

**“The Two Shall Become One”**



*A Guide to Weddings*

# second

presbyterian church

## **Congratulations!**

We're excited for you and your fiancé as you prepare for your upcoming wedding and marriage. We want to make these days of planning and preparation as delightful and stress-free as possible. We have prepared this booklet which addresses several questions that couples ask about weddings at Second Pres. Frequently asked questions are printed in *italics*.

## **Setting the Date**

As soon as you have an intended date in mind – and before you have committed to a reception location – please contact the church office and share the proposed date or dates with the office manager. The office will review the date with the appropriate staff and determine the availability of the staff and/or the building for that date.

The church does not schedule weddings (either on-site or off-site) on Memorial Day weekend, Labor Day weekend, or the period between Christmas Eve and New Year's Eve, inclusive.

## **Off-Site Weddings**

The pastors and director of music are often able to preside at local off-site weddings.

## **Working with the Staff**

We have a team approach to weddings at Second Pres. Once you have set a date you can set up meetings with each of these staff people to discuss your wedding. You will meet with a pastor who will lead you through pre-marital coaching (usually 3-4 sessions) and the planning of the actual ceremony. You will meet with the Director of Music to plan the music for the ceremony. And you will

meet with the Building Manager/Program Support staff person to review the logistics of the rehearsal and the pre and post ceremony details; she will act as your Wedding Coordinator for the service. She will also show you the church building, review set-up, discuss guidelines for florists, photographers, and videographers, and address any other questions you may have about your wedding or rehearsal.

### **Planning the Worship Service**

Whether your marriage ceremony occurs in our sanctuary, a hotel ballroom, or in your own backyard, it will be a service of worship and God will be the guest of honor. The wedding liturgy we use is based on the one found in the Presbyterian Church (USA) *Book of Common Worship*. Minor modifications to the liturgy are possible when approved by the pastor. Our goal is to create a service that is faithful, personal, and inspiring to all involved.

*Can we ask another pastor to co-officiate?* If you would like a pastor from outside the congregation to be involved in the service, one of the Second Presbyterian pastors must invite that pastor and Session must approve this invitation. Please consult your lead pastor before speaking to prospective guest pastors. Guest pastors, regardless of denomination, must follow the guidelines for Presbyterian worship. Our pastors are able to co-officiate your ceremony with ordained clergypersons from a variety of Christian denominations. Inter-faith marriages can also be considered. If the pastor is co-officiating in our building, he or she will take the lead (both in the rehearsal and the ceremony). The co-officiants will discuss how best to combine liturgies from different traditions. If you would like other clergy to be involved in the service, please tell the pastor at your first contact so that he or she may contact that pastor and discuss arrangements.

*Can we choose our own readings?* During the ceremony one or two readings from the Bible will be offered. The pastor or a person of your choosing may offer these readings. The pastor can offer suggestions for these readings. Readings that do not come from the Bible can be printed in the bulletin or offered at the reception.

*What about music in the ceremony?* The Music Director will provide music before, during and after services held in the church building.

If there is a soloist, the music director will rehearse with and accompany the soloist. If you would like to invite a guest organist to participate, this invitation can be extended by our Music Director (there is a nominal fee for this service).

Since the focus of the ceremony is on God and God's blessing of our marriage, music used during the wedding ceremony (from the procession through the recession) must be sacred in nature. Non-sacred music can be offered very appropriately at the reception. If music is requested that is not in the organist's repertoire, the wedding party is responsible for getting a copy of the music to the organist. Music selections are due a month in advance of the wedding.

*Who prepares the bulletin?* Ordinarily the couple prepares the wedding bulletin. We would be happy to supply samples from past ceremonies. You may choose to purchase special wedding bulletin covers at a religious bookstore.

### **Making Your Service Unique and Memorable**

**Florist:** The florist should contact the Wedding Coordinator two weeks prior to the wedding to review policies and arrange for delivery of flowers on the wedding day. The church building will be open two hours before the ceremony and one hour after the ceremony ends; the florist will need to arrange to come during these times to drop off or pick up items used in the ceremony.

**Photographer/Videographer:** The pastor is in charge of the wedding ceremony and he or she will do everything possible to ensure a beautiful, smooth flowing, and dignified worship service. A designated photographer may take pictures, without a flash, during the ceremony. Video-recording is permitted without artificial lighting; the camera must be located inconspicuously in the rear of the sanctuary. Photos can be taken either before or after the ceremony. If you would like to take pictures of the wedding party in the church building, other than in the sanctuary, please consult with the Wedding Coordinator.

**Dressing Areas:** Separate dressing rooms are available for the bride and groom. All flower boxes, etc. will be removed by the church

staff. Please leave rooms in a neat condition. Smoking and alcohol is not permitted anywhere in the building or on the grounds.

**Candles and Candelabra:** Candelabra and aisle candles are available from the church. There is a nominal fee for this service. Candles will be lit 20 minutes before the wedding by the Wedding Coordinator. Couples may supply their own unity candle (including stand and side candles, plus a starter votive candle) if they choose.

**Aisle Runner:** No runner is necessary (the sanctuary is carpeted). Runners are unsafe to use with the carpet.

**Rice, Balloons, and Bird Seed:** Rice, bird seed, and rose petals may not be used on the church grounds. Bubbles are permitted.

**Opening of the Church Building:** The building will be open thirty minutes prior to the wedding rehearsal. On the wedding day the church will be open two hours prior to the ceremony and one hour following the ceremony.

### **Suggested Honoraria**

**Pastors:** \$225 for each pastor involved in the service. If the wedding is off-site (more than 25 miles one-way from Carlisle), reimbursement for the cost of travel to and from the ceremony is appropriate. If an overnight stay is required, the couple usually arranges for overnight accommodations for the pastor and spouse.

**Organist:** \$125

\$25 for rehearsal (if applicable)

\$25 for work with soloist or guest organist (if applicable)

**Wedding Coordinator:** \$100

If you have any questions about these suggested honoraria, please do not hesitate to contact the church office or one of the pastors. In the event of financial hardship, these honoraria can be adjusted or eliminated. Again, please do not hesitate to speak to the pastors if this is the case.

### **Other Fees**

**Aisle Candles:** \$50 (includes candles and preparation)

**Candelabra:** \$50 (includes candles and preparation)

**Building Use (Non-Member):** \$100

**Sound Technician:** \$25.00

All fees/honoraria should be delivered to the church office manager, along with the marriage license, one week prior to the ceremony. Honoraria checks can be made out to the appropriate staff people; checks for other fees can should be payable to “Second Presbyterian Church.”

### **A Wedding Reception Grace**

*Dear Lord, our hearts are grateful that you have led us to this day and to this celebration of \_\_\_\_\_ and \_\_\_\_\_’s love and commitment. Be with us now as we rejoice with them over the blessings of food and drink, (just as you were with the Bride and Groom at Cana). Let us share your joy and give you thanks for this blessed day. Amen.*

### **A Wedding Blessing**

*Bless this marriage*

*Lord with love...as steadfast and understanding as your own;*

*With friendship...that shares joy and gives comfort in sorrow,*

*With strength...to live with the pressures of each day and still show kindness and patience,*

*And with faith...first in You, Lord, and in Your goodness and mercy, and then in each other to keep daily, and for a lifetime, the vows that were made in Your name.*

*Amen.*

*Notes:*

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