

A Service of Worship

In a service of Christian marriage, a lifelong commitment is made by a woman and a man to each other, publicly witnessed and acknowledged by the community of faith.

The Christian Marriage ceremony is a service of worship before God, normally conducted within the house of God. Reverence shall be expected on the part of all present and the service shall be under the sole direction of the minister.

Making the Arrangements

- ❖ Contact the church secretary to tentatively have your wedding, rehearsal and/or reception recorded on the church calendar. The church secretary will also alert the Minister and Worship Committee of this date for approval.
- ❖ Please note — Any questions/concerns regarding the wedding policy guidelines should be addressed to the chair of the Worship/Property Committee. The Wedding Coordinator will have contact information.
- ❖ Church members will be given preference in selection of dates and scheduling of facilities.
- ❖ NO more than one wedding will be scheduled for any given day.
- ❖ Sanctuary weddings are discouraged on the following days due to high level of activity: New Year's Eve, New Year's Day, Palm Sunday Weekend, Easter Weekend, Thanksgiving Day, Christmas Eve or Christmas Day.

The Minister

The minister cannot agree to perform the marriage ceremony until an initial interview. At least four (4) months in advance, your wedding must be approved by the Gilwood Pastor and Session as to avoid any conflict and allow Session approval for the wedding service.

The Gilwood Pastor will meet several times with the couple for premarital counseling and to discuss the details of the wedding service. The minister's major concern is that the couple is making this covenant between themselves and before God and therefore cannot be taken lightly. In preparation for the marriage service, the minister shall provide for a discussion with the man and the woman concerning:

- 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, 0 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.

Any guest minister must be approved by the Session, then will be invited by Gilwood's Pastor. If a guest minister is to perform the service, copies of his/her words to be used during the ceremony must be approved by Gilwood Pastor and the Worship Committee. This should be done eight (8) weeks prior to the wedding date. Any changes to the initial copy of the words must be approved by Gilwood Pastor and the Worship Committee.

Once the wedding has been approved by Session, a "Building Use Agreement" form must be filled out. This document will be kept on file with the Church Secretary. At the discretion of the Church, the user may be required to provide their own Liability Insurance, Proof of Insurance will be attached and kept on file with the Building Use Agreement form.

Our minister may or may not be able to attend your reception. It is proper etiquette for you to send the minister a formal invitation, if you so wish, that he/she may plan ahead and make a proper response.

The Wedding Coordinator

This church requires an experienced Wedding Coordinator who is a member of this church to oversee all wedding activities.

The Wedding Coordinator serves as a liaison, facilitating, contact between the wedding party and various involved staff members, and interpreting congregational standards as to appropriateness of the various aspects of the service. The Coordinator will review the wedding policy with you at your first meeting. She will be present at all rehearsals and at the wedding service and will provide access to necessary church facilities. The Coordinator will supply basic procedural direction at the wedding rehearsal and service. The Coordinator may make recommendations regarding florists, caterers, etc., but the Coordinator may not make any arrangements with these individuals. If you choose to supplement Gilwood's Wedding Coordinator with a professional wedding consultant or use your own coordinator this person must work with our Wedding Coordinator.

Accommodations

The church sanctuary is a place of dignified beauty where worship is directed to God. The following guidelines are meant to preserve the atmosphere of the church and safeguard its furnishings:

- Decorations should enhance the symbols of faith present in the sanctuary.
- No tacks, nails, pins, glue or tape are to be used on the church building or furniture.
- Special removable tape is allowed (i.e. painter's tape)
- All furniture and flooring must be fully protected from moisture, candle wax, or any other potential damage. Only Chase-tapers or encased candles (wax or lamp oil inside of metal) may be used.

- If furniture needs to be moved from the pulpit or other areas of the sanctuary, please coordinate this task prior to the wedding rehearsal with the Wedding Coordinator. This includes both the removal and replacement of the furniture.
- The wedding couple will be responsible for making arrangements to remove all wedding equipment and personal belongings from the church as soon as possible after the service and leaving all church property in the condition found before the wedding. The church Sextons will be notified of the wedding time and date to be available for clean up after all the wedding activities.
- The wedding couple will be responsible for any damage to the church building or its contents.
- The church is not liable for any lost, stolen or damaged personal belongings.
- No food or beverages are allowed in the sanctuary.
- Alcoholic beverages are prohibited on church property.
- Smoking is prohibited in all church buildings.
- No rice, birdseed or bubbles are to be used inside any church building. Birdseed is recommended outside Of the buildings.
- No nursery attendant will be provided by the church. The nursery room may be used as long as you provide an attendant and the room is left in proper state. o No parking assistants will be provided.
- No open display of firearms allowed. Exception will be for law enforcement personnel who are on duty. Any other exceptions will need prior approval from the Worship Committee and Session.

Sanctuary availability for set-up prior to rehearsal and wedding will be arranged through the Wedding Coordinator.

- Sanctuary seats 240 people. There are 30 rows of pews.
- The Chapel seats about 30 people.

The church commons area and the fellowship hall may be used for receptions. The commons area will accommodate about 40 to 50 people. The fellowship hall will accommodate about 250 to 300 people.

Only a sound technician of Gilwood will be allowed in the soundboard area. A sound technician must be present at the rehearsal and the wedding. If the organist and vocalist need access to practice contact must be made with Gilwood's sound technician. Gilwood's Wedding Coordinator has contact information.

Kneeling bench and cushion — if the bride and groom desire to include kneeling as part of the wedding service, they should so advise the minister when consulting about their service. The florist will need to provide.

Fellowship Hall Guidelines

Building Use Agreement

Reception

A copy of Fellowship Hall Guidelines are included in this wedding book information. Receptions should not exceed three (3) hours following the wedding service, ending no later than 10:00 p.m. The church Sextons will be notified of the wedding time and date to be available for clean up after all wedding activities. The wedding party is responsible for returning the Fellowship Hall or Commons Area of church to its original state prior to departure.

Rehearsal

In fairness to the minister, and all those involved, the rehearsal must begin promptly as scheduled and should proceed without unnecessary delay. No food or beverages are allowed in the sanctuary or chapel during rehearsal. The wedding rehearsal should be scheduled when the wedding date is set. The Minister and Wedding Coordinator will be responsible for conducting the rehearsal. Please advise your wedding party to be on time for the rehearsal. This will be a relaxed, yet dignified, time of preparing for an act of worship. Make sure the organist/pianist, any soloists and/or musicians are invited to the rehearsal. Please ask those in attendance to adhere to the facility guidelines. If extra time is needed, after rehearsal, to complete decorating the church or fellowship hall; arrangements should be made before the night of the rehearsal with the Wedding Coordinator.

Photography

Flash photography may be used through the procession and recession, but not during the actual service. On your wedding bulletins, please state "We respectfully request that no flash cameras or lighted video equipment be used during the service and Please turn off cell phones."

Videotaping your wedding. If you wish your wedding to be professionally videotaped, it is the responsibility of the bride and groom to make these arrangements. Video cameras may be used during the ceremony, provided no special lights are required, and provided the camera and the operator remain inconspicuous and stationary during the entire ceremony. An unmanned camera may be placed in the choir loft during the ceremony. If video cameras need to be set up in the Chancel area, please alert the Pastor and Wedding Coordinator for approval.

Music

Since a wedding is a service of worship, only music of a sacred character will be permitted. All music used in the wedding service must be reviewed and approved by the Pastor, Organist and Worship Committee of Gilwood. This should be submitted at least six (6) weeks prior to the wedding date. If Gilwood's

organist/pianist is not used an experienced musician may be chosen and must be approved by the worship committee. Soloists can add much to the occasion. Rehearsal will be arranged between soloists and organist/pianist.

Gilwood Presbyterian Church Wedding Reservation Form

Name of Bride: _____

Ph.# _____ Email: _____

Name of Contact person responsible for the building, _____

(if different than the groom or bride)

Ph.# _____ Email: _____

Date/Time of Wedding: _____

Date/Time of Rehearsal: _____

Name of Officiant *(if other than the pastor)*: _____

Ph.# _____ Email: _____

List all dates/times when you will need access to the building: _____

Which room(s) will you be using? _____

Expected Fee:

Description	Amount
Officiating and Counseling	_____
Organist/Accompanist	_____
Sanctuary	_____
Kitchen/Fellowship Hall	_____
Custodian	_____
Total:	_____

I understand and agree to the following:

- The Space must be left as it was found (see Wedding policy for details).
- Persons and property will respected while your group is using the building.
- Your group is responsible for making monetary restitution for all damages to the building.
- All rules defined in the Wedding policy must be followed
- All fees must be paid in full seven days before the wedding.

Signature: _____ Date: _____

Fees	Church Members (And immediate family)	Non-Members
Pastor/Minister	No Fee	\$200
Wedding Coordinator	\$200	\$200
Organist	Negotiate with Organist	Negotiate with Organist
Soloist	Negotiate with Soloist	Negotiate with Soloist
Sexton <i>(Clean up Sanctuary/Sunday School Building)</i>	\$100	\$100
Sound Technician <i>(Only a sound technician of Gilwood will be allowed in the soundboard area and be present at the Rehearsal and Wedding)</i>	\$100	\$100
Sanctuary	No Fee	\$300
Sky Chapel	No Fee	\$50
Chapel	No Fee	\$100
Fellowship Hall	No Fee	\$200
Sexton <i>(Clean up Fellowship Hall)</i>	\$100	\$200
Commons Area <i>(When used for Reception)</i>	No Fee	\$75

- All fees for the use of the church are to be made payable to Gilwood Presbyterian Church.
- All individual fees are to be made payable to the specific person and given to the Wedding Coordinator if this person is affiliated with the church. Otherwise they are to be given directly to the individual.
- All specific fees should be paid prior to the rehearsal