

Wedding Packet

*First Presbyterian Church
Augusta, GA*

Notes

Contact Information

FIRST PRESBYTERIAN CHURCH

706.262.8900

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FPC WEDDING LIAISON:

Rachel Hyatt

706.262.8833

rhyatt@firstpresaugusta.org

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FINANCE & ACCOUNTING:

Pam Turley

706.262.8821

pturley@firstpresaugusta.org

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DIRECTOR OF MUSIC & ORGANIST

Paul Roberts

706.284.0839

proberts@firstpresaugusta.org

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SECURITY

Deputy Kathy Gilreath

706.829.5078

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HINDSIGHT BIBLICAL COUNSELING

Berry Hudson

706.910.5000

bhudson@hindsightcounseling.com

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DIRECTOR OF COMMUNICATIONS

Vonnie Eidson

706.262.8822

veidson@firstpresaugusta.org

First Steps

*(for Couples Wanting to Marry at
First Presbyterian Church)*

- The couple initially meets with the FPC Wedding Liaison and will be given a packet with wedding policies and information.
- **Non-member couples must wait until six (6) months prior to their desired date to begin the application process.**
- Active members in-town, children and grandchildren of active members and leaders involved in ministry will be given priority in reserving dates.
- The couple must submit the Marriage Questionnaire (personal testimonies) to the FPC Wedding Liaison. The FPC Wedding Liaison will then submit it to the Session (Elder Board). One of their Parish Elders will contact the couple for an interview. The couple will meet with the Elder to determine if they have a credible testimony and convey to the couple that they are here to help them get a good start in their marriage. Members and non-members will be interviewed.
- *If the Marriage Questionnaire is accepted, the date will then be put on the church calendar and the couple may proceed with all the arrangements.*
- Once the application is accepted the couple will contact the FPC Wedding Liaison to arrange meetings with the officiating pastor and the wedding coordinator.
- The prospective bride and groom **must** participate in the “Preparing for Marriage” program provided through Hindsight Biblical Counseling. The couple will schedule these sessions directly with Hindsight once they are approved. See page 3 for contact information.
- The couple meets with the Director of Music to discuss and plan for all music and audio/visual needs. See page 25.
- The couple meets with the Wedding Coordinator to plan the rest of the worship service. The entire service is subject to the officiating pastor’s acceptance.* All programs will also be submitted for approval to the Director of Communications at this time.
- **All gowns must be modest in cut for both the neckline and back. Strapless gowns are not considered appropriate for a worship service and are not permitted at First Presbyterian Church. Dresses should reveal no cleavage. For questions regarding dresses please direct all questions to the FPC Wedding Liaison.**
- The couple meets with the Finance & Accounting Manager and the FPC Wedding Liaison one month prior to the wedding to go over billing and set-up arrangements.

**Even if outside pastors or musicians are participating, every service is subject to the final approval of the officiating pastor from FPC.*



Wedding Information

*First Presbyterian Church
Augusta, GA*

Notes

Weddings at First Presbyterian Church, Augusta

Marriage is a relationship instituted by God for the mutual happiness of his people and for the glory of his name. The service which you are anticipating is different from many other wedding services in that it is a Christian wedding. The fact that you have come to First Presbyterian Church for counsel and guidance indicates that your concern is for a marriage that will bring glory to God. It is appropriate that the wedding service reflect this.

Christian couples want their wedding ceremony to be characterized by dignity, reverence and joy. Our church rejoices in such occasions and this imposes particular responsibilities just as it offers particular blessings. Your wedding will mean more to you, your families and your friends when there is careful concern for all the reverent aspects of the holy occasion.

All wedding policies have been established by the Session (Board of Elders) to accomplish that purpose and to assist the bride and groom and their families in answering questions regarding the wedding ceremony. Any exceptions to these policies are required to be brought before the Session for approval.

We are delighted that you have requested to celebrate your wedding at First Presbyterian Church of Augusta. It is our desire to assist you with your plans by presenting you with information gleaned from the experiences of many couples who have been married in our beautiful sanctuary. This packet of information is intended to prevent any “surprises” and make your arrangements precise and smooth as well as preserve the beauty and dignity of our church property for many generations to come.

First Presbyterian Church of Augusta

SCHEDULING

Plan in advance for the use of the church. Before we can confirm your requested date the completion of a Wedding Questionnaire and a conference with the Parish Elders and the officiating pastor is required.

No wedding may be scheduled on Sundays, during Holy Week, Christmas week or on any Holiday weekend. Other dates may not be available due to church calendar events. Contact the FPC Wedding Liaison to check available dates.

OFFICIATING

It is the policy of First Presbyterian that one of the pastors of this church will officiate over all weddings. If desired, another Protestant Trinitarian* pastor may be invited to assist in the ceremony after approval of the Session and consultation with the officiating pastor. The officiating pastor will participate in and coordinate the service.

The marriage license must be in the pastor’s possession before the ceremony and preferably should be given to him at the rehearsal time.

**Believing in or adhering to the doctrine of the Trinity.*

COUNSELING

The prospective bride and groom must participate in the "Preparing for Marriage" program provided through Hindsight Biblical Counseling. The program includes four 90-minute counseling sessions that cover the critical knowledge essential to building a strong relationship. Couples will also learn how to apply a biblical foundation throughout their marriage. The bride and groom are responsible for contacting Rev. Berry Hudson, Hindsight Biblical Counseling, 706.910.5000, to schedule their counseling sessions.

NON-MEMBER POLICY

The non-member couple must wait until six(6) months prior to their desired date to begin the process. At that time the couple will submit the Marriage Questionnaire (personal testimonies) to the FPC Wedding Liaison who will forward it to the appropriate Elders. The Elders will schedule a time to meet with the couple to hear their testimony. If the wedding is approved, the date will then be put on the church calendar and the couple may proceed with all the arrangements. At that time they will need to begin their marriage counseling sessions.

WEDDING COORDINATOR

All arrangements are coordinated through the FPC Wedding Liaison and your Wedding Coordinator. They will help with all particulars of the wedding concerning janitors, lighting and sound, the preparation of the facilities, use of candelabra, kneeling bench, reception and/or rehearsal dinners at the church.

The couple *must* secure the services of a Wedding Coordinator. Included in this packet is a list of directors approved by the Church to provide this service. See page 12 for a list of coordinators and their contact information.

WEDDING ATTIRE

- Weddings at First Presbyterian Church are worship services. The honor of God must therefore be taken into consideration when selecting dresses for the bride, bridesmaids and other bridal party members. The church does not want to enter into the matter of styles and personal taste, but it does have guidelines. Strapless gowns are not considered appropriate for a worship service and are not permitted at First Presbyterian Church. All gowns must be modest in cut for both the neckline and back. Dresses should reveal no cleavage. If there are any questions in regard to appropriate dress, your Wedding Coordinator should be consulted.

MUSIC/AUDIO VISUAL

Music is an important part of a wedding ceremony and should be in keeping with the reverence observed in the House of the Lord and appropriate for an occasion of worship. The FPC Director of Music shall oversee all music at weddings at First Presbyterian Church. He will assist you in the selection of music and arrangements. Please consult the Music section of the packet on page 25 and following. All music and instruments must be approved by the Director of Music. For all audio visual needs in both the wedding ceremony and church reception areas please consult the Director of Music. Contact information can be found on page 3.

COMMUNION

We do not serve communion in wedding ceremonies either to the whole congregation or just to the couple. We believe the Bible teaches that the Lord's Supper is the family meal of the Church of Jesus Christ gathered in a worship service at the call of elders and pastors. So to serve the Supper just to a couple would be to give the impression that it is only for a few. And to serve it to those gathered to witness a wedding would be to administer a sacrament to those not spiritually prepared for a worship service. While it is our preference to restrict the Lord's Supper to public worship services, we do not judge those in other communions who have different convictions.

FACILITIES

Weddings may be held in *the church sanctuary which seats approximately 850 people*. Smaller weddings may be performed in the Eve Room. The date and time of the wedding and the time of the wedding rehearsal are to be given to the FPC Wedding Liaison for recording on the calendar. All sanctuary lights are on dimmers for desired light intensity. The bride may wish to check with her photographer prior to the wedding regarding the amount of lighting needed to achieve the desired effect for pictures, or have him check the sanctuary with one of the sextons before the guests begin arriving.

The reception hall, St. Andrew's Hall, the Geneva Room or the Eve Room, may be reserved for the wedding reception and/or the rehearsal dinner. The fees for the use of these rooms for those outside of the congregation are listed in the Wedding Fees section of this information. **St. Andrew's Hall will accommodate 500 people/325 for a seated meal, the Eve Room 45 people, and the Geneva Room has a 30 person capacity.** No alcoholic beverage may be used for receptions and/or rehearsal dinners at the church and smoking is not permitted in the buildings. The hosting party is responsible for informing guests of no smoking in church buildings. **Punch should contain no Kool Aid or food coloring of any kind.** These are the two things that are not removable from carpets. It is to be understood that in the event that church property is damaged or destroyed, the church will replace or repair such articles and will bill the wedding party. It is the caterer's responsibility in supplying the needed services for the wedding reception to leave the church's facilities in the same good order in which they are found. Our sextons will clean the floors.

DECORATIONS AND FLOWERS

The First Presbyterian Church sanctuary does not require decorations to make it suitable for a service such as a wedding. Efforts to change the appearance of the sanctuary by overly elaborate decorations only mar the intent of this sacred place. The following regulations are established to preserve the proper atmosphere and to safeguard the furnishings.

1. The decorations and flowers should enhance the ceremony and the church and not be unbecoming to God's House. Flowers may be used on the platform or choir rail. **Floral arrangements should not be placed on the floor in back of the presiding Pastor.**
2. The baptismal font, communion table and chairs are to be moved to specified locations by the church sextons.
3. Non-drip candles are required. Nothing may be placed on the brass candelabra.
4. No tacks, nails, glue or tape may be used to fasten any decorations to the furniture or building. Covered wire, forms and plastic clamps should be used in attaching decorations. No decorations are allowed in the choir loft.
5. The furniture and floor must be fully protected at all times from moisture and candle wax. The florist will be responsible for any damage.

CANDELABRA

The church owns eight white wrought iron seven branched candelabra and eight brass candelabra. Nothing may be placed on the brass candelabra. The church's candle lighters are available for use. The only type of candles allowed for use in the sanctuary are chace candles. These are a type of candle surrounded by a metal casing which are almost completely dripless. They are identical in appearance to a regular wax candle and they are guaranteed to light and do not drip or melt down as much as a regular candle. These are available for purchase for \$.50 each. Due to safety concerns unity candles are not allowed.

PHOTOGRAPHERS, VIDEOGRAPHERS AND RECORDINGS

The photographer should be instructed that flash photography is not permissible in the sanctuary during the ceremony. We ask that there be only one pre-set photograph taken during the service itself (without the use of a flash) from the balcony or the rear of the sanctuary. The moving of equipment and the clicking and snapping of photographs is quite disruptive during the ceremony. Photographs may be taken during the recessional from the narthex.

If photographs of the bride and groom are desired following the ceremony, the Pastor's photographs with the Bride and Groom should be taken first.

If it is desired, an audio recording of the wedding will be made. Ordinarily, the portion of the wedding service recorded is the solo before the processional (when applicable) or the processional through the recessional. If you wish to have the prelude music recorded, please indicate on your wedding sheet. Please notify the Director of Music to request this service. Please discuss audio needs with the Director of Music. The audio technician involved with amplification is responsible to be present two hours before the wedding service to assure all mics, etc., are in place.

If the services of a videographer are secured by the couple, the videographer should be instructed that video taping is allowed only from the balcony and by remote from a corner of the choir loft.

SEXTONS AND MAIDS

Every wedding must have at least two (2) sextons on duty. One comes early to open the church, and both stay late to close the church and to see that heating/air conditioning and lights are appropriate. Weddings with receptions are required to have two (2) sextons on duty. The fee for each sexton will be \$13.50 per hour with a 3 hr minimum. Wedding receptions and/or rehearsal dinners require at least one (1) maid and receptions and/or rehearsal dinners of 50 guests or more require two (2) maids. The fee for each maid will be \$13.50 per hour. There is a \$20.00 per hour rate for maids and sextons for hours worked over 8 hours or hours worked after midnight.

SECURITY

First Presbyterian Church will not be responsible for any personal property such as automobiles or valuables in automobiles on our campus. **The wedding party is required to hire outside security to police the parking area for all weddings, receptions and/or rehearsal dinners and additional security guards are recommended for weddings, receptions and/or rehearsal dinners of 200 guests or more. The fee for this service is \$18.00 per hour per officer with a four (4) hour minimum. Contact Kathy Gilreath at 706.829.5078 for more information.**

NURSERY

Nursery services are available for the wedding and for the rehearsal dinner and/or reception provided that the rehearsal dinner and/or reception are at First Presbyterian Church. The fee for the workers is \$10.00 each per hour with a minimum of 3 hours. At least two workers are required and the ratio of workers to children is one worker for every four children. If you wish to use two nursery rooms you will need four staff workers. Contact the FPC Wedding Liaison to schedule a nursery and nursery workers.

OTHER IMPORTANT GUIDELINES

1. There shall be no smoking in the church or in any of the rooms or other buildings.
2. No rice or confetti may be thrown at the wedding party. Bird seed, rose petals and bubbles may be used outside any of the church buildings.
3. Under no circumstances shall any member of the wedding party come to the rehearsal or the wedding under the influence of alcohol or drugs.

Answers to Frequently Asked Questions

OFFICIATING It is the policy First Presbyterian that one of the pastors of this church will officiate over all weddings. If desired, another Protestant Trinitarian pastor may be invited to assist in the ceremony after approval of the Session and consultation with the officiating pastor. The officiating pastor will coordinate the service. The marriage license must be in the pastor's possession before the ceremony and preferably should be given to him at the rehearsal time.

PROCESS FOR TWO NON-MEMBERS WANTING TO MARRY AT FIRST PRESBYTERIAN: The non-member couple must wait until six months prior to their desired date to begin the process. At that time the couple will submit the Marriage Questionnaire (personal testimonies) to the FPC Wedding Liaison who will forward it to the appropriate Elder. The Elder will schedule a time to meet with the couple to hear their testimony. If the Wedding is approved, the date will then be put on the church calendar and the couple may proceed with all the arrangements. At that time they will need to begin their Marriage Counseling sessions.

COUNSELING: The cost for pre-marital counseling with Hindsight Biblical Counseling is included in the base fee located on page 17. The cost covers (4) four 90 minute sessions.

WEDDING REHEARSALS: The preferred time for Wedding Rehearsals is 5:30 p.m. on the evening prior to the wedding.

SECURITY: The wedding party is responsible to contact Kathy Gilreath at 706.829.5078 .

KNEELER: The use of the kneeler during the wedding service for the bride and the groom is optional at First Presbyterian Church. There is no right or wrong as far as FPC is concerned about the use of the kneeler; it is up to the preference of the bride and groom.

WEDDING FEES: See Wedding Fees section (pg. 17)

PAYMENT FOR WEDDING: You should make an appointment with the Finance and Accounting Manager and the FPC Wedding Liaison **four (4) weeks prior to the wedding.** They will go over the fees for all the details and set up needs of your ceremony and/or reception. Payment will be made at this time.

FORMS: Please complete all forms (see Forms section) and bring them with you when you meet with Pam Turley and the FPC Wedding Liaison at least four (4) weeks prior to your wedding.

Wedding Directors

The wedding director is the liaison between First Presbyterian Church and the bride and her parents. The Director, first and foremost, represents First Presbyterian Church. It is her duty to see that the wedding arrangements at the church proceed smoothly and in keeping with the worshipful and holy calling of Christian matrimony.

List of approved directors for First Presbyterian Church:

JANIS GATLIN

706.736.8836

JANET HABURCHAK

706.863.3358

ANGELA ROGERS

706.733.0512

LAUREN WIEME

678.230.9396

The couple will need to contact one of the approved directors listed above upon the approval of their marriage at First Presbyterian Church for availability*.

The Wedding Coordinator fee is \$150 minimum. (pg. 17)

*Please contact the FPC Wedding Liaison in the event no Wedding Coordinator is available, or if you have trouble contacting the Wedding Coordinator of choice.

Wedding Service Format
for First Presbyterian Church, Augusta
(Printed programs must follow the exact format below)

Prelude
Special Music*
Processional
Call to Worship
Hymn/Special Music*
Scriptural Basis for Marriage
Prayer
Declaration of Intent
Giving of Bride
Scripture Reading
Homily
Prayer
Marriage Vows
Exchange of Rings
Hymn/Special Music*
Prayer
Hymn/Special Music*
Declaration of Marriage
Benediction
Recessional

OR

* - Optional for Ceremony

This service format represents weddings that take place at First Presbyterian Church.
Printed programs are not required nor expected.

If a program is to be used for your ceremony, it must be approved prior to printing.

Please contact the Director of Communications; Vonnie Eidson, to have your program approved—veidson@firstpresaugusta.org

Important Information For Your Planning Purposes

THERMOSTAT POLICY:

The Deacons of First Presbyterian Church have a policy that sets *the thermostat in the Sanctuary to a fixed temperature*. To help maintain a comfortable environment please keep the large exterior doors and the interior doors to the Sanctuary closed as long as possible prior to the beginning of the wedding ceremony. Please do not ask the sextons on duty to adjust the thermostat as they have been instructed not change the settings. Your cooperation with this policy will help insure that everyone will be comfortable during the service.

PARKING:

Parking for you and your guests may be a challenge if there is an event being held at either the James Brown Arena or the Bell Auditorium on your wedding day.

SUGGESTIONS:

Call to see if there is an event scheduled during your ceremony/reception

- ◆ James Brown Arena: 706.722.3521
- ◆ Bell Auditorium: 706.724.2400

If there is an event recruit friends and family to stand by the church parking lot gates to ensure that there will be ample parking for your guests.

PLEASE INFORM YOUR PHOTOGRAPHER, VIDEOGRAPHER, AND FLORIST THAT NO VEHICLES ARE PERMITTED TO EITHER DRIVE OR PARK ON THE SIDEWALK IN FRONT OF THE CHURCH.



Wedding Fees

*First Presbyterian Church
Augusta, GA*

Notes

Wedding Fees

(Effective 2011-2012)

MEMBER FEES:

To be eligible for reduced fees you must be a member of First Presbyterian Church for at least 6 months prior to your wedding date.

BASE FEE*	\$600.00
USE OF SAINT ANDREW'S HALL	\$175.00
USE OF TELFAIR HALL	\$100.00
OTHER ROOMS	\$ 50.00
TABLECLOTHS	\$5.00 each
CHINA, STAINLESS, AND GLASSWARE (for seated reception set-up only)	\$1.00 per place setting

NON-MEMBER FEES:

BASE FEE *	\$800.00
USE OF ST. ANDREW'S HALL, KITCHEN AND NURSERY (Maximum capacity: 500 people for a traditional reception; 325 for a meal with tables.)	\$400.00
USE OF TELFAIR HALL	\$250.00
USE OF THE EVE ROOM (Capacity 64 people)	\$75.00
USE OF THE GENEVA ROOM (Capacity 40 people)	\$50.00
USE OF NURSERY (If St. Andrew's Hall is not rented)	\$50.00
TABLECLOTHS	\$7.00 each
CHINA, STAINLESS, AND GLASSWARE	\$4.00 per place setting

ADDITIONAL PERSONNEL FEES FOR BOTH MEMBERS AND NON-MEMBERS:

SEXTONS AND MAIDS (3 hour minimum / up to 8 hours) (Two sextons required for all weddings; additional personnel required for receptions)	\$13.50 per hour
SEXTONS AND MAIDS (More than 8 hours or hours worked later than 12:00am)	\$20.00 per hour
NURSERY WORKERS (two are required with a 3 hour minimum)	\$10.00 per hour
WEDDING COORDINATOR	\$150.00 minimum
PASTOR	\$150.00 minimum

SECURITY:

The wedding party is required to hire outside security to police the parking area for all weddings, receptions and/or rehearsal dinners and additional security guards are required for weddings, receptions and/or rehearsal dinners of 200 guests or more. Please give checks to your Wedding Coordinator at the rehearsal.

SECURITY GUARDS (two or more with a 4 hour minimum)	\$18.00 per hour
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OTHER FEES:

Persons involved in the wedding are customarily paid an honorarium for their services. Please make payment arrangements with the director of music.

AMPLIFICATION OF WEDDING	\$150.00
AMPLIFICATION OF WEDDING RECEPTION	\$150.00
AUDIO RECORDING OF WEDDING	Please see the music section
MUSICIANS	Please see the music section

*Base Fee includes counseling with Hindsight Biblical Counseling

Distribution of Wedding Fees

To insure that applicable fees are distributed to the appropriate individuals please see the guidelines below.

The Wedding Party is responsible to pay for the following services:

PASTOR - Give check to the Wedding Director at the rehearsal

SECURITY - Give checks to the Wedding Director at the rehearsal

WEDDING DIRECTOR - Give check to the Wedding Director at the rehearsal

MUSICIANS - Give checks to the Wedding Director at the rehearsal

AUDIO - Give checks to the Wedding Director at the rehearsal

CATERER - Make payment arrangements with your caterer

FLORIST - Make payment arrangements with your florist

VIDEOGRAPHER - Make payment arrangements with your videographer

PHOTOGRAPHER - Make payment arrangements with your photographer

Wedding Inventory

(Items to be used during ceremony/reception)

Please fill out for final meeting with the Finance and Accounting Manager

Bride's Name: _____ Groom's Name: _____
Wedding Date: _____ Wedding Time: _____

SANCTUARY/WEDDING INFORMATION

(Items below are available for use at no charge, except where designated)

Mark number requested below:

1. Eight (8) white wrought iron, seven-branched adjustable candelabra _____ (no charge)
2. Eight (8) brass, seven-branched adjustable candelabra _____ (no charge)
(no greenery, flowers, bows, etc. allowed on candelabras)
3. Chace candles _____ x \$.50 ea
(required for use in sanctuary - \$.50 each)
4. Two Candle lighters (for wedding) _____ (no charge)
5. Kneeling Bench _____ (no charge)

SPECIAL SET-UP INSTRUCTIONS FOR SANCTUARY

GENERAL WEDDING INFORMATION

Mark number requested below:

- Bridal Room: Ironing Board/Iron _____ (no charge)
Cups, Plates, Napkins and Pitchers of Ice Water _____ (no charge)
- Grooms Room: Cups, Plates, Napkins and Pitchers of Ice Water _____ (no charge)
- Nursery Workers: What Hours? _____ (3 hr min) _____ x \$10.00 per hr.
- Security Guard: Required: Arrange with Deputy Kathy Gilreath 706.738.8860 or
(Hire Two or More for Wedding/Reception) 706.829.5078
- Amplification Technician: Required: Arrange with Music Director 706.364.3551
- Audio Tape Technician: Optional: Arrange with Music Director proberts@firstpresaugusta.org

Reception Information

BRIDE'S NAME: _____ **GROOM'S NAME:** _____ **WEDDING DATE/TIME:** _____

RECEPTION START TIME: _____ **RECEPTION LOCATION:** _____ **SET UP DAY/TIME:** _____

Please use the floor plan of St. Andrew's Hall on pg. 23 to prepare a reception set - up for us to follow. Please submit this 4 weeks before your wedding
Mark number requested below:

TABLES:	8 ft. Rectangular tables	_____
	5 ft. Rectangular tables	_____
	5 ft. Round tables	_____
	3 ½ Round table (for bride's cake)	_____
	Marble top table & cane chair (for bride's book) <i>cloth optional</i>	_____
CLOTHS:	8 ft. rectangular cloths	_____
	5 ft. rectangular cloths	_____
	5 ft. round floor length cloths (2 available)	_____
	5 ft. round cloths	_____
	Battenberg overlay tablecloth for bride's cake table	_____
SKIRTS:	White skirts for tables (13)	_____
SILVER:	Salad/Dessert Forks	_____
	Dinner Forks	_____
	Spoons	_____
	Knives	_____
	Silver punch bowls and ladles (4, 2 with matching trays)	_____
	Silver-plated five-branch table candelabras (2 available)	_____
CHINA/GLASS:	Glass punch bowl with matching tray and ladle (1)	_____
	Glass punch cups (500+)	_____
	Crystal goblets (300+)	_____
	China coffee cups and saucers (350+)	_____
	Small glass plates (500+)	_____
	China dinner plates (300+)	_____

All breakage costs will be the responsibility of the wedding party

SPECIAL INSTRUCTIONS FOR RECEPTION:

Rehearsal Dinner Information

BRIDE'S NAME: _____ GROOM'S NAME: _____ REHEARSAL DINNER TIME: _____

SET UP TIME ON REHEARSAL DAY: _____ DINNER LOCATION: _____

TABLES:	8 ft. Rectangular tables	_____
	5 ft. Rectangular tables	_____
	5 ft. Round tables	_____
CLOTHS:	8 ft. Rectangular cloths	_____
	5 ft. Rectangular cloths	_____
	5 ft. Round cloths	_____
	5 ft. Round floor length cloths (2 available)	_____
SKIRTS:	White Skirts for tables (13)	_____
SILVERWARE:	Salad/Dessert Forks	_____
	Dinner Forks	_____
	Spoons	_____
	Knives	_____
CHINA/GLASSES:	Glass punch bowl with matching tray and ladle (1)	_____
	Silver punch bowls (4) with matching trays (2) and ladles	_____
	Glass punch cups (500+)	_____
	Crystal goblets (300+)	_____
	China coffee cups and saucers (350+)	_____
	Small glass plates (500+)	_____
	China dinner plates (300+)	_____

All breakage costs will be the responsibility of the wedding party

Services Rendered: Totals

***SEXTONS:**

Rehearsal Dinner (\$13.50 each per hour) _____ # Sextons x _____ Hours x \$13.50 = \$ _____

***MAIDS:**

Rehearsal Dinner (\$13.50 each per hour) _____ # Maids x _____ Hours x \$13.50 = \$ _____

**Maids/Sextons rates are \$20.00 per hour over 8 hours or after 12:00am*

***NURSERY:**

(Minimum of two workers required)

Rehearsal Dinner (\$10.00 each per hour) _____ # Workers x _____ Hours x \$10.00 = \$ _____ **3 hour minimum*

Tablecloth Cleaning: _____ # Cloths x _____ x \$5.00 each = \$ _____

Tablecloth Cleaning Non Members: _____ # Cloths x _____ x \$7.00 each = \$ _____

Additional Costs: (room rental, etc.) _____ = \$ _____

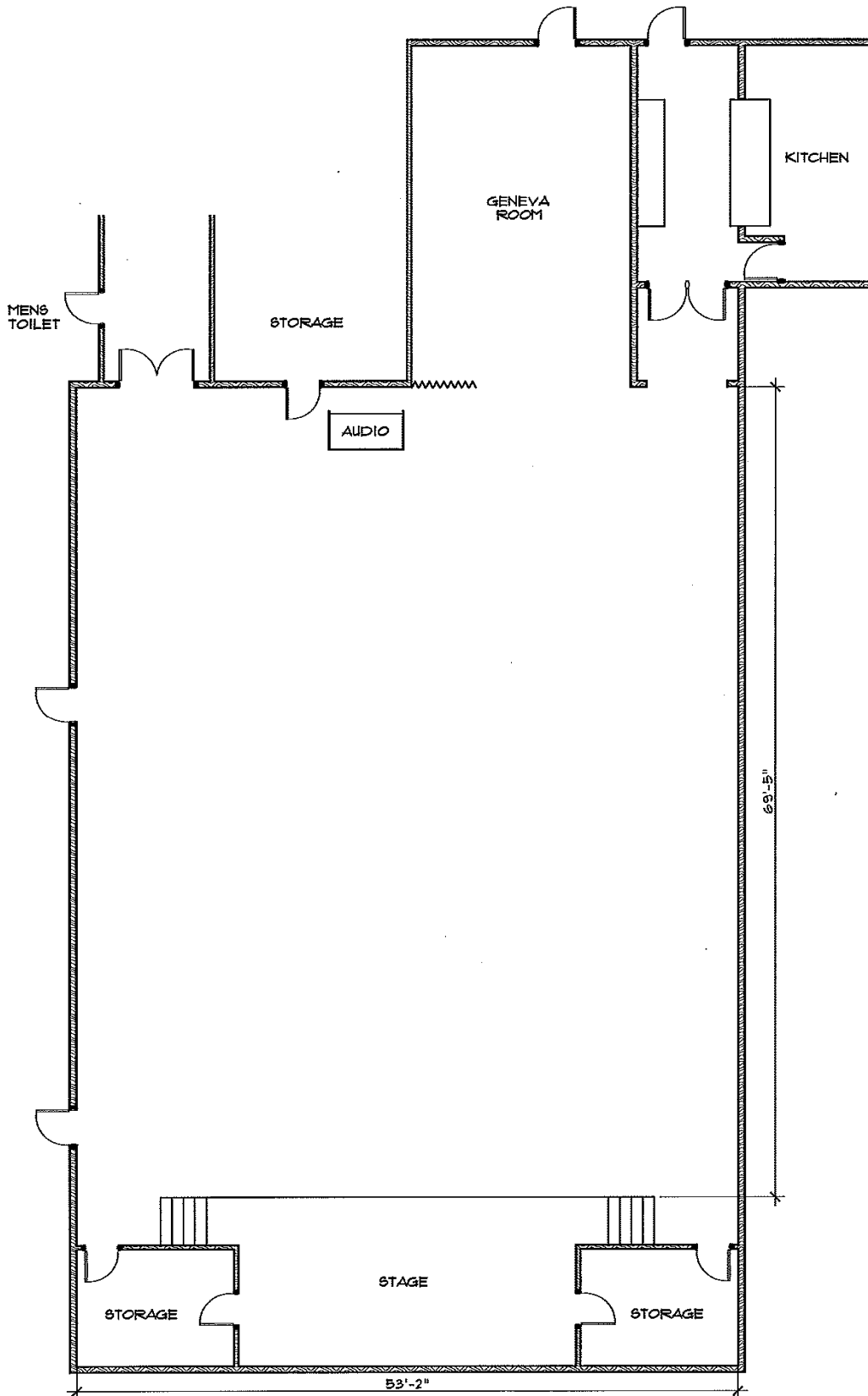
(St. Andrew's Hall: Members \$175.00, Non -Members \$400.00 ; Telfair Hall: Members \$100, Non-Members \$250; Geneva Room: Members & Non -Members \$50.00 ;

Total Due _____ = \$ _____

St. Andrew's Hall

(Please indicate how you would like your reception set-up, if applicable)

Please use this floor plan of St. Andrew's Hall to prepare a reception set-up for us to follow. Please submit this 4 weeks before your wedding



ST. ANDREWS HALL

Reception Set-up Notes



Music

*First Presbyterian Church
Augusta, GA*

Notes

Wedding Music Planner

TO HELP YOU PLAN

This brochure has been assembled to assist in the planning and presentation of the music in your wedding service. It is a summary of the people, policies and procedures involved in our attempt to make the music of your wedding glorifying to God and inspiring to all who attend.

DIRECTOR OF MUSIC: The Director of Music Ministries is responsible for all musical activity at First Presbyterian Church. On behalf of the First Presbyterian Church Session, the Director is responsible for approval of all music and musicians who participate in the wedding service. (When the Director and Organist are two separate people, the Organist may grant approvals on behalf of the Director.)

ORGANIST: The Organist is available to assist you in music selection, securing the services of additional musicians, obtaining copies of published music, providing special music arrangements, and scheduling rehearsals. The Organist may act as Music Coordinator and supervise the music performed at the wedding. Appointments may be made directly with the Organist and should be scheduled well in advance of the wedding date. He/she can provide you with a Wedding Music Worksheet which you should complete as much as possible before your initial music planning meeting.

You are encouraged to secure the services of the First Presbyterian Organist because he/she has full knowledge of the instrument and the expectations of the church. However, you may use a guest organist with prior approval by the Director. Should the First Presbyterian Organist be unable to accept the engagement to play on your wedding date, he/she may assist in selecting another organist.

Paul Roberts, Director of Music & Organist

706.284.0839

proberts@firstpresaugusta.org

MUSIC SELECTION GUIDE

Music selection begins with the wishes of the wedding party. Where needed, the Organist may make supplemental suggestions. A partial list of suggested vocal and instrumental works is provided later in this brochure for your consideration. Recordings of wedding music may be obtained from the music office, on loan, through the Organist to help in the selection process.

It is the responsibility of the wedding party to secure approval of the wedding music and musicians from the Director or Organist. This is true whether or not First Presbyterian musicians participate in the wedding service. This approval may be requested by telephone, email, or personal conference.

BASIC GUIDELINES FOR CHOOSING WEDDING MUSIC:

Your wedding is, first of all, a service of worship to the living God. Therefore, the music should be suitable for worship:

- ◆ **Vocal music** should have sacred text appropriate to the occasion.
- ◆ **Instrumental music** may be either sacred or secular in its origins, but it also should be appropriate to worship. That is, each instrumental selection should either have an explicitly sacred title or a history of association with traditional worship. (see examples below)
- ◆ **Recorded music** is not permitted in the sanctuary

Your wedding is also a happy social event. Secular music may be desired which is important to the wedding party but which does not meet either of the vocal or instrumental criteria above. It is suggested that such music be considered for inclusion at either the rehearsal dinner or the wedding reception.

SOLOISTS AND ENSEMBLES: If you have selected instrumentalists or vocalists from among your friends or family, the Organist may provide needed accompaniment, including rehearsals. When requested, the Organist will secure the services of quality instrumentalists and vocalists from the community, both within and beyond the First Presbyterian congregation. Usually friends and family musicians provide their own copies of printed music, whereas printed music for hired musicians may be obtained by the Organist.

FEES

Musicians secured by the wedding party among their friends and relatives usually participate in the wedding under terms arranged privately, which may or may not include a fee.

Musicians secured by the Organist have individual fees based upon their skill, experience, and rates customary in our community. These fees are compensation for participation in the wedding service (including the prelude). They do not include the rehearsal dinner or the wedding reception.

First Presbyterian Church Organist	\$200
Instrumentalists	\$200 each
Vocalists	\$100 each

Checks should be made out to the musicians and should be given to your Wedding Coordinator at the wedding rehearsal.

**Occasionally, a First Presbyterian adult choir or children's choir may be asked to participate in the wedding. Such requests are accepted based on the availability of choir members and directors. In such cases, a fee is paid only to the choral director and not to individual choir members.*

First Presbyterian Choral Director	\$200
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ADDITIONAL THOUGHTS:

The Organist will attend the wedding rehearsal (usually scheduled on the day before the wedding). However, other instrumental and vocal musicians should **not** plan to rehearse their selections during the wedding rehearsal, because it causes unnecessary delays for the wedding party and guests.

In order to avoid unhappy surprises during your wedding, it is important to keep the Organist and Wedding Coordinator informed of all changes in plans related to the wedding service.

SUGGESTED MUSIC LIST:

This list is intended to be a starting point to help you select music for your wedding. It is only a guide and should not be considered as a complete group from which all music must be selected.

The Prelude				
Yes	No	Maybe	Song title	Composer
			Air from Suite in D	Bach
			Air from Water Music	Handel
			Andante from String Quartet	Schubert
			Andante from Violin Concerto	Mendelssohn
			Arioso	Bach
			Canon in D	Pachelbel
			Jesu, Joy of Man's Desiring	Bach
			Jesus, Lead Thou On	Manz
			Larghetto	Handel
			Meditation	Bach/Gounod
			Nocturne from String Quartet No. 2	Borodin
			Prelude on Rhosymedre	Vaughan Williams
			Sheep May Safely Graze	Bach
			Hymn: Be Thou My Vision	SLANE
			Hymn: Great is Thy Faithfulness	RUNYAN
			Hymn: How Great Thou Art	O STORE GUD
			Hymn: May the Mind of Christ	ST. LEONARD'S
			Hymn: O Perfect Love	PERFECT LOVE
			Hymn: Savior, Like a Shepherd	BRADBURY
			Hymn: This is My Father's World	TERRA BEATA

Recessional				
Yes	No	Maybe	Song Title	Composer
			Hornpipe from Water Music	Handel
			Now Thank We All Our God	Bach
			Pomp and Circumstance March No. 4	Elgar
			Praise the Lord with Drums & Cymbals	Karg-Elert
			Rondeau	Mouret
			Trumpet Tune	Purcell
			Wedding March	Mendelssohn

Postludes				
Yes	No	Maybe	Song Title	Composer
			Allegro from Peace Celebration	Handel
			Finale from Fantasia in G	Bach
			Fugue in C	Bach
			Now Thank We All Our God	Karg-Elert
			Praise the Lord, All Ye Nations	Gigault
			Toccata from Symphony No. 5	Widor
			Toccata in G	Walond

Vocal Solos				
Yes	No	Maybe	Song Title	Composer
			Alleluia	Mozart
			Be Thou With Them	Bach
			Entreat Me Not to Leave Thee	Gounod
			Jesus, the Very Thought of Thee	Thiman
			My Heart Ever Faithful	Bach
			O Lord Most Holy	Franck
			O Rest in the Lord	Mendelssohn
			The Lord's Prayer	Mallote
			This Ring Upon Your Finger	Schumann
			Hymn: Great is Thy Faithfulness	RUNYAN
			Hymn: How Great Thou Art	O STORE GUD
			Hymn: O Perfect Love	PERFECT LOVE
			Hymn: Savior, Like a Shepherd	BRADBURY

Processionals				
Yes	No	Maybe	Song Title	Composer
			Largo from Xerxes	Handel
			Prelude to a Te Deum	Charpentier
			Psalm 19	Marcello
			Rigaudon	Campra
			Trumpet Voluntary	Clarke
			Trumpet Voluntary	Stanley
			Wedding March (traditional)	Wagner
			Hymn: Holy, Holy, Holy	NICAEA
			Hymn: Love Divine	BEECHER
			Hymn: Praise My Soul, the King of Heaven	LAUDA ANIMA
			Hymn: Praise to the Lord	LOBE DEN HERREN

Wedding Audio Support Request

Bride's Name _____ Phone Number _____

Wedding Date _____ Rehearsal Date _____

Wedding Time _____ Rehearsal Time _____

Sanctuary Amplification	\$150.00	(1 operator) <i>Required</i>
Audio CD Recording.....	\$150.00	(1 operator) <i>Optional</i>
St. Andrew's Hall Amplification	\$150.00	(1 operator) <i>Required for receptions needing sound</i>

People requiring microphones:

Pastor 1 (name) _____ Location _____

Pastor 2 (name) _____ Location _____

Vocalist 1 (name) _____ Location _____

Vocalist 2 (name) _____ Location _____

Vocalist 3 (name) _____ Location _____

Instrumentalist 1 (name) _____ Location _____

Instrumentalist 2 (name) _____ Location _____

Instrumentalist 3 (name) _____ Location _____

Other (describe) _____ Location _____

Comments _____

TO THE BRIDE: Please fill in the information above to the best of your knowledge. Then contact Paul Roberts to discuss details. An authorized audio operator will be selected who will call you to arrange for any regular or special needs you may have.

NOTE 1: \$150 is the operator payment for a typical audio configuration. In addition to the permanent microphones at the pulpits, this may include providing 1 or 2 wireless microphones for pastors, 1 or 2 for singers, and 1 or 2 for instrumentalists. The operator will set up and check out the audio equipment on the wedding day and be available for an audio system check 60 minutes before the wedding (30 minutes before the prelude). After the wedding, the operator will be responsible to return the audio equipment to storage. If a recording of the service is requested, the complete wedding will be mixed in realtime (during the wedding), and a single CD will be provided within an hour after the wedding.

Additional requirements in terms of audio equipment, recording edit/master/reproduction, and operator time may be negotiated and may require a larger honorarium

NOTE 2: It is important for the bride to keep the wedding director abreast of planned locations for the wedding musicians.

NOTE 3: As a general rule, pre-recorded audio or video material is not permitted in the wedding service. Please contact the Music Director at proberts@firstpresaugusta.org or 706.284.0839 for further information.

Music



Forms

*First Presbyterian Church
Augusta, GA*

Notes

Acknowledgement of Understanding

Wedding Procedures

First Presbyterian Church

Augusta, Georgia 30901

Our desire is that weddings conducted at First Presbyterian Church of Augusta will honor God and provide participants with an opportunity to participate in a special service of worship. For that reason, we have developed an extensive packet of information to clearly communicate our expectations related to weddings. This page and pages 36 & 37 need to be returned to the FPC Wedding Liaison as soon as possible.

No wedding date will be scheduled or approved until a requestor has received a wedding packet, completed the marriage questionnaire, returned it with this signed document, and the couple has met with an Elder .

My signature below indicates that: (Please initial boxes upon completion of reading all material)

Bride	Groom
<input type="checkbox"/>	<input type="checkbox"/>

I have received, and read all of the information contained in the church's wedding packet and will agree to comply with the First Presbyterian Church's policies and requirements.

Bride	Groom
<input type="checkbox"/>	<input type="checkbox"/>

I fully understand and will comply with the First Presbyterian Church policy on wedding attire.

Bride	Groom
<input type="checkbox"/>	<input type="checkbox"/>

I understand that I must complete all required questionnaires or other forms, and I must obtain signed agreements from the following individuals. (Please Check Boxes)

Florist
Caterer (if applicable)
Photographer
Videographer (if applicable)
Memorandum to Wedding Party

Bride	Groom
<input type="checkbox"/>	<input type="checkbox"/>

I understand that I must submit the above mentioned agreements within two weeks of receiving this packet to ensure the wedding process moves smoothly.

Bride	Groom
<input type="checkbox"/>	<input type="checkbox"/>

I understand that a Pastor of First Presbyterian Church will officiate and coordinate the service.

Signature/Groom

Date

Signature/Bride

Date

Marriage Questionnaire

The Session of First Presbyterian Church aspires to uphold the sacredness of marriage as outlined in Scripture. We desire that anyone married in the church building share our view of the sanctity of marriage. Scripture requires that those couples who are to be united in marriage be equally yoked.

Therefore, we ask that you complete the following questionnaire so that the information you give may be used to assess your request for marriage at First Presbyterian Church. All information will be held in confidence and will not be discussed beyond the confines of the Session of this church.

Please return this and page 4 to the FPC Wedding Liaison within two (2) weeks of receiving this packet to ensure the process moves quickly and easily. When the interviewing elder has received your completed questionnaire from FPC, he will review it and will contact you by phone to meet for an interview. This interview is mandatory and will determine if you can be married at FPC.

CURRENT DATE: _____ **PROPOSED WEDDING DATE:** _____

Bride-to-Be:

Name _____

Address _____

(Where you currently live)

City _____ State _____ Zip _____

Email _____

Phone: (daytime) _____ (evening) _____

Church affiliation or preference: _____

Where do you currently attend church?: _____

1. In the space below please briefly describe your personal relationship to God.

Groom-to-Be:

Name _____

Address _____

(Where you currently live)

City _____ State _____ Zip _____

Phone (daytime) _____ (evening) _____

Email _____

Church affiliation or preference: _____

Where do you currently attend church?: _____

1. In the space below please briefly describe your personal relationship to God.

2. Has either of you been married previously? (Please circle one) Yes No

3. If so, please elaborate. If a divorce occurred, please give the reasons for the divorce.

4. Please list the name(s) of previous living spouse(s).

Wedding Information Sheets

Florist: _____ **Contact Person:** _____

Phone: _____ **Set Up Time on Wedding Day:** _____

Special Instructions: _____

Caterer: _____ **Contact Person:** _____

Phone: _____ **Set Up Time on Wedding Day:** _____

Special Instructions: _____

Videographer: _____ **Contact Person:** _____

Phone: _____ **Set Up Time on Wedding Day:** _____

Special Instructions: _____

Photographer: _____ **Contact Person:** _____

Phone: _____ **Set Up Time on Wedding Day:** _____

Special Instructions:

Director: _____ **Phone:** _____

Number of guests you are planning for: _____

Additional Information: _____

*Certification of Completion of
Qualifying Premarital Education*

This is to certify that _____ an active member of the
clergy has completed a session of six hours of premarital counseling with.

_____ and _____

Signature

Printed Name

Address

City, State, Zip

Date



Wedding Party Memorandum

Bride's Name: _____

Groom's Name: _____

Wedding Date: _____

Time: _____

We are delighted that you are celebrating your wedding at First Presbyterian Church, of Augusta and it is our desire to assist you with your plans.

If any member of the wedding party plans to leave their wedding attire or other accessories overnight on the Friday prior to the wedding we will be happy to secure the *Eve Room* by locking the doors. **Please be advised that Elders, Deacons and Staff all have keys and could possibly open the doors and unintentionally fail to lock them back.**

First Presbyterian Church will not be held responsible for any loss or damages that may occur.

The notifications specified above are agreed to by the undersigned, who is authorized to act for the wedding party.

Signature

Date



Florist Memorandum

Wedding Date: _____

Name of Bride: _____

Name of Groom: _____

Time of Decorating: _____

Name of Business

Phone Number

Street Address

City, Zip

Email Address

Point of Contact

We welcome you to our church for this upcoming wedding. We want to do all we can to assist you in your efforts to provide the finest service for the couple and their families. The decorations and flowers should enhance the ceremony and the church and not be unbecoming to God's House. The following instructions pertaining to decorations and flowers are for your information. Strict adherence to these instructions is requested or denial of the use of the church facilities may be given in the future.

1. Normally, decorations are handled by a professional florist. No tacks, nails, glue or tape may be used to fasten any decorations to the furniture or building. No decorations are allowed in the choir loft. Covered wire should be used in attaching decorations to the choir rail.
2. The baptismal font, communion table and chairs are to be moved to specified locations by church sextons.
3. Non-drip candles are required. Extra floor protection squares must be placed underneath candelabra. Nothing may be placed on the brass candelabra.
4. Special care should be taken to see that the decorations and flowers do not hide nor obscure the Christian symbols which are part of the place of worship.
5. All decorations and flowers shall be removed immediately following the wedding service. We are not responsible for anything left behind.
6. Any use of the communion table must be cleared with proper, prior permission.
7. Holiday weddings: If a wedding is set near a holiday any sanctuary decorations not to be removed. This includes all holiday flowers which may be in the sanctuary.
8. None of the church's floral arrangements or plants may be moved. Please do not request to borrow any floral arrangements or plants.

Please inspect our premises before installing your needed decorative accoutrements and floral arrangements. Call to the attention of our sexton any questionable defect(s). If damage occurs by your installation of any items, we will make repairs at your expense.

The stipulations enumerated above are agreed to by the undersigned, who is authorized to act for the above-stated florist establishment.

The Wedding Party is responsible for payment to the florist for services rendered.

Signature of Florist

Date



Caterer Memorandum

Wedding Date: _____

Name of Bride: _____

Name of Groom: _____

Name of Business

Phone Number

Street Address

City, Zip

Email Address

Point of Contact

We welcome you to our church for this upcoming wedding. We want to do all we can to assist you in your efforts to provide the finest service for the couple and their families. It is the caterer's responsibility in supplying the needed services for the wedding reception to leave the church's facilities in the same good order in which they are found.

One of the church's maids will assist you and your staff during your time in our facilities. The charges for her services will be the responsibility of the bride and groom.

Items such as: tablecloths, tableware, glasses, cups, serving ware, dishes, utensils, pots, pans bowls, etc. are available upon request.

Anything you bring to use is to be removed from the church facilities during the allotted time of the activity you are catering. We are not responsible for items left behind.

No alcoholic beverage may be used for receptions and/or rehearsal dinners at the church. Punch should contain no Kool Aid or food coloring of any kind. These are the two things that are not removable from carpets. It is to be understood that in the event that church property is damaged, the church will replace or repair such articles and bill the wedding party. It is the caterer's responsibility if damage occurs.

The stipulations enumerated above are agreed to by the undersigned, who is authorized to act for the above stated catering establishment.

The Wedding party is responsible for payment to the caterer for services rendered.

Signature of Caterer

Date



Videographer Memorandum

Wedding Date: _____

Name of Bride: _____

Name of Groom: _____

Name of Business

Phone Number

Street Address

City, Zip

Email Address

Point of Contact

We welcome you to our church for this upcoming wedding. We want to do all we can to assist you in your efforts to provide the finest service for the couple and their families.

Video taping is allowed only from the balcony in back of the sanctuary and by remote from a corner of the choir loft. We appreciate your full cooperation in this matter. If you have any further questions or if we can be of help to you in any way, please let us know.

The stipulations enumerated above are agreed to by the undersigned, who is authorized to act for the above-stated videography establishment.

The Wedding party is responsible for payment to the videographer for services rendered.

Signature of Videographer

Date



Photographer Memorandum

Wedding Date: _____

Name of Bride: _____

Name of Groom: _____

Name of Business

Phone Number

Street Address

City, Zip

Email Address

Point of Contact

We welcome you to our church for this upcoming wedding. We want to do all we can to assist you in your efforts to provide the finest service for the couple and their families.

Flash photography is not permissible in the sanctuary during the ceremony. We ask that there be only one pre-set photograph taken during the service itself (without the use of a flash) from the balcony or the rear of the sanctuary. The moving of equipment and the clicking and snapping of photographs is quite disruptive during the ceremony. Photographs may be taken during the recessional from the narthex. We shall plan to take as much time as necessary following the wedding ceremony to re-stage various parts of the service for photographs.

If photographs of the Bride and Groom are desired following the ceremony, the pastor's photographs with the Bride and Groom must be taken first.

We shall appreciate your full cooperation in this matter. If you have any further questions or if we can be of help to you in any way, please let us know.

The stipulations enumerated above are agreed to by the undersigned, who is authorized to act for the above-stated photographic establishment.

The Wedding party is responsible for payment to the photographer for services rendered.

Signature of Photographer

Date

Notes

Notes

Notes



Publication of:
First Presbyterian Church
642 Tefair Street
Augusta, GA 30901