

Wedding Policy

Hilton Presbyterian Church

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 woman and a man.

For Christians marriage is a covenant through which a man and a woman are called to live out together before God their lives of discipleship. In a service of Christian marriage a lifelong commitment is made by a woman and a man to each other, publically witnessed and acknowledged by the community of faith.

- PCUSA Book of Order

It is for this reason that all wedding ceremonies held at Hilton Presbyterian Church shall be conducted as Services of Worship.

I. Application Procedure

- A. All requests shall be made using the attached form to the Session of Hilton Presbyterian Church at 34 Main Street, Newport News, Virginia 23601.
- B. The Clerk of Session and the Office Manager shall check the church calendar to avoid scheduling conflicts.
- C. The Clerk shall present the request to the Session.
- D. The Session reserves the right to grant or refuse permission for use as requested.
- E. The Clerk shall complete and send the Notification Wedding Date Approval form to the applicant.
- F. No later than two weeks prior to the wedding, the bride/groom shall meet with a member(s) of the Wedding Guild regarding the details of this document.

II. Officiating Minister

- A. The minister of the Church shall be the officiating minister at the wedding. The couple to be married may request a guest minister perform or participate in the service. Such requests may be granted by invitation of the Pastor/Head of Staff with Session approval. If a guest minister is to officiate, he or she must be a licensed and bonded member of the Clergy.
- B. In preparation for the marriage service, the minister of Hilton Presbyterian Church shall provide for a discussion with the man and the woman concerning the items listed below:
 - The nature of their Christian commitment, assuring that at least one is a professing Christian.
 - The legal requirements of the state.
 - The privileges and responsibilities of Christian marriage.
 - The nature and form of the marriage service.

- The vows and commitments they will be asked to make.
 - The relationship of these commitments to their lives of discipleship.
 - The resources of the faith and the Christian community to assist them in fulfilling their marriage commitments.
- C. The officiating minister will conduct the rehearsal. Private consultants hired by the couple may assist the pastor at his/her discretion.

III. The Facilities

- A. The Sanctuary has a maximum seating capacity of 234. If the center aisle arrangement is used, seating is reduced to 222. It has a sound system, a piano, and a pipe organ.
- B. The Kitchen adjoins the Fellowship Hall. The Fellowship Hall includes 4 round tables, 20 rectangular tables, and 150 chairs.
- C. The bride and her attendants may dress in the library area of the church. The groom and his attendants may dress in the downstairs youth room.
- D. The wedding party is responsible for any damage to the buildings or furnishings. The deposit will be returned if no damage occurs. If damage occurs, the deposit will be applied towards repair and/or special cleaning.
- E. No alcoholic beverages are to be served on the church premises. The throwing of rice or confetti within the church buildings or on the church grounds is prohibited.
- F. The church is not configured for center-aisle weddings, therefore, an additional labor charge will be added if pews must be rearranged. A request for this service must be made to the wedding hostess no later than one month prior to rehearsal.

IV: Decorations

- A. Decorations are not to be placed in the church before the wedding day and must be removed the same day as the wedding unless prior arrangements have been made with the church office.
- B. Symbols, furniture and fixtures in the chancel area of the sanctuary are already in their proper place and may not be moved without prior approval of the pastor or wedding hostess.
- C. Seasonal decorations and flowers already in sanctuary for religious celebrations must remain (Chrismon tree and poinsettias, for example.) White paraments will be used except during Advent or Lent.
- D. The church owns two communion table candlesticks which may be used. Any additional candelabras/stands/etc. that are brought in must have a protective covering underneath to protect the floor from wax.
- E. Bows and/or flowers that are to be hung on the end of the pews must be hung with pew clips so that no damage is done to the wood. No stapling, tacking, tape, glue, etc. can be used.

- F. Real petals may be used only if a runner is rented. If not using a runner, silk petals must be used.

V. Music for the Ceremony

Music suitable for the marriage service directs attention to God and expresses the faith of the church.

- A. The Church Organist will play for weddings at the church unless other arrangements are made (See V: C& D) and will approve all music to be used. Where any questions may arise regarding the appropriateness of a musical selection, the Director of Music will make the final decision.
- B. The fee for the services of the Church Organist (see fee schedule) includes one meeting with the bride, one meeting with a soloist, and the rehearsal and wedding. The Church Organist is authorized to negotiate additional fees when additional music must be purchased or additional rehearsals are required. The fee is due at the conclusion of the wedding rehearsal or may be provided in advance to the Office Manager.
- C. Musicians other than the Church Organist must be approved by the Director of Music before being invited to participate in the wedding and musical selections to be performed by them must likewise be approved.
- D. The Sanctuary organ may be played only by persons authorized by the Church Organist.
- E. Hilton Presbyterian Church has a high commitment to the value of live musicians and therefore no taped music of any kind will be permitted during the Marriage Service.
- F. When microphones are needed for instrumentalists, soloists, or readers, the Wedding Guild will be notified no later than two weeks prior to the wedding.

VI. Photography

- A. Flash and strobe photographs may be taken before and after the wedding ceremony, but may not be taken between the beginning of the service and the benediction. The photographer shall not move about in the sanctuary or chapel during the wedding ceremony. It is the responsibility of the persons being married to communicate these requirements to the photographer(s).
- B. A video camera may be placed in a stationary position, with the concurrence of the officiating minister, to record the ceremony.

VII. Hostess

A member of the Wedding Guild is required as hostess at all wedding rehearsals and ceremonies. The hostess insures that all policies are observed, provides general information regarding building usage, and addresses any concerns that might arise. Duties include:

1. Meeting with the couple to review the policies contained in this document and discuss the couple's plans.
2. Reviewing the facility and its use.
3. Reviewing and approving decorations.

4. Unlocking and locking the building for the rehearsal and wedding and securing the bride's room during the wedding.
5. Assisting at the rehearsal and wedding.
6. Working with any possible guest clergy in implementing the policies of Hilton Presbyterian Church.
7. Working with the florist, caterer, and photographer where necessary.
8. Scheduling the custodial service for the wedding.
9. Reporting to the Session following the wedding of any problems and or damage that might have occurred.

VIII. Custodial Service

Fees for custodial service are payable to Hilton Presbyterian Church two weeks prior to the service.

IX. Fee Schedule

A. Member Fees:

****Facilities:** Members (those where at least one individual or a parent/guardian is a current member) are not charged for the use of the building because of their contributions to the church. Members may assist, if they wish, with the additional cost of operating our buildings for the rehearsal and wedding.

1. Organist	\$200
2. Custodial Service (Sanctuary)	\$75
3. Custodial Service (Fellowship Hall)	\$100
4. Center Aisle Fee (if used)	\$100
5. Pastor	Honorarium

B. Non-member Fees:

1. Refundable Deposit	\$250
2. Sanctuary (Use and Custodial Fee)	\$425
3. Fellowship Hall (Use and Custodial Fee)	\$400
4. Pastor	\$300
5. Wedding Guild	\$200
6. Organist	\$250
7. Center Aisle Fee (if used)	\$150

****All fees are due to the Church Office two (2) weeks prior to the wedding date payable to Hilton Presbyterian Church.**

Application for Wedding Date Approval
Hilton Presbyterian Church
34 Main Street, Newport News, Virginia 23601
(757) 595-1313
www.HiltonPres.org

Date and Time Requested for Wedding Ceremony _____

Date and Time Requested for Rehearsal _____

Name of the Bride _____

Address _____

Phone Number(s) _____

Place of Church Membership _____

Name of the Groom _____

Address _____

Phone Number(s) _____

Place of Church Membership _____

OFFICIANT

_____ We desire to have our wedding ceremony officiated by the Minister of Hilton Presbyterian Church.

_____ We are requesting permission to have the following Minister conduct our wedding ceremony:

Name of Minister _____

Phone Number(s) _____

Church Name and Denomination Affiliation _____

MUSIC

_____ We desire to have our wedding music provided by the Organist of Hilton Presbyterian Church.

_____ We will be requesting the services of an outside organist/musician.

Name of Organist/Musician _____

Phone Number(s) _____

_____ We understand that NO taped music is to be used for the ceremony.

CEREMONY

_____ We desire the pews to be configured to a center aisle and agree to the charge for this service.

There will be _____ attendants in our wedding.

Photographer _____

Florist _____

Wedding Coordinator _____

RECEPTION

_____ We are requesting the use of the Fellowship Hall for the reception and understand that NO alcoholic beverages are allowed on the church premises.

_____ Our reception will be held at another location.

_____ We have read and understand all polices included in the *Wedding Policy for use of facilities at Hilton Presbyterian Church.*

Date _____

Bride's Signature _____

Groom's Signature _____

***Application should be mailed to the Office Manager, Hilton Presbyterian Church at the address above. For non-members, the deposit is required once the request is approved.*