

# Your Christian Wedding at Davidson College Presbyterian Church

P.O. Box 337, Davidson, North Carolina 28036

704-892-5641

www.dcpcc.org

## OUR PROCEDURES AND POLICIES

This booklet is offered to help you understand the basic assumptions, procedures, and policies surrounding a wedding at Davidson College Presbyterian Church. We wish for your wedding to reflect, by its beauty and sincerity, your depth of respect for God, the Church, and your marriage relationship. To avoid misunderstandings, we call your attention to your responsibilities and rights and a few necessary restrictions concerning weddings at this church.

## CHRISTIAN MARRIAGE

*Marriage is a gift God has given to all humankind for the well-being of the entire human family. For Christians, marriage is a covenant through which two people are called to live out together before God their lives of discipleship.*

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

In conformity with this understanding of Christian marriage, we expect that at least one of the partners is a professing Christian.

If the pastor is convinced, after discussion with the couple, that Christian understanding is so lacking, the pastor shall assure the couple of the church's continuing concern for them and not conduct the ceremony. In making this decision the pastor may seek the counsel of the Session.

The Worship Committee of Davidson College Presbyterian Church, with Session approval, reserves the right to amend this policy as the need arises.

## TIME AND PLACE OF THE SERVICE

*Christian marriage should be celebrated in the place where the community gathers for worship.*

Facilities at Davidson College Presbyterian Church:

- I. The sanctuary, its chancel, and the chapel are available, by permission of the church office to the following groups:
  - A. One of the couple or a parent, stepparent, or grandparent of either must be an active or affiliate member of DCPC for at least one year prior to booking a wedding date.
  - B. Davidson College students, alumni of Davidson College, and current faculty and staff of Davidson College.
- II. The sanctuary seats 640. There are 32 rows of long pews and a balcony. The chapel seats 125 in 11 rows of pews, and there is a balcony. Ropes may be placed on the pews for guests to be seated toward the front, if desired.
- III. The church Congregation House may be used for receptions by active and affiliate members

only. The parlor will accommodate about 40 to 50 people. The Congregation House will accommodate about 250 to 300 people. There will be a separate fee schedule and facility use policy for the Congregation House, which you may obtain from the church office.

## MAKING THE ARRANGEMENTS

Call the church office at 704-892-5641 to make your initial contact when requesting a wedding date **no later than 6 months before your wedding date**. An Administrative Assistant will put your wedding date on the church calendar, email you a copy of the wedding policy and a wedding information form, arrange for a wedding coordinator, and help schedule your first conference with the pastor when one of our pastors is conducting the service. The wedding information form should be returned to the church within 30 days after it has been mailed to the couple.

Your rehearsal and wedding dates will be officially scheduled after you have returned the wedding information form to the church office, accompanied by your deposit for the use of the church facilities in the amount of \$250 which applies to the fee for the use of the sanctuary and Lingle Chapel for non-members. This fee is non-refundable. If there are any changes in date and time of the wedding, please contact the church office directly, as well as the wedding coordinator.

Church members will be given preference in selection of dates and scheduling of facilities. However, a non-member's reservation may not be preempted by a member within twelve months of the requested date.

Ordinarily, no more than one wedding will be scheduled for any given day. Because of the religious celebrations and this church's special relationship with Davidson College, weddings will not be scheduled on the following days: New Year's Day, Easter Weekend, Davidson College Commencement Weekend, Reunion Weekend, Thanksgiving Day, Christmas Eve, or Christmas Day.

The church reserves the right to cancel and/or reschedule weddings in the event of emergencies caused by health, safety or natural disasters in compliance with local and/or state declarations/mandates.

## THE PASTOR

It is the policy of Davidson College Presbyterian Church that one of the DCPC pastors will officiate at all weddings in the church for church members. Preparation for marriage and wedding events are important times when pastoral bonds are formed and strengthened. The pastor will officiate at the rehearsal, the wedding ceremony, and provide pre-marital counseling with the couple.

Church members may desire that another pastor be invited to assist in their wedding. Such an invitation will first be cleared with the officiating DCPC pastor who will oversee the planning and conduct the service.

Non-members of DCPC may desire a pastor other than one from DCPC to conduct their wedding. All such invitations to guest pastors will first be approved by the Session when it is satisfied that the visiting pastor will follow the guidelines set forth in this wedding policy. Davidson College's chaplain may perform weddings at DCPC without specific Session approval. One of DCPC's Administrative Assistants will provide you with the guidelines which outline how your guest pastor can request approval by the Session.

*In preparation for the marriage service, the minister shall provide for a discussion with the couple 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,  
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.*

*This discussion is equally important in the case of a first marriage, a marriage after the death of a spouse, and a marriage following divorce.*

*As a service of Christian worship, the marriage service is under the direction of the minister and the supervision of the Session.*

## **THE MUSIC**

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

After your wedding date has been confirmed by the church office, you should contact the Director of Music, who ordinarily plays for all weddings in the church. If the director or associate director is unavailable to play for your wedding, you may obtain a list of alternative organists from the Director of Music. Musicians outside of this approved list must be approved by the Director of Music. If the musician is playing the organ, that person must contact the Director of Music to schedule a consultation time for organization orientation prior to the wedding date.

A consultation between the couple and the organist will give you a chance to listen to processional and recessional music and choose other music. All music must be approved by the Director of Music. Vocal music is of particular concern, as is instrumental versions of popular songs. All music must be approved to ensure that it is of a sacred nature and fits within the Reformed tradition as mandated by the Session. Music of a more secular nature is best reserved for the reception.

Soloists can add much to the occasion. You may suggest someone you know, or request that a soloist be found through the Director of Music. Vocalists or instrumentalists may be suggested by the Director of Music. It is your responsibility to book them directly and then confirm that the musicians coordinate with each other and/or the Director of Music. If playing, the Director of Music will be available to rehearse with the soloist(s) one hour before the wedding ceremony, or as otherwise arranged between the Director of Music and the soloist(s). There is an additional fee for the Director of Music if you have a vocalist or special instrumentalist.

The organist will play selected pieces for about thirty minutes before the start of the ceremony and at appropriate times during the wedding.

Because your wedding is a service of worship, *the congregation may join in hymns and other musical forms of praise and prayer.* The Pastor or Director of Music may suggest appropriate hymns for the occasion, if you wish.

The steeple bells may be rung at the end of the service if desired. Please inform your wedding coordinator if you wish to have the bells rung following your ceremony.

The Director of Music and other musicians are not required to attend the wedding rehearsal; however the Director of Music may be engaged to play at the rehearsal for an additional fee. If the Director of Music does not attend the wedding rehearsal, the pastor and wedding coordinator will confirm cues with the musicians one hour before the ceremony to ensure a smooth service of worship.

## **WEDDING COORDINATOR**

This church requires an experienced wedding coordinator who is a member of this church for weddings. One will be assigned to you by one of DCPC's Administrative Assistants when you schedule your wedding.

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 and 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 have a wedding planner, the Coordinator will collaborate with that individual to ensure that your wedding is what you have planned for and hoped it will be.

## **PHOTOGRAPHS**

Your wedding is an immensely important event for you, and it should be dignified. It is also a worship service to the glory of God. To that end, photography is not allowed in the sanctuary or chapel during the wedding service except that your professional photographer may take photographs discreetly from the balcony and the narthex. Please inform family and friends that they may not take photographs during the ceremony. You may arrange for time both before and after your wedding ceremony for pictures of you, the wedding party, and family in the sanctuary or chapel.

One video camera may be used during the ceremony, provided no special lights are required, and provided the camera and the operator can remain unobtrusive during the entire ceremony in the balcony. Use of the DCPC sound system by a videographer is prohibited without our operator. An unmanned video camera may be used in the choir loft. Additional unmanned video cameras may be placed discreetly in the sanctuary if approved by the Wedding Coordinator.

The Davidson College Photography Policy allows those persons getting married in DCPC to have pictures made on the campus at DC, but there are limitations on when and where those photographs may occur. The Wedding Coordinator will provide you the appropriate forms from Davidson College if you wish to take pictures on campus. These photographs need to be scheduled in advance with Davidson College by calling 704-894-2127

## **REHEARSAL**

The wedding rehearsal should be scheduled when the wedding date is set. The Pastor and Wedding Coordinator will be responsible for conducting the rehearsal. The Director of Music may attend the wedding rehearsal if requested for an additional fee.

Please advise your wedding party to be on time for the rehearsal. The rehearsal will be a relaxed, yet dignified, time of preparing for an act of worship.

## **FLOWERS AND DECORATIONS**

*Flowers, decorations, and other appointments should be appropriate to the place of worship, enhance the worshipers' consciousness of the reality of God, and reflect the integrity and simplicity of Christian life.*

The policy of the church assumes that the wedding flowers on the communion table will remain in the church for the Sunday services if they are left following the service. No flower containers owned by DCPC shall be removed from the church facilities. The wording for the bulletin announcement should be attached to your wedding form when it is received by the church. The church office must be notified of any changes to this announcement a week prior to the wedding. Please notify the coordinator if the flowers are to be taken to The Pines Retirement Community or another location following the services. A member of the church Flower Committee will fulfill this responsibility.

The furniture, including the wooden lectern and symbols found in the sanctuary and chapel are not to be removed, altered, or concealed by decoration.

Decorators must insure that the furniture, floor, and carpets are protected against damage from moisture and candle wax. Only chase (encased) candles will be permitted.

It is the responsibility of the decorator to remove all wedding decorations immediately after the service. The sexton and/or coordinator are not to be asked to remove candelabra, ferns, flowers, etc. The church's hurricane globes are not available for use at weddings, however, candles with hurricane globes may be used if provided by your decorator and removed by your decorator after the ceremony.

## **THE WEDDING PARTY**

This is your wedding. Do not feel compelled to include every relative or friend in your wedding party. Often the simpler weddings are more beautiful and more enjoyable.

Your marriage will become noteworthy for the bond which unites you as a married couple, not for the extent or expense of your wedding party.

Please use discretion when considering having small children in your wedding party. Carefully assess their ability to listen quietly, to follow directions, and to act appropriately under discomfort and tension. Pets are not allowed in the sanctuary or chapel to be part of the wedding.

## **MISCELLANEOUS**

**YOUR WEDDING BULLETIN:** Please indicate in your wedding bulletin that your guests should silence their cell phones and pagers during the service. No photography is allowed during worship at DCPC. DCPC staff do not prepare wedding bulletins or programs. These are not required and are the responsibility of the wedding couple to provide.

**SOUND SYSTEM:** If you plan to use the sound system in the sanctuary for your wedding, the church will furnish a trained operator for a \$75 fee. The sound system may not be used without the trained DCPC operator. Please advise your Coordinator well in advance of your wedding rehearsal.

**LIVE-STREAMING:** The church can live stream the wedding through the church's Facebook and YouTube pages if the couple desires. If you wish to have the wedding ceremony live-streamed, please notify the wedding coordinator at your initial meeting, and the church will provide a trained operator. There is an additional fee of \$125 for this service.

**CONFETTI, RICE, BIRDSEED, FLOWER PETALS:** Please ask your friends not to throw or drop any of these items in the church sanctuary, chapel, or other church property. Flower girls may only drop silk petals.

**ALCOHOL:** No alcohol shall be brought to or consumed on the church property during your rehearsal, wedding, or reception.

**AFTER THE WEDDING:** Since the church facilities will be locked shortly after the conclusion of the wedding, all clothing and other personal items belonging to the wedding party should be removed prior to the wedding, if possible. All rooms should be left in the same condition in which they were found in order to be prepared for subsequent church events. Items belonging to the church (flower stands, lecterns, flower containers, candle holders, etc.) cannot be removed from the premises.

## FEES

**Facilities:** Fees for use of facilities by Davidson College students, alumni, faculty and staff should be mailed to DCPC with your wedding information form when you reserve the church for your wedding. Your wedding date and time will be confirmed after we have received your information form and your facility fee. There is no facility fee for church members and their immediate families. Davidson College students, alumni, faculty and staff will be charged a fee of \$400 for the use of the sanctuary or Lingle Chapel. There is a separate application with a fee schedule which you may obtain from the church office for use of Congregation House.

The wedding coordinator will supply the names of fee recipients and all fees are due no later than the date of the rehearsal. The coordinator will be responsible for collecting and distributing checks.

**Pastor:** There is a \$400 fee for the officiant to conduct the ceremony, which includes conducting the rehearsal and pre-marital counseling. This fee applies for members and eligible non-members who wish to be married at Davidson College Presbyterian Church.

**Organist:** A fee of \$300 will be charged for one consultation and playing for the wedding service. If vocalists or instrumentalists are used, add an additional \$50 to cover each extra rehearsal time. Fees to vocalists or instrumentalists should be paid directly to those persons in advance of the ceremony. The organist may be requested to play for the rehearsal for an additional fee of \$100.

**Coordinator:** For Coordinator provided by DCPC, the fee for the wedding is \$ 250, which includes a consultation and the rehearsal.

**Sound System:** The trained operator provided by the church will be paid \$75.

**Live-Stream:** The trained operator provided by the church will be paid \$125.

**Sexton:** The sexton will set up and re-set for DCPC functions. The sexton will attend the wedding and will be paid \$150, which includes setting up for the rehearsal as well as the wedding.

# Wedding Fees

	Davidson College students, alumni and staff	Member
Sanctuary Fee	\$ 400	no charge
Chapel Fee	\$ 400	no charge
Clergy	\$ 400	\$ 400
Organist Rehearsal	\$ 100	\$ 100
Organist Wedding <b>-without soloist</b>	\$ 300	\$ 300
<b>-with soloist</b>	\$ 350	\$ 350
Coordinator	\$ 250	\$ 250
Sexton	\$ 150	\$ 150
Live-stream	\$ 125	\$ 125
Sound Tech	\$ 75	\$ 75

This policy was approved by the DCPC Session. September 2021