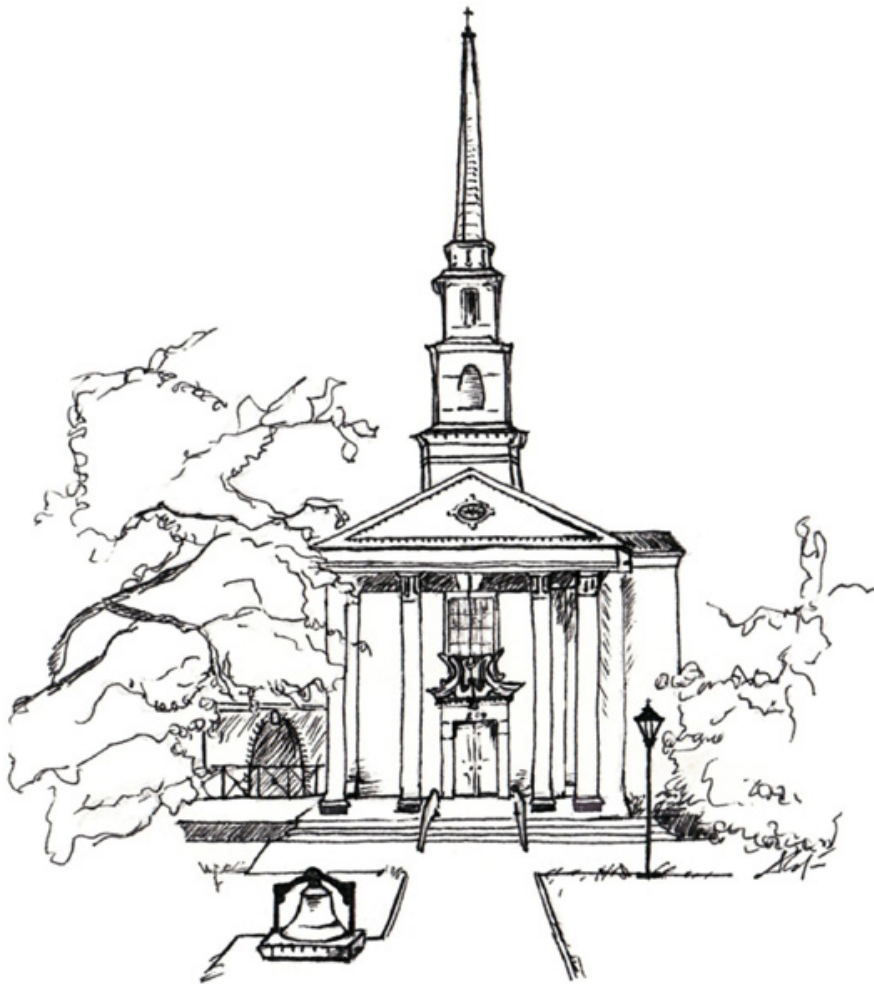


# UNIVERSITY



PRESBYTERIAN CHURCH  
CHAPEL HILL, NORTH CAROLINA

## WEDDING GUIDELINES



209 E. Franklin Street | Post Office Box 509  
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## **Introduction**

Christian marriage is a joyous and celebratory event in the life of the church. To assist in planning for the wedding ceremony and to ensure the sacredness of the service itself, the Session of University Presbyterian Church offers the following guidelines for couples planning a Christian marriage in this church.

### **1. Arrangements**

The first step in planning a wedding at University Presbyterian Church is consulting with one of the church wedding coordinators about the date and hour at which you desire the wedding to take place, so that the church calendar can be consulted for potential conflicts. Normally, weddings are scheduled at 11 a.m., 2 p.m., or 5 p.m., so that more than one wedding can be scheduled on a given day. Generally, we are not able to accommodate a Sunday wedding service. Weddings are not scheduled on the weekends of UNC home football games.

Normally, one of the church's pastors officiates at church weddings. However, should you desire to have another member of the clergy officiate or assist in the wedding, please provide the person's name, address, and contact information on your wedding request form so that an appropriate invitation may be issued.

Music planning for the wedding must be coordinated with the Minister of Music. The Minister of Music plays for all weddings in the church. If for any reason the Minister of Music is unable to play for a wedding, he will assist in finding a suitable substitute.

### **2. The Wedding Coordinator**

The church requires a UPC wedding coordinator to coordinate the rehearsal and wedding ceremony.

After the wedding request form is submitted and approved, the coordinator will book the dates and times for the rehearsal and wedding ceremony on the church calendar and will schedule a meeting with the couple to discuss the wedding ceremony, provide a tour of the church, and answer any questions. At this time, the couple will also meet with the Minister of Music. This meeting generally takes place two to three months before the wedding date.

The wedding coordinator will answer questions and inquiries from the couple during the planning process; coordinate arrangements with florists, photographers, etc.; assist the pastor in coordinating details at the rehearsal; coordinate processional and recessional details at the wedding; and ensure that the marriage license and wedding certificate are properly signed and returned. Couples are required to bring the license to the rehearsal.

If an outside wedding consultant is employed, please make certain that he/she understands that the pastor and University Presbyterian Church wedding coordinator will handle all arrangements for the rehearsal and ceremony.

### **3. Meetings with the Minister**

In preparation for the marriage service, the minister who will be officiating at the service will meet with the couple for pre-marriage conferences. Such conferences (normally one or two) should be scheduled a month or more prior to the wedding. These discussions provide an important time for discussing the wedding service, as well as general conversation about the nature of marriage and how it relates to a faithful life. Couples are encouraged to arrange for pre-marital counseling with a certified marriage and family therapist (normally two or three sessions).

### **5. The Order of Service**

The ministers of University Presbyterian Church use for their wedding services the order described in the Presbyterian Church's *Book of Common Worship* (1993).

If the couple desires that the Sacrament of the Lord's Supper be served, prior consent of the Session of the church is required.

If you wish to have a bulletin for the service, the wording below is recommended. Specifics in terms of the scripture and music selections may also be included.

*A Service of Christian Marriage for \_\_\_\_\_ and \_\_\_\_\_*  
*Prelude*  
*Processional*  
*Call to Worship*  
*Statement on the Gift of Marriage*  
*Prayer*  
*Declarations of Intent*  
*Affirmation of the Families and the Congregation*  
*Prayer for Illumination*  
*Readings from Scripture*  
*[Homily]\**  
*Exchange of Vows*  
*Exchange of Rings*  
*Prayer and Lord's Prayer*  
*Declaration of Marriage*  
*Charge and Benediction*  
*Recessional*

\*To be discussed with the presiding pastor.

## **6. Music**

In preparation for the wedding service, the Minister of Music will meet with the couple to discuss and choose appropriate music for the service. While suggestions for appropriate music are welcome, the Minister of Music will make final determination regarding the use of music in the service.

Music suitable for the marriage service directs attention to God and expresses the faith of the church. As such, wedding music needs to be drawn from the sacred repertoire, be appropriate to the Christian understanding of marriage, and be intended to enhance the service rather than draw undue attention to itself.

The use of microphones to amplify soloists' voices is not permitted. All music at University Presbyterian Church is acoustical and performed live, that is, without the use of pre-recorded accompaniments or amplification.

If the wedding ceremony involves special music (i.e. soloists or instrumentalists other than the church organist), the Sanctuary is reserved for their rehearsal with the organist 1.5 hours before the ceremony. Please take this into consideration when planning any photography before the wedding ceremony.

THE ORGAN PRELUDE: Preludial music will be chosen by the Minister of Music from the standard organ literature.

MUSIC WITHIN THE SERVICE: Vocal or instrumental soloists may offer appropriate musical selections; please note that vocal solos must employ sacred texts. Any solo or ensemble music for the wedding will need to be approved in advance by the Minister of Music. Hymns and other congregational musical expressions must be accompanied by the organ.

Suggested Hymns (for Hymn numbers, refer to *Glory to God Hymnal*):

Joyful, Joyful, We Adore Thee	Praise Ye the Lord, the Almighty
Now Thank We All Our God	Praise, My Soul, the King of Heaven
Let Us with a Gladsome Mind	For the Beauty of the Earth
Love Divine, All Love's Excelling	

## 7. Flowers and Decorations

UPC recommends University Florist in Chapel Hill.

Restrictions which should be shared with the florist or person(s) in charge of decorations:

Aisle cloths are not to be used in the Sanctuary.

Chancel furniture may not be moved.

Flowers shall be limited to two arrangements to be placed on the existing flower stands on either side of the chancel and may not be placed in the windows, on the sconces, on pews, or on either the Lord's Table or the retable behind it.

Ribbons or floral arrangements may be used only to designate pews reserved for family members, but no nails, tacks, wire, or gummed or scotch tape may be used on any furniture or accouterments of the building.

The Sabbath candles on the retable with the cross are lit for all services throughout the year. These candles are not to be moved. If a candelabrum is used, restrictions will apply.

All personal or rented equipment is the responsibility of the bridal party and must be removed immediately after the wedding.

If it is desired that flowers be left in the Sanctuary for use in Sunday services, appropriate notation should be made in the wedding application form. For Saturday weddings, it is necessary that flowers be left in the Sanctuary. No additional flowers will be permitted when the church is decorated at Christmas with poinsettias.

## **9. Photography**

There will be no flash photography during the wedding prelude and service, with the exception of the official wedding photographer's photographs.

Photographs and videotapes may be made only from the balcony and narthex once the processional has begun.

It is helpful to include these instructions for your guests in your wedding bulletin. The wedding party may reassemble for photographs and taping at the conclusion of the postlude. As a courtesy to wedding guests and to the church staff, couples are encouraged to complete such photography within 30 minutes.

## **10. The Rehearsal**

The rehearsal will be conducted by one of the ministers and the UPC wedding coordinator. In the event that an outside pastor is officiating, the wedding coordinator will assist him/her. The Music Minister will not be present for the rehearsal. Please ask participants to be prompt and attentive. The attire for rehearsals is less formal than weddings, but should reflect respect for the Sanctuary.

The couple must be present and participating at the rehearsal.

## 11. Financial Arrangements

Since weddings require special services on the part of the church staff, it is necessary to indicate the financial responsibilities involved.

The following fees apply for weddings in the church, and are to be paid at the meeting with the UPC wedding coordinator or at least two months in advance, with checks for facilities made payable to University Presbyterian Church, and checks for individuals (minister, organist, wedding coordinator, and custodian) made payable directly to them. The Minister of Music's fee is charged for all weddings, including those at which other organists play. There may also be additional fees for the Minister of Music if other musicians who participate in the service require additional rehearsal.

Couples wishing to use another organist for the ceremony may do so only with the permission of the Minister of Music. In such cases, the Minister of Music's standard wedding fee will still be charged as a compensatory bench fee. Organ rehearsal time for guest organists is available by appointment with the Minister of Music.

Please note that although there is not a charge for the use of the Fellowship Hall, there is a refundable room use deposit of \$100. This will be refunded as long as you're at the wedding; and ensures that the marriage license and wedding certificate are properly signed and returned.

Sanctuary.....	no charge
Minister .....	no charge
Fellowship Hall/Terrace Room (Reception) .....	no charge
Minister of Music .....	\$350 (\$175 deposit)
Wedding coordinator.....	\$500 (\$250 deposit)
Custodial fee for wedding only.....	\$500 (\$250 deposit)
Additional custodial fee for reception.....	\$125 (\$65 deposit)
Custodial fee for reception only.....	\$200 (\$100 deposit)

Note: The Session policy for weddings states that the Sanctuary shall be used only for weddings of active members, family of active members, and students who have been active in the Presbyterian Campus Ministry. In some circumstances, the pastor is granted discretion to accommodate applicants who do not meet these requirements. In such cases, the following fees apply:

Sanctuary.....	\$1000 (\$500 deposit)
Minister.....	\$1000 (\$500 deposit)
Fellowship Hall/Terrace Room (Reception) .....	\$150 (\$75 deposit)
Minister of Music .....	\$700 (\$350 deposit)
Wedding coordinator.....	\$800 (\$400 deposit)
Custodial fee for wedding only.....	\$750 (\$375 deposit)
Additional custodial fee for reception.....	\$125 (\$125 deposit)
Custodial fee for reception only.....	\$200 (\$100 deposit)

+ The church will be open 1.5 hours before the ceremony begins. There is an additional \$60 fee for each additional half hour, only by prior arrangement and agreement with custodian and wedding coordinator. For each half hour, an additional \$30 fee will be paid to the wedding coordinator and an additional \$30 fee will be paid to the custodian. The church will open no earlier than 3 hours before the start of the ceremony. Non-member fees will apply for weddings over holiday weekends.



## **12. The Marriage License**

The wedding is a service of worship, but it also confirms the legal requirements for a marriage. Toward that end, the couple must obtain a marriage license prior to the service; the license must be signed by the couple and brought to the rehearsal.

The license may be obtained from the Orange County Register of Deeds, 228 South Churton Street, in Hillsborough. The office issues marriage licenses from 8 a.m. to 4 p.m., Monday through Friday. At this printing the license fee is \$60.00.

## **13. Miscellaneous**

If you wish to use the church facilities for dressing prior to the service, such rooms are available 1.5 hours prior to the wedding service without additional fees (see section 11). While all care will be exercised for protection, the church will not be responsible for personal property prior to, during, or following the wedding. The families of the couple assume responsibility for any damage done to the property or for missing property.

The throwing of rice, birdseed, or confetti is not permitted on church property. In addition, wedding bubbles and petals (real or artificial) are not permitted.

Smoking is not permitted in any of the church buildings. Alcoholic beverages are not permitted at University Presbyterian Church,. At rehearsal dinners and wedding receptions, wine and sparkling wine may be served, upon written permission of the Session.

## **14. Memorial Garden Weddings**

Wedding ceremonies can be held in the Anne McClamroch McFall Memorial Garden, with Vance Barron Hall used as a rain plan. The garden can accommodate approximately 30 chairs for guests. No one is permitted to step or place equipment or chairs on the earth in the garden, including professionals and guests. Photographers and videographers must remain behind guests during the ceremony.