

Planning Your Wedding



Highland Presbyterian Church

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Louisville KY 40204
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www.hpc-lou.org

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Highland Presbyterian Church Staff

Ordained Pastors

Reverend Dr. Fairfax Fair, Pastor

502-451-2910 (x 223) / fairfax@hpc-lou.org

Reverend Joel Weible, Associate Pastor

502-451-2910 (x 224) / joel@hpc-lou.org

Reverend Melissa Head, Associate Pastor

502-451-2910 (x 225) / melissa@hpc-lou.org

Director of Music Ministries

Frank Heller, III

502-451-2910 (x 239) / frank@hpc-lou.org

Church Organist

Robert Lee, Organist 502-287-2222

Church Business Administrator

Mike Smith

502-451-2910 (x 222) / mike@hpc-lou.org

Church Secretary

Ruth Chaffins

502-451-2910 (x 221) / ruth@hpc-lou.org

Marilyn Nelson

502-451-2910 (x 227) / marilyn@hpc-lou.org

Church Wedding Coordinator

Sandy Bowling

502-451-2910 (x 221 - leave message with secretary)

Custodians

Nardie Jackson / Sheila Sanders / Shelby Jackson

502-451-2910

Congratulations!

Let us take this opportunity to congratulate you on your engagement, pending wedding ceremony, and the incredibly enriching and ongoing process of “Becoming Married.”

We are pleased to be a part of the “newness” continually created and offered by God. This booklet has been designed especially for you! Please take a few moments to read over carefully all it contains. Don’t hesitate to call or email us with any questions about scheduling procedures, available staff and space, or anything we have to offer that will make your ceremony proceed as smoothly as possible.

About a Church Wedding

The wedding ceremony in a church is a service of worship. The people who gather do so to worship God and, in the process, to give witness to marriage.

Christian marriage finds its unique meaning in the fact that it is patterned after the covenant relationship which God has established with the church. God has promised to love the church in joy and in sorrow, in plenty and in want, in sickness and in health. In Christian marriage you will promise before God to do the same for one another.

Marriage ceremonies may be held during the regular Sunday worship service or at a special service at another time. Regardless of when you decide to schedule it, we ask that, as you plan, you think of this time as a worship service directed toward God.

The Church Wedding Coordinator

Highland Presbyterian Church provides a wedding coordinator to oversee the arrangements and details of the wedding service. Once the wedding date is confirmed, an appointment with the coordinator is required to discuss Highland's wedding guidelines. Questions about arrangements, minister, music, fees, and use of the facilities will be discussed at this conference. The wedding coordinator is a member of the church staff and will work with the minister in charge of the wedding.

If an outside wedding consultant has been employed, it is requested that his or her involvement be limited to the reception and other non-church activities. The rehearsal and wedding service are the responsibility of the staff at Highland.

Scheduling

Tentative dates may be cleared by telephone, but a reservation will not be confirmed until a Pastor of Highland Presbyterian Church has agreed to lead or to co-officiate and your "Wedding Request Form" and deposit have been received in the church office. Ministers outside of HPC may be invited to participate, but one of HPC's Pastors must participate. No announcements should be made until dates are confirmed and fixed on the church calendar. The exact hours of the wedding and rehearsal should be fixed at the time the tentative reservation is made.

When a Pastor has agreed to lead or co-officiate, your wedding date and time are confirmed, and your deposit is received, you will be contacted by the Wedding Coordinator. She will assist you with scheduling and planning at HPC. There will be three counseling sessions with the Pastor who will perform your wedding ceremony.

Weddings are not scheduled during Holy Week. Other times and dates may not be appropriate, so early consultation with a pastor is essential.

Marriage License

No later than the time of rehearsal, the marriage license and the names of the witnesses should be brought to the presiding Pastor. The license will be signed and mailed by the Church office to the County Clerk's office following the ceremony, to be duly recorded within 30-45 days.

Facilities for the Wedding Ceremony

The sanctuary has a seating capacity of approximately 400. There are two main aisles in the sanctuary. The aisles are 45 feet long from the chancel area to the back pew

The Memorial Lounge serves as a dressing room for the bride and her attendants. It is located off the Church Fellowship Hall on the same floor as the sanctuary. The Memorial Lounge has full-length mirrors, a bathroom, sofas and wingback chair seating. We also have a dressing room for the groom and groomsmen behind the sanctuary. There is a restroom in the hallway behind the sanctuary.

Deliveries

Dresses for the bride or her attendants, flowers, or decorations to be delivered to the church must be received by a pre-designated person. The Church Wedding Coordinator arrives thirty minutes before the rehearsal and one hour before the wedding ceremony. The custodian arrives thirty minutes before the rehearsal and two (2) hours before the wedding ceremony. Any additional custodial hours would be billed at \$50 an hour (see fee schedule). Deliveries at other times must be specifically arranged with the Church Wedding Coordinator. The church cannot accept responsibility before, during, or after the wedding for any personal items.

The Rehearsal

The HPC Pastor officiating at the wedding is in charge of the rehearsal and will be assisted by the Church Wedding Coordinator. Rehearsals, lasting one hour, are normally scheduled for the evening before the wedding ceremony. The bride, groom, and all members of the wedding party are to be prompt for the rehearsal. Vocalists and instrumentalists, not required at the rehearsal, should schedule rehearsals as needed through the organist, if participating, or the Director of Music Ministries.

Service of Christian Marriage - Order of Worship

Prelude
Processional
Statement of Purpose
Prayer
Declaration of Intent
Optional Music
Exchange of Vows
Exchange of Ring(s)
Prayer of Blessing and the Lord's Prayer
Pronouncement of Marriage
Benediction
Recessional
Postlude

Service of Christian Marriage - Suggested Scripture Readings

Psalm 100
1 Corinthians 13:1-13
Colossians 3:12-17
1 John 4:7-12
Matthew 5:14-16
Matthew 22:35-40
Philippians 4:4-9
Psalm 8 / Psalm 117
Psalm 67 / Psalm 95:1-7
Proverbs 3:3-6

Wedding Bulletin or Program

Many brides and grooms choose to have a wedding bulletin or printed order of worship for their wedding service. This helps the congregation participate in the service by providing either words or identifying numbers in the hymnal for hymns, prayers, or responsive readings. It can identify by name all of the participants in the ceremony. It also becomes a remembrance of this special worship service for all of the guests. If the bride and groom desire a program, they are responsible for the preparation, printing and distribution of the wedding bulletin.

Wedding Music

A wedding ceremony is a service of worship. Suitable music directs attention to God and expresses the faith of the church. The congregation may join in hymns or other musical forms of praise and prayer.

The Director of Music Ministries should be consulted to discuss your choice of music and musician(s). This should be done as soon as possible after your wedding date has been approved and cleared with the minister who will perform your ceremony.

All music performed both before and during the ceremony itself must be **LIVE** and approved by the Director of Music Ministries who will be helpful in discussing your options with you. You must contact the Director of Music Ministries before any musicians are engaged.

HPC's organist will provide all services which include the organ, piano, or keyboard during the ceremony. If HPC's organist is unavailable, the Director of Music Ministries will arrange for a well-qualified organist for your wedding. That organist will meet with you to plan the processional, recessional, and supplemental selections.

Decorations and Accessories

The sanctuary of Highland Presbyterian is adorned with seasonal banners and other decorations that celebrate the church year, from Advent through Worldwide Communion Sunday in the fall. They are very tastefully presented and greatly enhance the worship space, but do vary depending on the time of year. *The removal of these decorations may result in “additional custodial hours” (as per the Fee Schedule page).* Please ask the Church Wedding Coordinator which banners and “drapings,” if any, may be up at the time of your ceremony so you may plan accordingly.

Details of intended decorations, including candles and flowers, as well as any requests for accessories available from the church, must be submitted to the Church Wedding Coordinator two weeks prior to the rehearsal. The wedding party will be responsible for the actions of any decorators or florists.

The pulpit may be placed on either the right or left of the chancel, but may not be removed. Movable stairs for ascending the chancel are available and may be placed where desired. Other accessories available at the church for your use include:

- Six matching black iron candelabra holding six candles each;
- Two matching brass candelabra holding six candles each;
- Four (two pair of) wooden pedestals for flowers;
- Two matching white ceramic pedestals for flowers;
- Four lapel microphones and seven additional microphone jacks;
- Wooden panels that shield the choir loft and its chairs;
- Reserved signs for pews

Potted plants must be placed on plastic to protect the floor. If candles are used, wax must be “dripless” and plastic or heavy cloth must be placed under them. The use of candles in the aisles is not permitted. No nails, screws, thumbtacks, staples or tape may be used on the woodwork or furniture. String, ribbon, or special pew brackets should be used in fastening greenery to the pews.

All decorations must be removed immediately following the service unless other specific arrangements have been made. After the wedding, the Church Wedding Coordinator will inspect for any damages and assess any charges, which will be deducted from the damage deposit.

Photography and Videotaping

Marriage in the church is a religious service. The professional photographer may take one picture of each member of the wedding party processing down the aisle (six pews from the back of the sanctuary). If photographs at the sanctuary chancel area are to be taken prior to the service, those must be completed no later than sixty minutes before the processional. It will be possible to return to the chancel after the ceremony for additional pictures. It is the responsibility of the bride and groom to make certain that this policy is fully understood by the professional photographer.

At the rehearsal the ushers should be instructed to inform guests with cameras that pictures may not be taken in the sanctuary at any time during the wedding service.

Videotaping must be done with "available" light. Supplemental lighting is not permitted during the ceremony.

Photographers and videographers should be appropriately attired for the wedding.

Please understand that these guidelines have been established to help ensure that a worshipful, non-distracting atmosphere is maintained for your wedding.

Parking and Accessible Entrance

Our church parking lot is located off Easter Star Court (the alley) which runs North off Highland Avenue. The lot will accommodate 200 cars.

Handicap parking is located on the curbside of Highland Avenue next to the sanctuary. The ramp into our building is located near the Handicapped Parking spaces, just East of the corner of Highland Avenue and Cherokee Road.

Receptions

Several spaces at Highland are available for receptions. These include the Fellowship Hall adjacent to the sanctuary or the Dining Room in the lower level. The kitchen, tables, chairs, glassware, flatware and china are all available for use at no extra charge. No alcoholic beverages are allowed in these areas. Additional facilities in the Pleune-Mobley Center (the building across Highland Avenue) are also available, where alcohol may be served (with written proof of caterer's liability insurance provided in advance). Please consult the Church Business Administrator for room availability, reception policies, and rental agreement forms. Our Church Wedding Coordinator can put you in touch with him.

Miscellaneous

1. Rose petals may be scattered by the flower girl during the processional only if an aisle runner is used. No rice or confetti may be thrown on the church premises. ONLY birdseed may be thrown outside.
2. No alcoholic beverages are allowed in the church building.
3. Smoking is not permitted in any of the buildings on the campus.
4. The church will be open during the rehearsal and the service and, while every effort is made to maintain security, Highland Presbyterian cannot be held responsible for valuables left unattended or unlocked.
5. The church cannot be responsible for anything lost or left at the church.
6. All cell phones must be turned off during the rehearsal and wedding service.

Fee Schedule

All fees must be paid in full two weeks prior to the Wedding Service. Checks should be made out to Highland Presbyterian Church with the "memo line" given as "Wedding and its date."

	<u>Member</u>	<u>Non-Member</u>
Building Fee	\$650.00	\$1125.00
<i>Includes: Custodial, Church Wedding Coordinator, Organist (including consultation), and Director of Music Ministries</i>		
Pastor	<u>(see note)</u>	<u>\$250.00</u>
TOTAL	\$650.00	\$1375.00

Note: An honorarium is suggested for services rendered.

ADDITIONAL FEES (for member or non-member):

Deposit \$150.00
** Refunded after the wedding if no damages are assessed. Cancellation of the wedding with less than two weeks notice will result in forfeiture of the deposit.)

Add'l Custodial Hours \$50.00/hour
** Will be deducted from deposit.

Add'l Organist Hours
Organist for Rehearsal \$50.00 (additional to above)
Organist Reh. with Other Musicians \$25.00 per 30 minute rehearsal per musician or ensemble

Outside Musicians Arranged separately with guidance of Director of Music Ministries

	<u>Members</u>	<u>Non-Members</u>
Reception in Fellowship Hall or Dining Room	\$150.00/3 hrs.	\$200.00/3 hrs.
** Includes use of kitchen, tables, chairs, glassware, flatware, and china.		