

Your Wedding at Richmond Hill Presbyterian Church

In response to God's love, a man and a woman are joined together in a one-of-a-kind relationship. Weddings held at Richmond Hill Presbyterian Church are joyous, meaningful, and worshipful occasions. Though weddings are social and legal events, our focus is on their spiritual significance.

A Christian wedding ceremony is that the occasion is a worship service which glorifies God in the context of a man and woman becoming one in the Spirit of God. The selection of music and other items must always be considered in the context of *worship*.

This congregation and our pastor welcome the privilege of working with you in preparation not only for a beautiful and memorable wedding, plus toward a fulfilling life-long marriage. The following information is to help you plan your occasion for celebration and worship.

I. ARRANGEMENTS:

1. A written request, including dates/times for use of the Sanctuary and any other facilities, shall be sent to the pastor or the Clerk of Session (the lead elder of the congregation).
2. After a preliminary conference with the couple, the pastor may consult with the church's board of elders regarding approval of a request. A church representative shall notify the prospective couple of the decision, reserved dates, and other matters to be arranged.
3. After the couple is notified, the initial deposit is due before the wedding date will be scheduled on the church calendar. Additional fees, gifts and honoraria are due one month prior to the wedding.
4. Arrangements for pre-marital counseling must be made when a wedding is scheduled. These conversations may take place with the RHPC pastor or another approved counselor. Ordinarily you should begin this process *at least* 4 to 6 months prior to the wedding date. Exceptions can be made only for appropriate reasons. The couple should not send out formal invitations until the couples participate in premarital conversations.
5. The couple must provide a valid wedding license, as required by the jurisdiction where the wedding will take place. A local government official will answer questions related to the license, such as legal requirements, deadlines and processing time. The license must be provided to the officiating pastor before the rehearsal can begin.
6. Wedding functions at RHPC, including ceremonies and receptions, are limited to 225 people.
7. A volunteer church facility host/hostess will be appointed to work with the couple. This person will be available during the rehearsal, wedding, and two additional appointments to open the building.

II. PASTOR

1. The pastor shall be responsible for the direction of the wedding ceremony and pre-marital counseling. The couple's wedding coordinator is responsible to the pastor. Other pastors may participate, but only at the invitation of the Session (board of elders).
2. The Pastor conducts the rehearsal the day or evening prior to the wedding date.

III. USE OF CHURCH FACILITIES

1. The **wedding host/hostess of Richmond Hill Presbyterian Church** shall be responsible for opening, closing and securing all facilities on rehearsal day and wedding day.
2. **No alcoholic beverages** or illegal drugs are permitted in any of the church buildings or on any church property properties. Anyone under the influence shall be asked to leave the premises.
3. **No smoking** is permitted anywhere on church property, indoors or outdoors.
4. **No rice, birdseed, bubbles, confetti**, or other material shall be thrown inside any of the church buildings. If you wish to use this type of ritual, birdseed is the recommended form, and must be *outside* and away from the entryway, porches and walkways.
5. **The pulpit, communion table, and baptismal font shall not be moved** without permission of the pastor. Placement of all furniture and decorations must be planned in consultation with the representative of the congregation.
6. **Decorations shall be in keeping with the dignity of a worship service.** Obviously, there should be no damage: tacks, nails, screws, or heavy-duty tape may *not* be used.
7. **Drip-less candles** are the only type which may be used in any church building.
8. **The sound system** may be used upon request. Controls must be operated only by a designated church member.
9. **If the flowers are to be left** for the Sunday Worship Service, please indicate this on the form.
10. **An all-aisle cloth** must be used if the flower girl is to drop real flower petals. This is to protect the carpet.
11. **No flash photography** is permitted during the actual wedding ceremony. Video equipment and/or still cameras are permissible as long as the camera is positioned unobtrusively, as the officiating pastor instructs. Photographs and video mementos can be a wonderful source of future celebrations to recall your special day, while at the same time the picture-taking should not distract from the worship service. All portions of the ceremony may be reenacted afterwards for photographs. Professional photographers and/or videographers should consult with the pastor or RHPC representative *prior* to wedding day. If possible, these persons should attend the rehearsal.
12. **The florist should make arrangements with the church representative** to enter the church early to decorate for weddings. The church will be open **2 ½ hours before** the wedding by the church liaison. All sanctuary decorating should be completed at least one hour before the ceremony.
13. The sanctuary and fellowship hall must be reset immediately after the wedding events end. The wedding participants shall designate someone to be **responsible for restoring the sanctuary and all other areas used to their original state.** Any damage to the facilities or breakage will be the responsibility of the bride and groom and will be deducted from the damage deposit.
14. With advance permission, decorations and other items may be put into temporary storage at the church, provided that the church is not liable for damage or loss, and that everything is removed by 1:00 p.m. on the following Monday, unless previous arrangements are made.

IV. ORGANIST AND MUSIC

1. As soon as the wedding request is approved and scheduled on the church calendar, the couple shall arrange a conference with the church's director of music.
2. Ordinarily, the church's musicians will serve as organist, pianist or accompanist. Other musicians may be invited, but their participation requires the approval of the Richmond Hill Presbyterian Church Music Director. Start this planning early.
3. Scheduling with all musicians and any honoraria must be handled directly by the couple. The musicians should be present for the rehearsal, and arrange any practice sessions in advance.
4. The director of music will gladly offer suggestions for suitable vocal and/or instrumental music. Every piece during the wedding ceremony shall be appropriate for a service of Christian worship, always subject to the approval of the pastor and director of music.

V CATERING

1. The kitchen and any other **facilities used by the caterer must be left clean and neat.** It is the responsibility of the bride and groom to make sure the area is clean.
2. Trash for groups of 30 or more should be hauled away by someone arranged by the couple. Garbage may not overflow the dumpster or receptacles provided.

A copy of these procedures shall be given to the wedding applicants. The participants are responsible for informing the florist, caterer, etc. of the procedures.

If you have any questions, please contact the office administrator, pastor, or wedding coordinator.

Bobbie Lynes, office administrator, 756-2339 office

Rev. Greg Gillispie 756-2339 office

Norma Royals, Music Director

Host/Hostess Assigned: _____

**Your Wedding at
Richmond Hill Presbyterian Church
Financial Information**

I FACILITIES FEES

1. A gift to the church is requested to cover the use of facilities. Rates are subject to change. The rates in place at the time the wedding application is approved will be honored.
2. The initial deposit should be paid at the time that date is confirmed. Other payments to the church are due 30 days before the wedding. Honoraria should be given to the participants at or before the rehearsal.
3. A damage deposit will be refunded after any additional cleaning time, damage, or loss is assessed. Please allow up to three weeks to receive the refund. Any damage beyond the amount of the deposit will be billed to the couple.

a. Rehearsal and Wedding	\$600	\$300 of this is paid as a deposit at the time the contract is approved to reserve the dates. The remaining \$300 is due one month before the wedding. This includes use of the building, and one hour of standard cleaning. The host/hostess is available for the rehearsal, marriage ceremony, and to open the facilities on up to two other occasions.
b. Rehearsal Dinner	\$300	Includes use of Fellowship Hall and Kitchen, the host/hostess and one hour of standard cleaning.
c. Reception	\$300	Includes use of Fellowship Hall and Kitchen, the host/hostess and one hour of standard cleaning.
d. Cleaning Fees	\$150	Standard cleaning fees will be billed for additional time over one hour.

II REFUNDABLE DAMAGE DEPOSIT

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| 1. Refundable Damage Deposit | \$300 | This is due one month before the wedding. Please allow up to three weeks for refund. |
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III GIFTS

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| 1. Suggested Gift to the Pastor | \$150 | |
| 2. Premarital Counseling | \$285 | Required prior to sending out wedding invitations. |
| 3. Gifts to the Musician | \$200 | |

Rates are effective September 5, 2008 and subject to change.

REQUEST FOR A WEDDING CEREMONY

Richmond Hill Presbyterian Church, 12965 Hwy 144 East, Richmond Hill, Georgia 31324
Phone: (912) 756-2339 Fax: (912) 756-2423

First Choice of Wedding Date _____ Time _____

Rehearsal Date _____ Time _____

Other Schedule Options _____

Full Name of Prospective Bride _____

Address/City/Zip _____ E-Mail _____

Phone (day) _____ (evening) _____ (cell) _____

Faith Background or Congregation of Bride _____

Full Name of Prospective Groom _____

Address/City/Zip _____ E-Mail _____

Phone (day) _____ (evening) _____ (cell) _____

Faith Background or Congregation of Groom _____

Minister(s) you request to officiate: () RHPC Pastor () Other _____

Church & Address of Minister _____

Denomination _____ Phone _____

Wedding Ceremony at: () RHPC Sanctuary () Other _____ Estimated # of Guests _____

Location of Reception: () RHPC Fellowship House () Other _____

Bride Signature _____ Date _____

I have read and understand that I am responsible for upholding all guidelines as stated in the wedding policies.

Groom Signature _____ Date _____

I have read and understand that I am responsible for upholding all guidelines as stated in the wedding policies.

Mail or fax completed form back to the church office as soon and possible, ordinarily at least six to eight months before the wedding. A preliminary conference with the RHPC pastor or designated church representative must be held before approval is granted, dates are reserved, or invitations sent.

Following to be FILLED IN BY CHURCH REPRESENTATIVE:

Date App. Received _____ Approved by/date _____ Couple notified by/date ____/____

Deposit Paid \$ _____ date ____ received by ____ Paid in Full \$ _____ date ____ received by ____

documents/rhpc/weddings/request for a wedding:2/15/2010