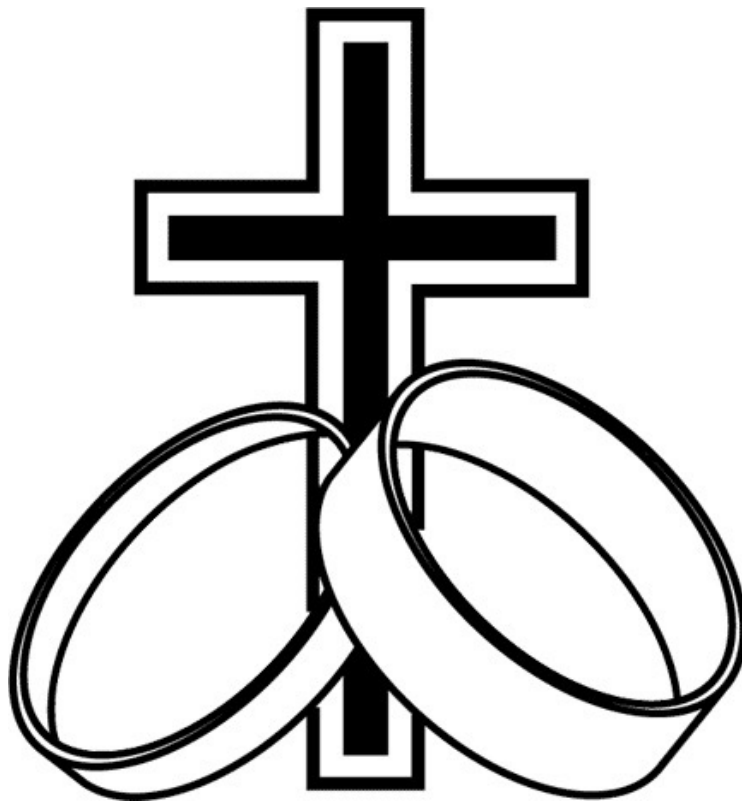


Rockledge Presbyterian Church

Wedding Handbook



921 Rockledge Drive
Rockledge, FL 32955

Revised and Approved June 14, 2016

Congratulations and best wishes on your engagement and upcoming wedding!

We, at Rockledge Presbyterian Church, are honored that you are considering using our facilities and resources for your ceremony.

In order to assist you in your planning, please take time to review this handbook which includes various options that are available to you based on your needs and desires.

Introduction:

All marriage ceremonies at this church fall under the auspices of the worship committee, and are subject to review and approval by the church's Session.

Please note that according to the Directory For Worship found in the Constitution of the Presbyterian Church (USA) part II (Book of Order), 2-4.9006

Nothing herein shall compel a teaching elder (Pastor) to perform nor compel a session to authorize the use of church property for a marriage service that the teaching elder/pastor or the session believes is contrary to the teaching elder's or the session's discernment of the Holy Spirit and their understanding of the Word of God.

Consequently, couples interested in being married at this church must receive approval in order to hold their wedding ceremony in this place.

Above all, the couple desiring to be married at Rockledge Presbyterian Church must affirm that the wedding will be designed as a service of Christian marriage and will focus upon this covenant as a gift of God and as an expression of the Christian life.

Scheduling Your Wedding:

We suggest that you plan your wedding at least six (6) months in advance to ensure the church facilities can be arranged without conflict. The following must be completed in order for your wedding and rehearsal to be reserved on the church's master calendar:

1. Submittal of a Wedding Request/Agreement Form (see appendix A)
2. Submittal of a refundable deposit. See Church Wedding Fees Pg. 9 & 10 ***Note: Wedding cancellations must be received in writing no less than 1 month prior to the scheduled event in order to receive refund of the deposit.***
3. Review by the Wedding Coordinator and approval of the worship committee (which may include consultation with the church's Session).

RPC Wedding Coordinator:

Each wedding performed at Rockledge Presbyterian Church will be assigned a Wedding Coordinator who will ensure that the dignity and reverence of your ceremony is preserved. The Wedding Coordinator will be your point of contact for the church and will be responsible for any questions you may have throughout your planning. The Wedding Coordinator will be available by phone, face-to-face meetings, and email in order to review the details of your wedding. You may choose to have an outside wedding planner assist you in your wedding preparations; however, Rockledge Presbyterian Church's Wedding Coordinator must be on-site and is the final word regarding rehearsal and ceremony concerns. The Wedding Coordinator is responsible to integrate the services of the pastor, organist, soloists, musicians, florists, photographers, a/v tech, and the custodial staff. She will instruct the ushers, facilitate the entry of the bridal party, and assist you with questions or concerns to make your ceremony go as closely as possible to your desired plans.

Your Pastor:

Members:

If you are a member of Rockledge Presbyterian Church, our pastor can perform your "service of Christian marriage", according to the Directory for Worship in the Book of Order of the Presbyterian Church (USA).

Non-Members:

If you are not a member of Rockledge Presbyterian Church, you must secure the services of a "regularly ordained minister of the gospel" according to **FL Statute 741.07**, and having received a theology degree from a recognized Christian seminary. **Please provide a certification document with your deposit to secure your date.** Our Wedding Coordinator can provide you a list with several clergy possibilities in our area. Securing services of outside clergy as well as payment amount and method would be negotiated and agreed upon separately.

In addition, couples may enlist the services of other authorized person/s to solemnize the matrimony (i.e. services of those who have received on-line immediate ordination for a fee, notary public, judicial officer, or clerk of court), but the regularly ordained minister of the gospel as described above must be present as a co-officiator.

Pastor's Honorarium:

Members:

The suggested rate for the pastor's honorarium to perform your marriage service is \$250.00 and may be paid by cash or check (made payable directly to the pastor).

The pastor's honorarium should be handled through the Wedding Coordinator and submitted no later than one (1) week prior to the wedding.

Non-Members:

You will need to negotiate with your selected pastor as to his/her honorarium and method of payment. **Our wedding coordinator must be made aware of the honorarium arrangement no later than one (1) week prior to the wedding** to avoid confusion on the day of your event between the couple and his/her chosen clergy.

Pre-Marital Counseling:

Members:

Pre-marital counseling will be required by the Pastor at our church and will cover the following areas:

- The nature of the couples' Christian commitment, assuring that at least the man or woman 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 meaning of the marriage vows
- The resources available to support the couple in fulfilling their marriage commitments

The minister ordinarily meets with each couple over the course of three separate 45 minute sessions, scheduled far enough in advance of the wedding date to ensure that all details related to the marriage service can be adequately addressed.

Non-Members:

You are strongly encouraged to participate in a pre-marital counseling program, either through your own research and resources, or through the officiating pastor you have secured for your wedding. Counseling is recommended to nurture and foster your relationship in the marriage covenant, and can help to head off some unforeseen issues which can surface in the life of any married couple. A pre-marital course provider list is provided on the Brevard County Clerk of Courts' website (web address provided pg. 5).

Marriage License:

Marriage license must be applied for through Brevard County Clerk of Courts. You must apply together with driver's licenses or certified copy of birth certificates and your social security numbers. At this writing, the application fee is \$93.50, or \$61 if you present a valid certificate of completion of a premarital course from a qualified course provider. For more information on where and how to apply, please visit [HTTP://brevardclerk.us/](http://brevardclerk.us/). A pre-marital course provider list is provided on their website as well.

It is recommended that your marriage license be delivered to the Wedding Coordinator one week prior to your ceremony and absolutely no later than at the rehearsal. Please Note: Licenses are valid only if obtained no more than sixty (60) days in advance of the wedding, and not less than 72 hours before your marriage service.

Music:

Music selections must be respectful in accordance with this place of worship. Rockledge Presbyterian Church is blessed with a gifted organist/pianist who may be available to perform at your wedding for a suggested honorarium as prescribed on the fee schedule presented on pages 9 and 10 of this handbook. Our Church Organist can coordinate the musical elements of the marriage service and can recommend appropriate musical selections for your wedding. Payment for his services should be made by direct check and given to the Wedding Coordinator to distribute to him.

If you desire your own organist, he/she must be pre-approved by RPC's organist to play on our newly renovated and complex pipe organ system. Payment arrangements for your outside organist would be negotiated separately; however, our RPC Wedding Coordinator must be provided information regarding when and how your musician is being compensated so that there is no confusion on the day of your wedding.

Other musicians and soloists may be brought in from the outside to perform for your wedding ceremony as well. The arrangements, fees, and methods of payment for these accompanists are negotiated directly between you and the musicians. The names of your musicians must be provided to our Wedding Coordinator, and the nature of how they will be remunerated provided so that there is no confusion on the day of your wedding.

Photographers and Videographers:

The scheduling of photographers and videographers are the responsibility of the bride and groom. Photographers are welcome to take pre-wedding pictures in and around the church property up to two hours before the wedding. The photographer is asked to limit post-wedding pictures to one (1) hour after the wedding.

Members:

Video cameras must be placed in an unobtrusive, stationary position prior to the start of the wedding service. The use of cameras by family and friends is not allowed during the wedding out of respect for the worshipful nature of the service. However, it is assumed that the professional photographer will carefully, without flash, capture special moments without disrupting the worship service. The Wedding Coordinator will meet with the photographer prior to the service to review pertinent photography guidelines.

AV/Tech Needs:

Technical assistance is required for weddings to ensure sound quality. AV/Tech equipment will be operated by RPC personnel ONLY.

Digital Music via CD (not recommended due to possible player error) or MP3 playlist may also be utilized in your marriage ceremony. Use of these music mediums must be reviewed and ***tested*** prior to wedding day with the AV tech assigned to your wedding. Coordination will take place through our Wedding Coordinator.

Wedding Rehearsal:

The wedding rehearsal is a practice run of the wedding ceremony. Ideally, the wedding rehearsal will be the day before the wedding. Our Wedding Coordinator in conjunction with your presiding pastor (and if applicable, with your privately hired wedding planner) will walk the wedding party through the process; processional, placement of the wedding party for the ceremony, walking through the order of service, and finally the recessional.

Members of the wedding party, including the parents and/or grandparents should arrive fifteen (15) minutes before the start of the rehearsal and be present in the sanctuary or chapel at the time scheduled for the rehearsal. Promptness will ensure that the rehearsal lasts no longer than the allotted 45 minutes to 1 hour.

It is likely many of the details of your ceremony will have been discussed with the Wedding Coordinator beforehand; however, please be prepared to provide information such as:

- Who will light any candles utilized in your service?
- Who will seat the mothers?
- How many family pews shall be reserved?
- If you desire a receiving line in the Narthex after your service
- Any other special considerations of your service.

Wedding Decorations:

Flowers and decorations should enhance the wedding ceremony and be appropriate to the worship setting.

- Flowers and candelabra (no wax - with dripless candles only) may be used in the chancel area. The florist, family, or whoever decorates shall remove all decorations/items from the Sanctuary or Chapel immediately following the wedding ceremony.
- No items may be placed on the communion table.
- No items may be placed on the piano or organ.
- No attachments may be made to any wall, temporary structure constructed, or modification made to any space without authorization from the Wedding Coordinator and in consultation with the Trustees as the situation requires. The Wedding Coordinator shall approve any wedding decorations such as pew bows and floral arrangements.
- No center aisle runner is allowed in the Sanctuary.
- No rice, birdseed, real or silk flowers, balloons, or similar items may be thrown in the Sanctuary, Chapel, or church entrances, sidewalks or premises.
- Furnishings that are moved shall be replaced after the wedding.

- Liturgical furnishings and seasonal paraments may not be removed from the Sanctuary or Chapel.

The Wedding Party:

It is expected that the members of the wedding party will recognize that the church is a place of worship and will conduct themselves with discretion and sensitivity.

- **No alcoholic beverages or illegal drugs of any kind are allowed on the premises for either rehearsal or the wedding. Any member of the wedding party found to be under the influence will be removed from the premises.**
- **Smoking is not permitted in the buildings or within fifty(50) feet of the sanctuary doors.**

It is the responsibility of the bride and groom to make certain that these rules are made known to members of their wedding party.

Child Care:

Rockledge Presbyterian Church is **not** responsible for providing childcare or separate areas for children of the bridal party or wedding guests. Children must remain under adult supervision at all times.

Wedding Day:

Plan for the wedding party to be at the church no earlier than two (2) hours prior to the service. The church parlor serves as the dressing room for the bride and bridal attendants. The groom and groomsmen may use our choir room (Knox Hall). Members of the wedding party are responsible for removing any personal belongings and for straightening up the parlor and Knox Hall before leaving the church. Make sure that someone is assigned to gather clothing, flowers, decorations, etc. after the wedding.

Facility Guidelines:

- The Sanctuary can seat up to approximately 250 guests.
- The Chapel can seat up to approximately 50 guests.
- The building will be available two (2) hours before the wedding and available to the wedding party, florist, and photographer/videographer.
- Sunday wedding ceremonies cannot begin before 4:00 pm to allow time for Sunday morning services and classes to conclude. The wedding party may arrive to prepare at 2:00pm for a 4:00pm ceremony.

- No weddings are scheduled during the week prior to Easter and the week preceding Christmas.
- The church facilities may potentially be used for other events on your reservation date; however, we will work in conjunction with you and the Wedding Coordinator to ensure there are no inconveniences or conflicts.
- The wedding will begin on schedule regardless of any guests that may not have arrived.

Church Wedding Fees:

Wedding fees are based on the size of your wedding and the various services required for your ceremony. Fees are divided into two categories: Member Rate and Non-Member Rate. As long as the bride, groom, parents, or grandparents are members of Rockledge Presbyterian Church, the member rate will apply.

Member Wedding Rates

Members - \$100.00 Refundable Deposit at time of booking (check made out to Rockledge Presbyterian Church)	
Required Fees	Optional Fees
Sanctuary seats 250/Chapel seats 50 \$No Fee	RPC Pastor – suggested honorarium \$250.00
Custodial Fee \$100.00 ≤25 people \$25.00	RPC Organist/pianist –suggested honorarium \$250.00
Wedding Coordinator \$250.00 ≤25 people \$100.00	
Sound Technician \$50.00 ≤25 people-No Sound Tech Provided	

Total Required Fees \$400.00

Small Wedding Total Required Fees ≤25 people is \$125.00. Note: For small weddings at the reduced rates described above, additional fees will be charged if the limit of 25 people is exceeded.

All other services for outside pastors, musicians, and vocalists must be negotiated separately between the couple and the service provider. Method of payment arrangements must be relayed to the Wedding Coordinator to avoid confusion on the day of the wedding.

The remaining fees due (i.e. Required Fees + Optional Fees – deposit) must be provided to the Wedding Coordinator in the envelopes provided (cash or check made out to the individuals) at the rehearsal.

Non-Member Wedding Rates

Wedding fees are based on the size of your wedding and the various services required for your ceremony.

<i>Non-Members - \$325.00 Refundable Deposit at time of booking (check made out to Rockledge Presbyterian Church)</i>	
Required Fees	Optional Fees
Sanctuary seats 250/Chapel seats 50 \$500.00 ≤25 people \$125.00	RPC Organist/pianist –suggested honorarium \$300.00
Custodial Fee \$100.00 ≤25 people \$50.00	
Wedding Coordinator \$250.00 ≤25 people \$150.00	If there is a relationship between our RPC Pastor and one or both of the couple, then our RPC Pastor may be requested to perform the wedding under his/her requirements. Otherwise the couple must secure the services of a qualified ordained minister as described on page 3 of the Wedding Handbook. RPC Pastor – suggested honorarium \$300.00
Sound Technician \$50.00 ≤25 people–No Sound Technician Provided	

Total Required Fees \$900.00

Small Wedding Total Required Fees ≤25 people is \$325.00. Note: For small weddings at the reduced rates described above, additional fees will be charged if the limit of 25 people is exceeded.

All other services for outside pastors, musicians, and vocalists must be negotiated separately between the couple and the service provider. Method of payment arrangements must be relayed to the Wedding Coordinator to avoid confusion on the day of the wedding.

The remaining fees due (i.e. Required Fees + Optional Fees - deposit) must be provided to the Wedding Coordinator in the envelopes provided (cash or check made out to the individuals) One (1) week prior to your service.