

Wedding Guidelines



First Presbyterian Church
514 South Armistead Avenue
Hampton, Virginia 23669
(757) 722-0006
www.firstpreshampton.org

First Presbyterian Church
Hampton, Virginia

let LOVE &
FAITHFULNESS
never leave you
.....
write them on the
TABLET *of your*
HEART
Proverbs 3:3

Fee Schedule

Facility/Service	Non-Member Fee	Member Fee*
Pastor's Compensation-Suggested Minimum	\$250.00	\$250.00
Wedding Liaison (Required for rehearsal and Wedding Ceremony)	\$200.00	\$200.00
Wedding Liaison (Required for reception)	\$50.00	\$50.00
FPC Accompanist includes musical selection, rehearsal & wedding	Per Contract with Accompanist	Per Contract with Accompanist
Practice with soloist per 1/2 hour as arranged	Per Contract with Accompanist	Per Contract with Accompanist
Custodian-(Required) Rehearsal	\$ 50.00	\$ 50.00
Wedding only (Required)	\$100.00	\$100.00
Reception/Custodial service to include setup and take down of reception space	\$150.00	\$150.00
Kitchen Use - Non-members are required to submit a deposit which will be refunded if kitchen is found left in good order.	\$100.00	None
Sanctuary Use	\$650.00	None
Upper Fellowship Hall	\$100.00	None
Lower Fellowship Hall	\$50.00	None
Commons	\$30.00	None
Deposit (Refunded if no damages incurred)	\$150.00	\$150.00
Prepare Enrich Pre-Marriage Inventory	\$35.00	\$35.00
<i>Optional</i>		
Candles for 2 Candelabra (14 total)	\$26.00	\$26.00

***Members in good standing and immediate family to include parents, children and grandparents.**

Wedding Guidelines

At First Presbyterian Church, Hampton, we believe that marriage is a sacred three-way covenant between God, the bride, and the groom. The marriage ceremony is neither a performance nor a social gathering, but a service of worship. With this in mind, the plans you make for your wedding should create an atmosphere of dignity, beauty, and good taste. The rule of the scriptures is wise:

"Let all things be done decently and in order."
(1 Corinthians 14:40)

Within these guidelines, the pastor and staff of First Presbyterian Church want to assist you in making your wedding a meaningful and joyful experience.

Suggested Steps to Plan Your Wedding

1. Contact the church office to determine if your date is available.
2. Fill out the Wedding Application Form and return to the church office for approval along with a deposit of \$150.
3. Once your wedding has been approved, you must call the church office to schedule an initial meeting with the Wedding Liaison .
4. If you wish our pastor to officiate at your ceremony and/or the FPC accompanist to play, please call the church office. Once it is determined that the pastor and accompanist are available, you will be given their contact information in order to set up appointments to meet with them.
5. Apply for your marriage license within 90 days of your wedding date.
6. Bring both parts of your license to your officiant no later than the date of the rehearsal.
7. All required fees must be paid to the church office at least two weeks prior to your wedding date.

Use of Facilities by Non-Members

The policy of the First Presbyterian Church, Hampton, is that weddings will be performed for members and their families. Non-members wishing to use our facilities may request approval from the FPC Session by submitting a completed Wedding Application Form. *Please see the fee schedule for fees for members and non-members.*

Pastoral Care

If officiating, our Pastor will be happy to help you design a wedding service that will be meaningful and inspiring. Please note that a premarital consultation is required for a marriage service in this church.

While the Pastor of FPC will normally perform all wedding ceremonies, under special circumstances, guest ministers may participate or perform the ceremony. However, these arrangements must be approved by the Pastor of First Presbyterian Church.

Organist/Pianist and Music

By direction of the Session, our accompanist will normally play for all wedding services. An appointment should be made to make arrangements for music. Only sacred music will be played at weddings. All music must be approved by either the Pastor or the accompanist. With permission, a guest accompanist and/or musicians may be engaged. Speak with the Wedding Liaison to request permission for other musicians to play. **Pre-recorded music is not permitted in the Sanctuary.**

Decorations and Flowers

All decorations must be approved by the Wedding Liaison.

The following ***ARE NOT** permitted:

- * Flowers placed on the communion table
- * Tacks or nails used in decorating
- * Aisle runners
- * The use of rice, confetti, or birdseed either indoors or outside
- * Real flower petals indoors. Artificial petals are permitted.

All décor placed on the pew or in the aisles must be removed at the conclusion of the wedding. Please inform the Wedding Liaison if any flowers will remain for use at the Sunday morning worship service.

Photography and Videography

First Church reserves the right to approve photographers and videographers. Because we feel a wedding is a worship service, the following rules must be observed:

- No flash pictures may be taken during the ceremony.
- Once the ceremony begins, the photographer may not move any closer than the last attending seated guest.
- Video cameras may not be visible to the worshipers. Videos may only be taken from the balcony and the vestibule entrance.

Rooms Available for the Wedding Party

Rooms are available prior to the wedding for the bride, groom and their attendants. The wedding liaison will be happy to show you the available options.

Sanctuary Furnishings

Furniture in the chancel area may not be removed and may only be moved with permission of the wedding liaison.

The following are available for your use:

- * A kneeling bench
- * Two brass candelabra (*Drip protectors must be used.*)
- * A brass unity candle holder (*Candles furnished by wedding party*)
- * Hurricane globes for use in the windows.

All candles must be dripleless.

General Rules for FPC Facility Use

First Presbyterian Church is a smoke-free and alcohol free environment. Smoking is not permitted in any part of the church buildings and alcoholic beverages are prohibited on the church grounds.

Any cost for damages incurred to the church or its property will be the responsibility of the person signing the Wedding Application Form.

Both members and non-members must submit all fees at least 2 weeks prior to the wedding date.

Reception

If the wedding reception is to be held at First Presbyterian, you have a choice of three rooms:

Upstairs Fellowship Hall, Downstairs Fellowship Hall, the Commons

Kitchen

Non-members are required to have an representative from FPC present during the event.

You or your caterer are responsible to let the church representative know how you wish the room set up for your event. Non-members are responsible to provide all linens and table décor.

The kitchen may be used by the caterer to stage their food, use the sinks, ice machine, etc. but may not cook in the facility unless special permission is given.