

**Wedding Policies and Application
for
Rock Spring Presbyterian Church**

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Welcome and congratulations on your engagement and upcoming marriage! It is our pleasure to extend the facilities of Rock Spring Presbyterian Church to those who are planning to marry, members and non-members alike. Members are defined as “the bride, the groom, or their parents, who have been active member(s) at Rock Spring for at least the previous 12 months.”

Weddings performed at Rock Spring Presbyterian Church will follow an order of Christian Worship Service and Ceremony acceptable to the Session of the church and must be consistent with current reformed theology. For further information, refer to section W-4.900, Part II, The Book of Order, The Constitution of the Presbyterian Church (U.S.A.).

INITIAL ARRANGEMENTS:

Arrangement must be made through the church office for use of our facilities; we suggest you call as early as possible to set your wedding date on the church calendar. Approval must be given by the minister, the director of music ministries (hereafter referred to as the organist), and the Session of the church. *Please do not have invitations printed until all arrangements have been completed and approval given.*

The minister* of the church, the organist, and the church wedding coordinator are expected to participate in all wedding ceremonies. Request for other minister(s) to participate in the ceremony will be considered by the Rock Spring minister and must be approved by the Session. Requests to use an organist or any other musician that would provide the primary music for the wedding other than the Rock Spring organist will be considered only when the church organist is unavailable. (*The PCUSA ordains both men and women. It is our policy that the RSPC minister, whether male or female, will participate in your wedding service.)

REHEARSAL:

Unless otherwise scheduled through the wedding coordinator, all rehearsals will begin promptly at 6:00 p.m. The wedding party should be instructed to arrive no later than 5:30 p.m. Up to one hour will be reserved for rehearsal. The Rock Spring minister and a wedding guild member will conduct the rehearsal.

PRE-MARITAL COUNSELING:

Pre-marital counseling sessions are required of the bride and groom. It is the responsibility of the bride and the groom to make these arrangements with the minister at least three months prior to the ceremony.

DATES:

Weddings and rehearsals may be conducted in any portion of the church on Sunday if they do not conflict or interfere with any of the church activities; however, we cannot schedule weddings or rehearsals during Holy Week, Easter, the Living Nativity Scene or on Christmas Eve. We will make every effort to accommodate your choice of dates.

WEDDING MUSIC:

Music is an important part of everyone's wedding ceremony. At Rock Spring Presbyterian Church, we can offer the best music available to make your wedding special. Because the wedding is essentially a service of worship where marriage vows are exchanged, the music should reflect both the dignity and the joy of the occasion. Our office manager will be happy to provide you with contact information for the church organist.

Recommended Music/Consultation with Organist

All arrangements for music, including soloists and instrumentalists, are to be made directly with and approved by the organist, and a consultation needs to be arranged no less than one month in advance of the service. If the organist is to accompany the soloist/instrumentalist, music must be provided at least one month prior to the service, and rehearsal time with the musician must be arranged. Any changes in music selection also must be approved by the organist.

Music of secular situations (e.g. Broadway musicals, popular or sentimental dimensions of love and marriage, etc.) is not appropriate for wedding ceremonies at Rock Spring Presbyterian Church. The organist will work with you to select appropriate music.

WEDDING COORDINATOR:

A Rock Spring wedding guild member will act as coordinator for the bride and groom and will lend general aid to the wedding party. The wedding coordinator should be called as soon as the wedding date is confirmed with the church.

Some brides use wedding or event planners to assist them in other facets of their wedding. They are welcome to attend and observe the rehearsal and furnish assistance to the bride in the Bridal Parlor on the day of the wedding if they so desire.

JANITORIAL SERVICES:

The custodian is on site during the entirety of the wedding.

GENERAL RULES:

The bride and groom should review all regulations and adhere to them, as well as make sure all involved in the wedding understand and follow them. A copy of these policies, with each page initialed by either the bride or the groom, is to be attached to your application when submitted to the church with your initial payment.

Attached to this document are written instructions and information for your florist, photographer, and videographer. If a reception at the church is planned, the Church Reception section later in this document should be given to your caterer. The couple should distribute these sheets to those involved in the wedding for their information and/or files and keep an extra copy for their own records.

Alcoholic beverages may not be consumed anywhere on the premises, including the parking lot. ***If any member of the wedding party fails to abide by this provision, or comes on the premises in an intoxicated condition, they will be asked to leave the church premises and the Security Deposit will be forfeited.***

Smoking is allowed in the parking area only with disposal of cigarette butts in the proper receptacle.

Food or beverages are welcome ***only*** in these designated parts of the building: Room 213 for the women; the Fellowship Hall (first floor) for the men. ***Water only*** is allowed in the Bride's Room (Church Parlor) and Groom's/Groomsmen's Room (Ozmer Room).

For safety purposes, only bubbles or biodegradable confetti are permitted in outside areas, including the front entrance.

DECORATIONS:

Flower arrangements may not be placed on the altar or in the altar area. Two arrangements may be placed on the wooden fern stands below the railing of the altar.

Decorations should be kept within the bounds of simplicity and good taste. All equipment such as candelabra, baskets, etc., must be furnished by your florist.

Adequate clear plastic mats or cloth must be placed beneath all candelabra, and you must use dripless candles.

For reasons of fire safety, aisle runners are prohibited.

Because of fire code regulations, exits must be left free of decorations.

Please refrain from using pins, staples, or Scotch tape as they damage the woodwork in this historic sanctuary.

Furniture and fixtures may not be removed or rearranged in any area of the church.

During special seasons of the year such as Christmas and Easter, any decorations that the church may be using may not be removed from any area to make room for wedding decorations.

Decorations may be placed on window sills in front of the stained glass windows. No open-flame candles are to be used on window sills. Hurricane or reflector style lamps are welcome.

The Bible on the altar will remain open.

Payment for any damages occurring in excess of any security deposit will be assumed by the bride and groom.

The church reserves the right to restrict florists or decorators who violate the above rules.

PHOTOGRAPHS AND VIDEOTAPING:

Because of the sanctity of the occasion, *no flash pictures* may be taken during the ceremony. Time exposures (no flash) and videotaping with no special lighting are permitted *from the balcony only* during the ceremony. (See photographer/videographer instruction sheet for details.)

RECEPTION/REHEARSAL DINNER:

Fellowship Hall, the Courtyard and Loudermilk Center are available for on-site receptions and rehearsal dinners. An outside caterer will be needed and he/she will be responsible for the reception or dinner and surrounding details. The caterer is to bring his/her own help for serving, washing dishes, and handling food, and associated equipment. Neither kitchen (Fellowship Hall nor Loudermilk Center) may be used for cooking or for the preparation of food but merely as a room from which to serve. Use of the church tables and chairs is included in the fee for the space. Any space used must be left as it was found. Requests for removal of any items must be made through the church office in advance.

APPLICATION AND NON-MEMBER FEE SCHEDULE MAY BE FOUND AT THE END OF THIS DOCUMENT. (Church members: Please contact the church office regarding fees).

GIVE THIS SHEET TO YOUR FLORIST OR PERSON IN CHARGE OF DECORATIONS

**Basic Instructions and Guidelines
Weddings at Rock Spring Presbyterian Church**

- 1) Altar: White Bible remains open and candlesticks remain in place. Flower arrangements may not be placed on the altar or in the chancel area but are permitted below the railing of the chancel area.
- 2) No pins, tacks, staples, or cellophane tape may be used to secure decorations to woodwork or walls. You may, however, use masking tape.
- 3) Adequate clear plastic mats or cloths must be placed beneath all candelabra. You must use drip-less candles.
- 4) Flower petals, birdseed, and rice are prohibited anywhere in the vicinity of the church.
- 5) Exits must be left free of decorations because of fire regulations.
- 6) Aisle runners are not allowed.
- 7) During special seasons of the year, such as Christmas and Easter, any seasonal decorations that the church may be using will not be moved to make room for wedding decorations.
- 8) Furniture and fixtures may be not rearranged nor moved from any area of the church.
- 9) Decorations may be placed on window sills in front of the stained glass windows. No open-flame candles are to be used on window sills. Hurricane or reflector types are acceptable.
- 10) Decorations shall be picked up within one (1) hour following conclusion of the ceremony.
- 11) Payment for damages to objects of art, furniture, or fixtures in the Bride's Room (church parlor) or Sanctuary will be assumed by the bride.
- 12) The church reserves the right to restrict florists who violate the above regulations.

GIVE THIS SHEET TO YOUR PHOTOGRAPHER AND/OR VIDEOGRAPHER

Weddings at Rock Spring Presbyterian Church

We understand that photographs are an important memento of any wedding, but first consideration must be given to the fact that a wedding is a worship service.

Before the ceremony:

- 1) Pictures may be taken in the sanctuary, the parlor, and outside the church.
- 2) Pictures in the sanctuary and outside should be finished one (1) hour prior to the service.
- 3) Pictures in the parlor may be taken up to thirty (30) minutes prior to the service.
- 4) Groomsmen will not be available to the photographer one (1) hour prior to the service.

During the ceremony:

- 1) No flash pictures may be taken after the wedding begins.
- 2) One picture of the bride and her escort may be made as they begin to process down the aisle.
- 3) One picture of the bride and groom may be made as they recess up the aisle.
- 4) The RSPC wedding coordinator will instruct the photographer where to take these pictures.
- 5) Time exposures (no flash) from the balcony only are permitted during the ceremony.

After the ceremony:

One half hour (30 minutes) will be allowed for picture taking.

Policy for Videographer:

Videotaping by a videographer, a family member, a friend, etc. is **only** permitted from the balcony **with no special lighting**.

APPLICATION FOR WEDDING AT ROCK SPRING PRESBYTERIAN CHURCH

(Please complete as much information as you are able)

Rehearsal Date: _____ Time: 6:00 p.m. (Arrival time 5:30 p.m.)

Wedding Date: _____ Time: _____ # of expected guests: _____

Name and address of Bride:

Name and address of Groom:

Home Phone: _____

Home phone: _____

Cell Phone: _____

Cell Phone: _____

E-mail: _____

E-mail: _____

Church affiliation: _____

Church affiliation: _____

Future address of Bride and Groom:

Name and address of Bride's parents:

Name and address of Groom's parents:

List any other ministers who may be assisting with the ceremony and how to contact him/her:

Besides the Rock Spring Music Director who participates in all weddings, list any other musicians to be performing in the ceremony and how to contact him/her/them:

**ROCK SPRING PRESBYTERIAN CHURCH
 FEE SCHEDULE FOR NON-MEMBER WEDDINGS
 (Effective June 27, 2010)**

Ceremony by Rock Spring Pastor/Interim Pastor (rehearsal & wedding) (participates in all weddings)	\$350	_____
Premarital Counseling	200	_____
Wedding in Sanctuary with rehearsal	750	_____
Wedding in Courtyard (can accommodate up to 50 guests)	350	_____
Wedding in Church Parlor	100	_____
Wedding Coordinator (participates in all weddings)	300	_____
Sound Engineer	50	_____
Custodial fee	150	_____
MUSIC		
Music by Rock Spring Music Director (consultation & wedding)	\$300	_____
Wedding rehearsal	75	_____
Additional charge(s) for accompaniment for EACH soloist or instrumentalist	50	_____
<i>(This is in addition to any fee paid to your soloist and/or instrumentalist and is payable directly to the Music Director)</i>		
RECEPTION/REHEARSAL DINNER		
Fellowship Hall/Courtyard	\$300	_____
<i>(additional fee for more than 2 hours)</i>		
Custodial fee for use of Fellowship Hall or Courtyard	\$150	_____
<i>(additional fee for more than 2 hours)</i>		
Use of Loudermilk Center – Please contact Wedding Coordinator		
APPLICATION FEES		
Application fee—nonrefundable	\$ 50	_____
Security deposit (to be returned if church passes inspection after the wedding and all rules and policies have been followed)	500	_____
<i>Application fee and security deposit are to be submitted when wedding time is booked.)</i>		
Balance of wedding fees due 30 days before wedding	\$	_____

I Have Read and Agree to Abide by the Terms of Rock Spring Presbyterian Church’s Wedding Policies (Initialed Copy Attached) and Understand What My Obligations and Liabilities are.

Date _____ **Signature of Bride or Groom:** _____

Other Services Offered by the Church: Additional fees will apply. Ask Rock Spring’s wedding coordinator if you are interested.

Church Décor: Experienced Rock Spring wedding decorators can help plan and implement simple and beautiful decorations.

Nursery: Experienced personnel and nursery are available for your little guests.

****Referrals**Catering:** If you wish to have your reception and/or rehearsal dinner at the church and need suggestions for a caterer, we are happy to make referrals.