or reception.
- 7.4 All tables coverings, pitchers, serving pieces, serving dishes, eating utensils, plates, paper products, and drink ware should be provided by a caterer. Use of POPC coffee makers, ice machine, kitchen, stove, and a partially full refrigerator may be used when preparing food.
- 7.5 Church tables are available for usage; arrangements may be made through the Church Hostess.

8 **Audio Sound Technicians:**

- 8.1 After the attached Wedding Information Sheet is provided to the Church Hostess, the POPC Audio Director will provide the bride with the name and phone number of a POPC sound technician that assist at the wedding. It is the bride’s responsibility to call the POPC sound technician prior to the wedding to discuss details pertaining to the audio system (i.e., microphone set-up, rehearsals with vocalists, etc.).
- 8.2 See Schedule of Fees for services of POPC sound technicians.
- 8.3 If an audiotape is to be made of the wedding ceremony, a tape should be provided by the bride to the POPC sound technician in order to ensure the highest sound quality.

- 8.4 Any person designated to operate the sound board other than a POPC sound technician **must receive prior approval from the POPC Audio Director.** If such request is approved and the officiating minister is not a member of the POPC ministerial staff, special arrangements should be made with the Administrator to have the ground floor entrance to the sound booth opened. Should any damage occur to the sound equipment due to error or negligence of a non-POPC Sound Technician, the bride's family shall be responsible for repair or replacement.
- 8.5 Video equipment may be plugged into the POPC sound board only if (a) prior approval is obtained from the POPC Audio Director, and (b) the equipment is operated by a licensed video technician.
- 8.6 A video camera may be set on a tripod in the sound booth. Except for turning the "play" button on and off, no other responsibility for operating video equipment will be assumed by any POPC sound technician.
- 9 **Food for Wedding Parties Prior to the Ceremony:**
- Food and beverages must be served and consumed within areas with hardwood or tile floors and may *not* be served or consumed in any areas with carpet flooring. (Examples: No food or beverages are permitted in the conference room or library of the education building and are limited to non-carpeted areas of the women's parlor.)
- 10 **Florists:**
- Special instructions to the Florist are attached.

SCHEDULE OF FEES

Facility Use (For any POPC Member or the son/daughter of a POPC Member):	None
Facility Use (Non-Member):	\$500 deposit (\$300 will be kept for wear and tear and utilities; fees due to Maintenance staff will be paid out of deposit; remainder will be refunded)
Services by Maintenance Staff:	\$25 per person 1 st hour; \$15 per person each successive hour (\$50 minimum) . Fees will be taken directly out of deposits made by non-members. Members will be invoiced for fees after wedding ceremony.
Minister:	Honorariums for the Minister(s) are an appreciated tradition, but are at the discretion of the families involved. A range of \$200 or \$300 is normal, depending upon whether or not the Minister provided the premarital counseling sessions.
Pianist:	\$150 paid directly to pianist (for musical prelude only) \$200 paid directly to pianist (for piano as primary instrument)
Organist (Member):	\$175 paid directly to organist
Organist (Non-Member):	\$225 paid directly to organist
Sound Technicians:	(a) If the officiating minister is a member of the POPC ministerial staff and the only sound equipment used is the microphone for the officiating minister, there will be no charge. (b) In all other circumstances, a \$50 fee is paid directly to POPC sound technician.

CONTACTS

Pear Orchard Presbyterian Church, PCA

750 Pear Orchard Road

Ridgeland, MS 39157

Phone: 956-3283

Fax: 956-1363

Extension

Senior Pastor:	Carl H. Kalberkamp, Jr.	102
Assistant Pastor	Tim Dryden	103
Secretary:	Jan Duran	100
Church Administrator:	Richard Goodwin	125
Maintenance Supervisor:	Mark Stackhouse	107
Audio Sound Director:	Richard Goodwin	125

Music Director

and Pianist: Margaret Sprow
655 Cherry Rose Lane
Canton, MS 39046
853-0248

Organist: Susie Cook
(h) 856-9180
(w) 853-5457
Email: lsusiecook@aol.com

Church Hostess: Jeanne Russ
307 Oakmont Trail
Ridgeland, MS 39157
(h) Phone 601-605-8684
(w)
Email: Jfruss1@bellsouth.net

SPECIAL INSTRUCTIONS TO FLORIST

In the interest of a uniform practice in the use of the Pear Orchard Sanctuary, the Session of the Pear Orchard Presbyterian Church of Ridgeland, Mississippi, has adopted certain rules. It is hoped that these rules will protect the property against abuse, prevent misunderstandings and possible embarrassment, and promote mutual satisfaction for all who may be concerned. Your cooperation will be appreciated and expected.

- 1 **Floral arrangements shall not be placed on or in front of the Communion Table. The Communion Table and other pulpit furniture may be moved by consent of the Church Hostess.**
- 2 **Candles or candelabra are to be used with discretion in the Sanctuary. Dripless candles shall be used. Adequate material should be used to cover the floor beneath the candles to protect the floor covering.**
- 3 **Ribbons or other decorations shall not be attached to the pews, walls, furniture or structures by nails, tacks or by scotch tape, or in any other manner that might cause damage.**
- 4 **No decorations are to be placed on the windows of the Church, and no candles are to be placed in the windows.**
- 5 **No carpentry work will be allowed in the building, and no temporary construction may be brought in for use.**
- 6 **Removal of all decorations must begin immediately after the service. A crew sufficient to adequately remove decorations must be provided by the florist.**
- 7 **The Sanctuary must be left "broom clean." Any accidental drippings of tallow wax or other similar materials must be cleaned from the pews, floors, and woodwork. The custodian on duty is not expected to do the clean-up work for the florist. He is there for the purpose of rearranging the furniture, mopping the floor after the florist crew has left it "broom clean," and for lock up.**
- 8 **The custodian may be called on to adjust heating, air conditioning, or to bring or replace Church property which may be needed or used in the decoration and the ceremony.**
- 9 **Florists and their employees are prohibited from the use of all improper language, discourteous actions, and smoking in the Church Sanctuary or any other part of the Church property.**
- 10 **Simple floral arrangements may be placed on the table in the vestibule of the Church. This table may not be moved.**

- 11 **Exceptions (which are not recommended) may be directed to the Church Hostess, who may, if she desires, consult with the Church pastors.**



WEDDING APPLICATION FORM

Please mail this form to the **Church Hostess** (see Contacts list on the last page of this packet). The request will be presented to the next slated meeting of the Session. After consideration, the Session will forward a recommendation to the Diaconate.

I. TIME/DATE OF WEDDING: _____

TIME/DATE OF REHEARSAL: _____

RECEPTION AT POPC? yes no

Location: _____

Time: _____

REHEARSAL DINNER AT POPC? yes no

Location: _____

Time: _____

II. BRIDE: _____

Address: _____

Phone Number: (h) _____ (w) _____ (cell) _____

Fax: _____

Email: _____

Member of POPC?: _____ Yes _____ No

III. GROOM: _____

Address: _____

Phone Number: (h) _____ (w) _____ (cell) _____

Fax: _____

Email: _____

Member of POPC?: _____ Yes _____ No

IV. NAME, PHONE NUMBER AND CREDENTIALS OF OFFICIATING MINISTER:

Name: _____

Name and Location of Church: _____

Phone: _____

V. WITH WHOM IS YOUR PRE-MARITAL COUNSELING SCHEDULED? (The Session requires that if one of the POPC Ministers is officiating the wedding, that counseling be completed with the minister before the wedding. You should allot six months' time for the multiple counseling sessions.)

Name: _____

VI. NAME AND ADDRESS TO WHERE REIMBURSEMENT OR INVOICE FOR CHURCH SEXTON FEES IS TO BE MAILED AFTER THE WEDDING:

Name: _____

Address: _____

VII. BRIDE'S PARENTS (If parents are giving the wedding):

Name: _____

Address: _____

Phone Number: (h) _____ (cell) _____

COORDINATION:

SESSION _____ DATE _____

DIACONATE _____ DATE _____

Music Information Sheet

2 of 3

Marriage of

_____ and _____

on _____, 200__ at _____ (time).

- Name and phone number of bride or other contact:
- Name and phone number of Pianist:
- Name and phone number of Organist:
- List of Prelude and Vocal Music Selections:

Special Instructions:

Note: Church policy requires honorariums for all POPC church musicians participating in a wedding in the POPC facilities. See *Schedule of Fees*.

Sound Information Sheet

3 of 3

Marriage of

_____ and _____

on _____ 200__ at _____ (time)

- Name and phone number of person to whom Audio Sound Director may direct questions:
- Will a POPC minister be officiating the ceremony?
- Will an audiotape be made of the ceremony? (Please see policy regarding supplying of audiotape.)
- Will microphones (other than pastor's microphone) be used? If yes, please explain.
- Will any video equipment be set up in the sound booth? (If so, please review audio policy regarding usage and operation of video equipment in the sound booth.)
- Special instructions

Note: Church policy requires honorariums for all POPC audio technicians. *Schedule of Fees.*

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DANCE POLICY

PURPOSE While it is not the intent of the Session of Pear Orchard Presbyterian Church to express a “Church” opinion on dancing, there are, however, forms of dancing and music which we consider to be inappropriate on or off Church premises; therefore, the Policy of the Church will be to allow Church sponsored dancing in the Multipurpose Building and/or off site only after the planned activities, programs, and music have been approved by the Session.