

## **Yorkminster Presbyterian Church Wedding Policy**

### **Christian Marriage**

As Christians and Presbyterians, we believe that Christian marriage is a sacred covenant instituted by God for the welfare and happiness of his people. Marriage is a gift God has given to all humankind for the well-being of the entire human family. Marriage is a civil contract between a man and a woman. For Christians marriage is a covenant through which a man and a woman are called to live out together their lives of discipleship. In a service of Christian marriage a lifelong commitment is made by a woman and a man to each other, publicly witnessed and acknowledged by the community of faith. In that you wish to be married in the church, we know that you, too, understand marriage to be a spiritual relationship and that the wedding ceremony should be performed with an attitude of reverence and worship. The wedding is not to be thought of merely as a public display which will impress by its lavishness, but rather as a worship service to the glory of God where a man and a woman come together as one in marriage.

To this end, nothing that shall hinder the expression of worship on the part of all who attend, or remove the Christian nature of the service of worship will be allowed in the wedding ceremony. For example, the Presbyterian Church, USA states that the Sacrament of Holy Communion, if served, must be offered to all present – in keeping with our traditions. This shall be kept in mind when planning service, music, decorations, and photography.

It is important to recognize that weddings need not be elaborate affairs to be lovely. What is important to the wedding is the sincerity brought to it, the affection that makes it rich, and the wealth of meaning which lies in the vows taken. As beautiful as weddings are, they are but the introduction to marriage. Weddings, however elaborate, are brief, marriage goes on over the years.

### **Who Can Be Married at Yorkminster**

It is the hope of Yorkminster Presbyterian Church that in coming to our church to be married:

1. Either the bride or groom be a professing Christian;

AND

2. A) Either the bride or groom be an active member, affiliate member, have a parent or grandparent who is an active member, or regularly attends this church;

OR

- B) Either the bride or groom be a member of a Presbyterian Church or a church that respects Presbyterian traditions and be recommended by his or her pastor;

All weddings must be considered and acted upon by the Church's governing body, the Session, and special consideration will be given to active duty military.

### **The Minister and Your Wedding**

The pastors cannot ordinarily commit themselves to perform the marriage ceremony until after the initial consultation with bride and groom. It is necessary, therefore, to meet with the pastor before any public announcement is made of a wedding to be performed at Yorkminster Presbyterian Church. Any pastor of Yorkminster may be asked to perform your wedding. If the bride or groom, due to some strong ties, desire to have a guest pastor perform or assist with the ceremony, that request should be made known during the initial consultation. A guest pastor must be licensed to perform weddings in the Commonwealth of Virginia and be of a denomination that respects Presbyterian traditions. The content of the ceremony must be reviewed with Yorkminster's pastor. If it meets with the approval of both the pastor and the Session, an invitation will be extended from Yorkminster to the visiting pastor.

The request for a wedding at Yorkminster should ordinarily be submitted at least 6 months before the wedding, and no less than 90 days before. Non-members will not be approved earlier than nine months before the wedding. Weddings desired for the Saturday proceeding the first Sunday of the month shall be scheduled to clear the sanctuary by early evening, so that the sacrament of the Lord's Supper can be set up for Sunday's worship.

A rehearsal time must also be scheduled. While a wedding director is welcome at the rehearsal and wedding to assist, the officiating pastor is in charge of the rehearsal and wedding.

### **Pre-Marital Counseling**

Premarital counseling is a requirement and should be done in consultation with the officiating pastor. Counseling should be scheduled as soon as possible after your initial contact with the pastor. The pastor's major concern is that the couple is prepared to take their vows meaningfully and with a sense of commitment to God and each other. The dynamics of marital adjustment are considered, and

all counseling is directed toward helping the couple understand their new responsibilities and roles in marriage, as well as the nature of Christian marriage itself. Because this process will require several sessions over several weeks (generally three 1 ½ hour sessions), no weddings will be conducted on such short notice that counseling is hurried.

### **Wedding Guild**

1. After the wedding application has been approved, a member of the Wedding Guild will be in contact with you.
2. The Guild representative will assist you in making arrangements for use of our facilities. They will meet with you and will be available to answer any questions you may have regarding schedules, decorations, when the building can be open, and use of other areas of the church for preparation, etc.
3. She/he will be in the church two hours prior to the ceremony to see that everything runs smoothly.
4. She/he will also be there one hour after the ceremony to close the building.

### **Facilities Coordinator**

If you have chosen to have your reception in our facility, the Facilities Coordinator must be consulted at least one month prior to your event. She/he will help coordinate the set-up of your event and work with you to ensure that it goes smoothly.

### **General Policies**

1. Smoking is *not* permitted in any of the church facilities.
2. *The use of alcoholic beverages and all illegal substances is prohibited on Church property.* It is also expected that members of the wedding party will refrain from the use of alcohol immediately prior to the rehearsal and the wedding.
3. *Rice may not be thrown inside OR outside of the church facilities. Birdseed may be thrown only outside the church building.*
4. Pagers and all phones should be turned off or set on "silent" during the service.

### **Music**

A church wedding is a worship service, and all music used should be of a nature that brings honor and glory to God.

Normally, the Yorkminster Presbyterian Church organist/pianist is available to play for weddings. Please contact the organist as soon as you know when your service will be held. If other instruments and/or other musicians are desired in addition to or instead of the organist or piano, the Yorkminster Presbyterian Church organist must still be consulted. This consultation will ensure that your musical needs are met on the day of your wedding.

The fee for Yorkminster's organist/pianist is listed in the table below. This fee applies to services provided by any of Yorkminster's qualified musicians and covers a consultation, the rehearsal, and the wedding (which includes a 20-30 minute prelude as guests are arriving and postlude as guests depart). If a vocalist or other instrumentalists are also desired, the organist/pianist will receive an additional fee per person to be accompanied, for time involved in rehearsal and coordination. Both the organist/pianist and the pastor are available should you need assistance in selecting music appropriate for your wedding ceremony.

In order to protect the organ and equipment, if an outside organist is requested or needed then they must be approved by Yorkminster's organist. Due to the fact that Yorkminster's organist must spend time making sure that the guest organist is competent to operate our organ console and must work with a guest organist to set the organ up properly for the ceremony and return it to normal settings after the ceremony, a fee is paid to Yorkminster's organist regardless of whether our organist or a guest organist plays. The check should be made payable to the person that the outside organist met with – as Yorkminster has more than one person who is qualified to certify the guest organist is acceptable. These fees should be paid at least two weeks prior to the scheduled wedding date.

### **Sound System**

The sound system in either the Sanctuary or Covenant Hall may not be operated or adjusted by anyone other than a qualified Yorkminster Presbyterian Church operator. Depending on the audio visual equipment needed for your event, an audio visual operator may be required. Details must be worked out with the Pastor, Wedding Guild Representative or Facility Coordinator.

### **Photography**

Flash pictures may not be taken nor can intrusive lighting be used in the sanctuary during the wedding service. Care should be taken to ensure that photography does not distract from the service of worship. All photographers must consult with the Pastor prior to the service. All photography sessions in the Sanctuary, prior to the service, and any sessions involving ushers should be completed 45 minutes prior to the service to allow the ushers to be in place for their responsibilities. The bride and groom are responsible to let the wedding guests know that flash photography is not allowed during the wedding service. A note in the program is suggested.

### Decorations / Flowers in the Sanctuary

**Flowers** — Flowers or other decorations in the church building are optional, but, if used, must be suitable for a service of worship and not excessive.

**Furniture** — With the exception of the choir chairs and the flower pedestal, furniture in the Chancel may not be removed. The Communion Table and the Baptismal Font may be shifted but only under the direction of the Wedding Guild Representative and they must stay in full view. Decorations and flowers are not permitted on either the Communion table or the Baptismal font.

**Banners** — Banners in the Chancel may be removed but must be replaced immediately following the wedding activities. Please discuss your options with the Wedding Guild Representative.

**Deliveries** — Please make arrangements with your Wedding Guild Representative to receive deliveries of flowers. Delivery of the wedding cake should be coordinated with the Facilities Coordinator.

**Fasteners** — Nails, tacks, tape, and other fasteners may not be used on walls, woodwork, furnishings, or carpet.

**Candles** — If candles are used, dripless candles are required. Protective material (heavy plastic is suggested) must be placed under the candleholders to prevent candle wax from dripping on the carpet and furnishings.

The Wedding Guild Representative will advise you regarding decorating in the Sanctuary. Should you choose to have your reception in our facility, the Facilities Coordinator should be consulted regarding decorations and the use of other spaces at Yorkminster.

### Bulletins/Programs

If bulletins/programs are desired for the wedding service, it will be the responsibility of the bride and groom to provide them. We suggest a note requesting guests to refrain from photography during the service should be included in any bulletin/program.

### Sanctuary

The sanctuary comfortably seats 350 with room for approximately 40 more in the balcony.

### Parlor

1. If the bride and her attendants prefer to dress at the church, the parlor may be used. There are other rooms available for use and these options can be discussed with your Wedding Guild Representative.
2. Make sure all appliances (curling irons, etc.) are unplugged.
3. All personal items must be removed immediately after the wedding.

### Founders' Hall and Kitchen

1. Founders' Hall can be used for the rehearsal dinner or reception.
2. This room will accommodate approximately two hundred people in theater seating and one hundred comfortably for dining.
3. The Facilities Coordinator will make sure that tables and chairs for your event are set up and will be responsible for closing and locking the building after your event has concluded.
4. The kitchen must be left in the same manner in which it was found by the caterer or the person or persons whom you have selected to be in charge of your reception or dinner.
5. The Bride and Groom, or the person who signs the Wedding Policy agreement, will be held responsible for any broken or damaged items. These items must be paid for at the replacement cost.
6. Any cleaning needed, beyond the normal amount, will require extra payment to be determined based on the amount of time the extended clean-up takes. Payment of this fee will be the responsibility of the person signing the Wedding Policy agreement.

### Fellowship Center

#### Decorations

All decorations used in the Fellowship Center Commons and Covenant Hall must be approved by the Facilities Coordinator.

1. No helium balloons or glitter are allowed in Covenant Hall.
2. All candles used must be contained in glass.
3. Certain tapes are not allowed to be used on the walls - please check.
4. Nothing may be moved in the facility without obtaining permission from the Facilities Coordinator.

### Covenant Hall & Kitchen

1. Covenant Hall can be used for the rehearsal dinner or reception.
2. The room will accommodate 360 seated 6 to a 60" round table; 420 seated 7 to a round.
3. If serving dinner, your event must be catered.
4. If the kitchen is needed for a catered dinner or reception, a Kitchen/Facilities Coordinator must be assigned to work with your caterer.
5. The kitchen may not be used for cooking by the caterer.
6. Caterers are allowed to use the refrigerators, food warmer, and the ice machine.
7. A Facilities Coordinator must be present for your event.
8. The kitchen must be left in the same manner in which it was found by the caterer or the person or persons whom you have selected to be in charge of your reception or dinner.

7. Table cloths and table skirts are available for rental. Please discuss this with our facilities coordinator.

10. The Bride and Groom or the person who signs the Wedding Policy agreement, will be held responsible for any broken or damaged items. These items must be paid for at the replacement cost.

11. Any cleaning needed, beyond the normal amount, will require extra payment based on the amount of time the extended clean-up takes. Payment of this fee will be the responsibility of the person signing the Wedding Policy agreement.

**The Commons**

1. The Commons can be used for the rehearsal dinner or reception.
2. It will accommodate 60 seated 6 to a round table; 70 seated 7 to a round. If you do not wish to seat everyone for a dinner, the space will hold approximately 75 - 95 people comfortably.
3. If serving dinner, your event must be catered. (Please refer to numbers 6- 11 under "Covenant Hall & Kitchen")

**Fees**

The following fees have been established for the use of Yorkminster facilities and services. When you are notified that your request has been approved, a deposit of \$50 for members and \$100 for non-members must be paid in order to hold your date. Your deposit will apply to your total fee.

Facility/Service	Member Fee	Family of a Church Member	Non-Member Fee	Custodian Fee (All)
Use of Sanctuary (Rehearsal and Wedding)	None	\$200	\$400	\$100
Use of Covenant Hall	None	\$400	\$800	\$160
Use of Commons Only	None	\$130	\$260	\$65
Fellowship Center Kitchen	None	\$100	\$200	\$100
Use of Founders' Hall	None	\$65	\$130	\$65
Founders' Hall Kitchen	None	\$35	\$35	\$35
Additional Dressing Areas (per room)	None	\$35	\$35	N/A
Organist/Pianist (consultation, rehearsal, and ceremony)	\$325	\$325	\$325	N/A
Organist Consultation Fee - for when guest organist is used or sought	\$65	\$65	\$65	N/A
Organist/Pianist (fee for each extra musician to be accompanied by organist/pianist)	\$35	\$35	\$35	N/A
Wedding Guild Fee	\$65	\$100	\$130	N/A
Wedding Guild Representative	\$65	\$65	\$65	N/A
Facilities Coordinator#	\$150	\$150	\$150	N/A
Audio/Visual Operator	\$26 per hour	\$26 per hour	\$26 per hour	N/A
Pastor	No Fee Required*	\$325	\$325	N/A

\*For members, any honorarium given is considered a gift and is left to the discretion of the bride & groom.

#This fee may be charged if the Fellowship Center is used.

For anyone not required to pay a Facility Use fee, a Utility Fee will be charged to help offset the cost of utilities.	Utility Fee	\$20 per hour
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Building use fees and fees for the Wedding Guild should be paid to the church office. Fees for the custodian, organist, audio/visual operator, Wedding Guild Representative, and Facilities Coordinator will be made payable to Yorkminster Presbyterian Church and given to the Facilities Coordinator or to the church office staff. Fees for the pastor will be paid directly to the pastor. **All fees** must be paid at least two weeks preceding your wedding date. Should there be a need to cancel your wedding, please consult with the pastor and Facilities Coordinator regarding refund of fees.

**Member Definitions:**

Member – Bride or groom is a member or attends Yorkminster Presbyterian Church regularly

Family of a Church Member – Bride or Groom is not a member of Yorkminster, but is a family member of a Member

Non-Member – Someone who is not a member or regular attendee of Yorkminster Presbyterian Church

**Church Information and Personnel**

Office Hours	8:30 AM – 3:30 PM Monday - Friday	Phone (757) 898-4972
Email	<a href="mailto:office@yorkminsterpc.org">office@yorkminsterpc.org</a>	Fax (757) 877-8110
Website	<a href="http://www.yorkminsterpc.org">www.yorkminsterpc.org</a>	

Office Manager	Tammy Unnoppet	<a href="mailto:office@yorkminsterpc.org">office@yorkminsterpc.org</a>
Facilities Coordinator		<a href="mailto:facilities@yorkminsterpc.org">facilities@yorkminsterpc.org</a>
Organist		
Custodian	Anita Morton	

*All phone contacts should be made through the church office unless otherwise instructed.*

(Please Return This Page Only)

**Application for use of Facilities for Wedding  
Yorkminster Presbyterian Church**

6218 George Washington Memorial Highway Yorktown, Virginia 23692  
Phone: (757) 898-4972 Fax: (757) 877-8110

Date of Application \_\_\_\_\_

Bride's name \_\_\_\_\_

Address \_\_\_\_\_

Phone (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

Email: \_\_\_\_\_

Church Affiliation \_\_\_\_\_

Groom's name \_\_\_\_\_

Address \_\_\_\_\_

Phone (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

Email: \_\_\_\_\_

Church Affiliation \_\_\_\_\_

If neither bride nor groom is a member of Yorkminster, what is your connection to Yorkminster?

Wedding Date Requested \_\_\_\_\_ Wedding Time \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Rehearsal Time \_\_\_\_\_

Name of Pastor to Officiate \_\_\_\_\_

Will a reception be held at the Church? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, which facilities are requested? Founders' Hall \_\_\_\_\_ Small Kitchen \_\_\_\_\_

Covenant Hall \_\_\_\_\_ Commons \_\_\_\_\_ Fellowship Center Kitchen \_\_\_\_\_

Length of time facility is requested: from \_\_\_\_\_ to \_\_\_\_\_

*(Include time for set-up and clean-up)*

Actual time event will begin and end from \_\_\_\_\_ to \_\_\_\_\_

Will there be dinner? Yes \_\_\_\_\_ No \_\_\_\_\_

Name and contact number of your caterer: \_\_\_\_\_

Number expected to attend event: \_\_\_\_\_

Comments: \_\_\_\_\_

Please give the name, address and phone number of person making request, if different from bride or groom:

**Liability Release Statement**

*(must be read, and initialed by person responsible for event)*

Groups using the facilities and/or property of Yorkminster Presbyterian Church (YPC), herein "User", agrees to assume the entire responsibility and liability for all damages or injury to all persons, whether its employees or otherwise, and to all property, arising out of or in any manner connected with the use of the facilities and/or property of YPC under this Facility Use Agreement; and to the fullest extent permitted by law, the User shall defend and indemnify YPC and its Officers, Staff and members, from any and all demands, claims, suits, causes of action, damages, losses, penalties, and/or expenses, including attorney's fees, and including without limitation claims for which YPC may be or may be claimed to be liable by reason of its own independent negligence. User's obligation under this section shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the User under worker's or workmen's compensation acts, disability benefit acts or its general liability insurance coverage. Initial \_\_\_\_\_

I have read, understand, and accept the terms/conditions for use of facility.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
Please Print Your Name

**For Office Use Only**

Bride's Name (Last, First, MI) \_\_\_\_\_

Groom's Name (Last, First, MI) \_\_\_\_\_

Dates have been checked and facility: is available \_\_\_\_\_ is not available \_\_\_\_\_

Comments:

Worship Committee approval: Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

Session approval obtained: Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

**Notifications:**

Applicant notified of approval or disapproval: Date \_\_\_\_\_

Church Office: Date \_\_\_\_\_

Custodian: Date \_\_\_\_\_

Kitchen/Facility Coordinator Date \_\_\_\_\_

Organist/Pianist: Date \_\_\_\_\_

Audio/Visual Operator Date \_\_\_\_\_

Wedding Guild sent copy of application: Date \_\_\_\_\_

Name of Wedding Guild Representative assigned: \_\_\_\_\_

Date Wedding Guild member met with Bride: \_\_\_\_\_

Date Deposit Received: \_\_\_\_\_

Total Owed: \_\_\_\_\_ - Deposit \_\_\_\_\_ = Balance Due: \_\_\_\_\_

Date Balance of Fees Due: \_\_\_\_\_

Check Services/Facilities to be used:	Fee:
<input type="checkbox"/> Sanctuary Use	_____
<input type="checkbox"/> Wedding Guild	_____
<input type="checkbox"/> Wedding Guild Representative	_____
<input type="checkbox"/> Covenant Hall	_____
<input type="checkbox"/> Commons	_____
<input type="checkbox"/> FC Kitchen	_____
<input type="checkbox"/> Organist	_____
<input type="checkbox"/> Pastor	_____
<input type="checkbox"/> Facilities Coordinator	_____
<input type="checkbox"/> Audio/Visual Operator	_____
<input type="checkbox"/> Custodians Fee	_____