

Wedding Information Sheet

KIRK OF KILDAIRE, PRESBYTERIAN

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WEDDING GUIDELINES

Christian marriage is a joyous and celebrative event in the life of the church. A church wedding is a service of worship before God that acknowledges the need for the presence of God in your relationship. To assist in planning for the wedding ceremony and to ensure the sacredness of the service itself, the Session of the Kirk of Kildaire, Presbyterian offers the following guidelines for couples planning a Christian marriage in this church.

ELIGIBILITY-POLICY

The Kirk of Kildaire, Presbyterian welcomes the use of its facility for weddings of members, who have been active for a minimum of six months prior to the wedding date. The child of an active member may also schedule a wedding. In certain circumstances, the Pastor in consultation with the Session may approve a wedding for non-members.

PREPARATION

- 1. Contact the Office Administrator to tentatively schedule date.**
- 2. Contact a Pastor to schedule initial consultation.**
- 3. Meet with Pastor, at the initial consultation you will:**
 1. Discuss Kirk Wedding Guidelines
 2. Decide to proceed or not
 3. Reserve dates for rehearsal and wedding on the church calendar
 4. Schedule dates for premarital counseling
 5. Complete the attached Wedding Party Information Form. Return one to the church office at your first premarital counseling session and the other to the Wedding Guild member at your first meeting.
 6. Determine who will perform the rite of marriage. Ordinarily, one of the Pastors of the Kirk will officiate at the Service of Worship celebrating your marriage, as well as provide premarital counseling.
 7. A guest Pastor from another church or denomination may be invited to assist the Kirk's Pastors. Please furnish the person's name and address to the Pastor so that an appropriate invitation may be issued.
 8. All music must be submitted to a Kirk pastor for approval. No recorded music will be allowed.
 9. The wedding couple will contact the Kirk organist.
 10. The Couple must contact the Kirk Organist immediately upon securing the wedding date to discuss the music for the service. It is your responsibility to instruct guest musicians to consult with the Organist. At that time, the Kirk's policies regarding music at weddings will be discussed.
 11. The Kirk Organist is available to provide music for your wedding. In the event, he/she is unavailable the Kirk Organist will assist you in obtaining an approved musician.
 12. Guest pianists must be approved by the Kirk Organist. (The use of a guest pianist is not in lieu of the Kirk Organist).

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MUSIC

Since the Christian marriage ceremony is a service of worship before God who sanctifies marriage, music for your ceremony should be suitable and reverent. The style of music at all weddings will be consistent with the music used in the Kirk's Sunday worship services. Secular love songs are more appropriate for the wedding reception or rehearsal dinner.

The presiding Kirk musician/organist will assist you in selecting appropriate music. They can also recommend soloists or instrumentalists. The Kirk musician has a prepared repertoire appropriate for Wedding services. The presiding minister and musician must approve the selection of music, including prelude music. If selected pieces are not in the musician's library, the Wedding Couple is responsible for providing original copies for use.

WEDDING COORDINATOR

A Wedding Coordinator from our Wedding Guild will be assigned to your wedding. A Couple may request a particular Wedding Coordinator from the members of the Wedding Guild. The Wedding Coordinator will contact the bride within a month of the date being secured.

The Kirk uses Wedding Coordinators to facilitate this ministry of the church. They are lay volunteers who are familiar with the Kirk's facilities, wedding guidelines and are trained to assist the pastors and couple in planning a meaningful wedding. One of the Kirk's Wedding Guild members is required to direct the rehearsal and the wedding ceremony. Should the Couple hire a professional wedding service, director or coordinator, it must be understood that the Kirk of Kildaire Presbyterian Church Wedding Guild has complete control over the rehearsal and ceremony, therefore, the services of the professional consultant is not needed for any planning or management of the rehearsal and wedding ceremony. Any special requests from paid professionals and volunteer participants will be directed by the Wedding Guild. The Kirk office will contact the Wedding Guild whenever a rehearsal/wedding is scheduled.

Wedding Coordinators are responsible for:

1. Contacting the Couple and scheduling initial meeting.
2. Discussing the Wedding Information Packet and the scheduling of the wedding day.
3. Scheduling a meeting with the Couple one month prior to the wedding to discuss Wedding Party placement, seating of special guests and final details of the wedding day. At this meeting, permit forms for the florist, photographer and caterer should be signed and left with the Wedding Coordinator.
4. Guild members will open and close the church building for the rehearsal and wedding, facilitate use of the Sanctuary for pictures or related activities, and coordinate with other activities that may be taking place simultaneously at the Kirk.
5. Assist the presiding Pastor as she/he leads the rehearsal.
6. Assist the ushers in the seating of guests and those family members who are to be seated with honor.
7. Assist those who may be designated to light candles prior to the wedding ceremony.
8. Assist the procession of the wedding party into the Sanctuary, including any children involved in the ceremony.
9. Guild members will open the church two hours prior to the start of the wedding. All photography must be completed no later than one hour following the ceremony so the church can be locked.

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REHEARSAL

1. Rehearsals will begin and end on time. Rehearsals should be completed in one hour maximum. Participants are to be punctual in consideration of all parties involved. Rehearsals will begin at 5p.m.

2. The Couple will bring to the Rehearsal:

- a. Marriage license
- b. Guest register
- c. Wedding bulletins
- d. Unity candle (if one is to be used)

3. The names of special guests to be wearing flowers.

Photographers and videographers who attend the rehearsal should be unobtrusive during the rehearsal.

The rehearsal will be conducted by the presiding Pastor, assisted by the Wedding Coordinator. In the event that a guest Pastor is officiating, the Wedding Coordinator will assist him/her.

All persons involved in the ceremony including special seated guests and musicians must attend the rehearsal.

WEDDING INFORMATION

1. License

The Couple calls the Register of Deeds of Wake County for information regarding the marriage license. The Couple will bring the license to the rehearsal and leave it with the Pastor. The license is witnessed following the wedding ceremony and the office administrator mails it to the Register of Deeds. Certified copies of the Marriage Certificate may be obtained from the Register of Deeds Office.

2. Dressing Room

The Session room, restrooms and adult classrooms (adjacent to the Fellowship Hall) may be used as dressing rooms for the wedding party. The location and number of rooms to be used will be discussed with the Wedding Coordinator.

3. Photography

A wedding is a worship service and, **no flash photography is permitted during the ceremony.**

- a. During the wedding ceremony, photographers may take still photos either from the audio room balcony or the back of the Sanctuary using only existing light or timed exposure.
- b. Videographers must have their equipment in place and operational **45 minutes before the wedding** is scheduled to begin and cleared from the Kirk **upon completion of the ceremony.**
 - Video cameras may be placed in the audio room balcony window and may be live attended.
 - Video cameras may be placed in the Chancel area near the piano or behind the pulpit and **may not be live attended during the wedding.**
- c. Following or prior to the ceremony, flash photography may be taken of the wedding party and families.
- d. If videos/photography is done in the Narthex either before or after the ceremony, equipment and personnel must be unobtrusive or not interfere with the seating of guests or family members.
- e. Please include the statement **no flash photography allowed in your bulletin.**

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4. Flowers/Candles/Decorations

Couples who have scheduled their wedding for special times (Lent, Easter, Advent) must accept the Sanctuary as it is decorated e.g. Lilies, Christmas Trees, etc. These decorations must not be moved.

a. Chancel furniture must remain in place. The communion table may be moved two or three feet back to accommodate the wedding party during the exchanging of vows. The only items on the communion table are the Bible, chalice and plate. The Couple must provide Unity Candle stand.

b. Candelabra

The Kirk has two 7-wick candelabras that may be used for your wedding. If you choose to use them, advise the Wedding Coordinators.

Any wax candles used for the ceremony must be dripless candles.

c. The Kirk does not permit: trellises, aisle cloths, dropping fresh flower petals (silk or acceptable may be used) or other materials, pinning, taping, tacking, gluing, nailing, stapling or wiring of decorations to any wall, woodwork or furnishing of the Sanctuary, tossing confetti, rice, birdseed, flowers or other materials, or releasing balloons, birds or other materials/objects.

d. Blowing bubbles outside is permitted.

e. If the Couple signed up on the Kirk Flower Chart for Sanctuary and/or Narthex flowers, those flowers must be left through worship the next day.

f. Ribbons, bows or flowers may be secured to the ends of pews with rubber bands or slip on containers only.

g. Your florist is responsible for contacting the Wedding Coordinator to schedule a time suitable for decorating the facilities. The Wedding Coordinator will be present at this time.

h. Palm tubs and other floral containers must have protective covers underneath.

i. The Couple is responsible that the florist and/or decorators follow all requirements outlined. If the florist is unavailable to remove decorations, the Couple will designate someone to collect all decorations and remove them. It is expected that the Kirk facilities will be left "broom clean" after removal of flowers, candles and other decorations.

j. The Office Administrator will contact the church housekeeper to prepare the sanctuary for use the next day. Payment must be made to the individual housekeeper not the Kirk.

k. The wedding service must start within 15 minutes of the scheduled time. In the event the service does not commence within the 15 minute time period, the Kirk pastor has the final decision to continue or cancel the wedding service.

5. "Florist Permit to Decorate"

The Couple should obtain the florist's signature on the "Florist Permit to Decorate" and return the permit to the Wedding Coordinator one month prior to the wedding. The florist will be given a set of guidelines for flowers and decorations.

RECEPTION/REHEARSAL INFORMATION

The Fellowship Hall on the lower level of the church is available for your reception. You are allowed use of the hall, kitchen facilities and rest rooms on the lower level. No access to any other room in the church will be allowed during the reception. No smoking is allowed in the building, nor are the use of controlled substances or alcoholic beverages permitted anywhere on church property.

The church provides the room, tables and chairs. The warming ovens and ice from the ice machine may be used as well. As a general rule, any furniture or other items located in the Fellowship Hall may be moved to best accommodate the reception. Furniture from other parts of the church should not be moved to the Fellowship Hall.

At least two weeks prior to the wedding date, the person planning the reception must furnish information to the church office as to the number of tables and chairs to be used. The responsible parties will set up the room and will return the Fellowship Hall to its original set up following the reception. You will need to provide the name, address and telephone number of these persons to the Wedding Coordinator one month prior to the wedding. The reception attendant will assist in returning the Fellowship Hall to its original setting.

Decorations are the responsibility of the person having the reception. All decorations need to be removed immediately following the reception.

Professional caterers maybe used. All food preparations must be completed outside of the church. It is the responsibility of the caterer to furnish all tableware (plates, glassware, cups, silver, etc.) and linens. No Kirk pantry items are to be used. The caterer will need to schedule a time at the church (at least two weeks prior to the reception) to become familiar with the kitchen facilities and the Fellowship Hall and to meet with the Wedding Coordinator. Catering services will be responsible for providing persons to serve the food and clear tables, and for leaving the kitchen and reception area clean and in order. The attached "Caterer's Permit" release form must be signed by the independent caterer and returned to the Wedding Coordinator one month prior to the reception.

When someone other than a professional caterer uses the kitchen, a person must be designated as the responsible party for all activities involving food preparation and serving. The same instructions apply as in the case of a professional caterer regarding food preparation, providing all necessary service items, etc. This person will need to contact the church office at least two weeks prior to the reception to schedule a time to be instructed as to the specific requirements regarding the operation of the kitchen equipment, location of specific items, clean-up operations, etc. The Couple needs to see that this person signs the "Caterer's Permit" form, and will be responsible for returning it to the Wedding Coordinators one month prior to the reception.

Music for the reception is the responsibility of the Couple.

If you have scheduled your reception at the Kirk, complete and return the attached "Wedding Reception Agreement" to the Wedding Coordinator one month prior to the wedding.

GENERAL INFORMATION

The Kirk Sanctuary seats 600.

The Fellowship Hall seats 300 for a sit-down meal. Musicians and/or a dance area would decrease this capacity. Non-seated receptions would accommodate more.

Tobacco products, alcohol, and controlled substances are prohibited within any Kirk building or anywhere on the grounds. It is the responsibility of the Couple and their families to advise wedding party members and guests to refrain from using any of these substances before, during, and after the wedding rehearsal, wedding ceremony, and any reception held in the Kirk buildings or on Kirk property.

SCHEDULE OF FEES

Since weddings require special services on the part of the church staff, it is necessary to indicate financial responsibilities involved. The following fees apply for weddings at the Kirk, and are **to be paid at least one week in advance**, with checks written to the individuals (minister, organist, housekeeper) and payable directly to them.

Refundable deposit	\$200.00
(Refunded if there is no damage to the Kirk grounds or property or at the Wedding Guild's discretion).	
Use of Sanctuary	No Charge
Use of Fellowship Hall	No Charge
Service of the Pastor (Honorarium)	\$300.00
Service of the Wedding Coordinator	No Charge
Organist Fee	\$300.00
Housekeeper Fee (wedding)	\$105.00
Reception Attendant Fee	\$105.00 (1 st 4 hours)
Each additional partial hour	\$15.00
Rehearsal Dinner Attendant Fee	\$15.00/hour

