

**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 (“RSPC”) 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 RSPC for at least the previous 12 months.”

Weddings performed at RSPC 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.) (“PCUSA”).

INITIAL ARRANGEMENTS

Please call the church office as early as possible to set your wedding date on the church calendar. Approval must be given by the Session of the church. *Please do not have invitations printed until all arrangements have been completed and approval given.*

The PCUSA ordains both men and women. Church polity requires the RSPC pastor (the “Pastor”) to perform your wedding and conduct your premarital counseling. Requests for other pastor(s) to participate in the ceremony must be approved by the Session.

DATES

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

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 Pastor at least three months prior to the ceremony.

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 Pastor and a wedding guild member will conduct the rehearsal.

Bride/Groom Initials _____

MUSIC DIRECTOR*

Music is an important part of everyone's wedding ceremony. Because the wedding is essentially a service of worship, 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 Music Director. Requests to use any musician that would provide the primary music for the wedding other than the Music Director will be considered **only** when the Music Director is unavailable.

All arrangements for music must be approved by the Music Director and a consultation should be arranged no less than one month in advance of the service. If the Music Director is to accompany a soloist/instrumentalist, music must be provided at least one month prior to the service, and rehearsal time with the musician must be arranged (**an additional fee is charged by the Music Director for accompanying each soloist/instrumentalist**).

WEDDING COORDINATOR*

A RSPC wedding guild member (the "Coordinator") will act as coordinator for the bride and groom and will lend general aid to the wedding party. 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.

SOUND TECHNICIAN*

CUSTODIAL SERVICES*

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/or videographer. If a rehearsal dinner and/or reception at the church is planned, be sure your caterer familiarizes themselves with the **Rehearsal Dinner/Reception** section below. 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. Please be considerate when disposing of your cigarettes.

Food and beverages are welcome in Room 213 for the women and the Fellowship Hall for the men. *Water only* is allowed in the Bride's Parlor and Groom's/Groomsmen's Room.

Bride/Groom Initials _____

DECORATIONS

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.

The Bible will remain open. The baptismal font and communion chalice and bread are to remain visible.

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

Flower petals may be dropped along the center aisle, if desired.

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

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.

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

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

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 and/or the designated area of the chancel *only*.

REHEARSAL DINNER/RECEPTION

Fellowship Hall, the Courtyard and Loudermilk Center are also available for rehearsal dinners and/or receptions. An outside caterer will be needed and he/she will be responsible for the dinner or reception 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).

**Indicates required services unless otherwise noted.*

Bride/Groom Initials _____

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

Weddings at Rock Spring Presbyterian Church

- 1) Bible remains open and candlesticks remain in place. The baptismal font and communion chalice and bread remain visible in the Sanctuary.
- 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 dripless candles.
- 4) Flower petals may be dropped along the center aisle, if desired. Birdseed, bubbles or biodegradable confetti are permitted outside the church.
- 5) 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.
- 6) 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.
- 7) Decorations (including flower petals if used) shall be picked up within 1 hour following the conclusion of the ceremony.
- 8) Payment for damages to objects of art, furniture, or fixtures will be assumed by the bride.
- 9) Exits must be left free of decorations because of fire 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 1 hour prior to the service.
- 3) Pictures in the parlor may be taken up to 30 minutes prior to the service.
- 4) Groomsmen will not be available to the photographer 30 minutes 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) Time exposures (no flash) from the balcony and/or the designated area of the chancel are permitted during the ceremony.

After the ceremony:

30 minutes will be allowed for picture taking.

Videography:

Videotaping by a videographer, a family member, a friend, etc. is only permitted from the balcony and/or the designated area in the chancel with no special lighting. Videographer must remain stationary during the ceremony.

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 Pastors who may be assisting with the ceremony and how to contact him/her:

List any other musicians who will participate in the ceremony and how to contact him/her/them:

**ROCK SPRING PRESBYTERIAN CHURCH
FEE SCHEDULE FOR NON-MEMBER WEDDINGS
(Effective February 9, 2014)**

APPLICATION FEES – These fees are in addition to the standard fees listed below and are to be submitted when wedding date is reserved.

Nonrefundable application fee	\$ 50
Security deposit (to be returned if no damage has occurred and all rules and policies have been followed)	<u>\$500</u>
TOTAL APPLICATION FEES	\$550

 SANCTUARY

Pastor and Premarital Counseling	\$ 550
Sanctuary Use	\$ 750
Music Director (includes rehearsal and wedding)	\$ 350
Wedding Coordinator	\$ 300
Sound Technician	\$ 50
Custodial Service	<u>\$ 150</u>
TOTAL	\$ 2150
Additional charge(s) for rehearsal/accompaniment for EACH soloist or instrumentalist <i>(This is in addition to any fee paid by you to your soloist and/or instrumentalist and should be included in your fees check)</i>	\$ 50

 LOUDERMILK CENTER

Pastor and Premarital Counseling	\$ 550
Loudermilk Use	\$ 250
Custodial Service	<u>\$ 150</u>
TOTAL	\$ 950

 COURTYARD (can accommodate up to 50 guests)

Pastor and Premarital Counseling	\$ 550
Courtyard Use	\$ 200
Custodial Service	<u>\$ 75</u>
TOTAL	\$ 825

 CHURCH PARLOR

Pastor and Premarital Counseling	\$ 350
Parlor Use	\$ 100
Custodial Service	<u>\$ 50</u>
TOTAL	\$ 500

FEES ARE DUE NO LATER THAN 30 DAYS PRIOR TO THE 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 & Groom: _____