

Christian marriage is a covenant through which a man and a woman are called to make a lifelong commitment to each other and takes place in a special service, which focuses upon marriage as a gift of God and an expression of the Christian life. A wedding at Great Bridge Presbyterian Church will conform to the mandates of the Constitution of the Presbyterian Church and the laws of the Commonwealth of Virginia. In keeping with the Book of Order (w-4.9003), "the marriage service is under the direction of the Minister and the supervision of the Session", and facilitated by the wedding coordinator.

Great Bridge Presbyterian is available for weddings for members. The church may be used for the weddings of non-members if the Minister believes it to be appropriate.

### **Scheduling Your Wedding at Great Bridge Presbyterian Church**

- **Call or email one of our Wedding Coordinators, Robynne King (482-2949, [soyking@cox.net](mailto:soyking@cox.net)) or Jennifer Cahoon (548-4997), [jennifer\\_cahoon@cox.net](mailto:jennifer_cahoon@cox.net).** Your Coordinator will be your contact person from the church, will check date availability, and will **mark your date tentatively** on the church calendar.
- Next, call the church office (547-4706) to **speak to one of the pastors.** Our Senior Pastor is The Reverend Dr. Ralph Herbert and the Associate Pastor is The Reverend Anita Killebrew. **A pastor of Great Bridge Presbyterian Church must be contacted even if you intend to ask a pastor from another church to officiate.** Another pastor may officiate only with the approval of one of our pastors.
- For scheduling your date the next step is critical.
- Please **read this booklet** thoroughly and carefully. If you, the bride and groom, are in agreement with and wish to abide by the policies of Great Bridge Presbyterian Church and its governing body (the Session), please **sign the accompanying Wedding Reservation Form and return it to the church office, to the attention of the Wedding Coordinator, with your reservation fee of \$50.00.**
- **Please note that the \$50.00 reservation fee is nonrefundable and does not apply to any other fees.**
- **Receipt of your check and your signed Wedding Reservation Form officially secures your wedding date on the church calendar. It is no longer tentative.**
- We recommend that you schedule as early as possible, as many activities and functions continue to be scheduled.
- For planning purposes, it is important to note that weddings **will not** be performed on the following days:
  - Thanksgiving Day
  - Christmas Eve, Christmas Day
  - New Year's Eve, New Year's Day
  - Easter

## Premarital Conferences

Premarital counseling is necessary and essential in preparation for marriage. Premarital conferences provide an opportunity for pastoral counsel and a time for the pastor and couple to become better acquainted, to discuss the meaning of marriage within the Christian context, and plan the marriage service.

The bride and groom need to arrange with the Minister at least 3-6 months in advance of the wedding for the counseling. During this process, it should be understood that the Minister is not obligated to marry couples when questions arise which, in his or her judgment, would be serious obstacles to a successful marriage.

Occasionally, a couple may desire that a pastor of another church officiate or assist in the wedding. **It is important that arrangements be made with the officiating Pastor for counseling sessions.**

The courtesy of our church shall be extended to clergy providing they follow the procedural ethics of the Presbyterian Church U.S.A. as outlined in the Book of Order and abide by the policies of Great Bridge Presbyterian Church.

## Planning and Coordinating Your Wedding Ceremony

A pastor, by virtue of his or her office, will be the director of your church wedding service. It is the pastor's responsibility and commitment to maintain your ceremony as a holy and reverent event.

Our **Wedding Coordinator** will begin communicating and working with you about **six to eight weeks before** the wedding, and will be present for the rehearsal and the ceremony. Should questions arise concerning details or information needed in advance of this contact, the Wedding Coordinator may be contacted. She will work closely with the bride and Minister, keep the Worship & Music and Buildings & Grounds Committees informed of all arrangements, schedule building use, schedule the custodial service, assist with color of flowers (church worship flowers), contacting Director of Music, scheduling the sound technician, open and close building and collect fees. Her participation and direction will relieve you of many burdens and help you combine your personal taste with wedding etiquette and church policy.

\* Mistresses of Ceremonies will not be allowed.

## Music for Your Wedding

Music used in the wedding service is under the direction of the Director of Music, Billye Brown Youmans and our Organist, Cheryl Madison . A wedding is a worship service and the music selected should be **sacred** and appropriate for worship. Popular secular music is not usually satisfactory. Our Director of Music or Organist is available to meet with you to suggest appropriate music and recommend musicians and soloists. We prefer live musicians and strongly discourage the use of CD's or taped music.

Our church organist shall play for all weddings in the church. If the couple wishes to invite another organist, pianist, or other musicians to play, the church's Director of Music must be consulted. The music should be in keeping with the above guidelines.

Payment of the organist's or musician's fees is the responsibility of the couple. Musicians and or singers should be at the rehearsal (if this is not possible, at least 1 hour or **earlier** on wedding day) as microphone adjustment may be necessary.

There will be 20-30 minutes of prenuptial music on the wedding day, and this will be guided by the number of guests that need to be seated and the amount of time needed before the actual processional. The Wedding Coordinator will help with making this decision along with the Organist or Musicians.

Our Public Address System (Sound System) is fully controlled from the sound booth at the rear of the Sanctuary. It is necessary for a trained Sound Technician to be present during the **rehearsal and wedding** . The Wedding Coordinator will make sure a sound technician is present. The couple is responsible for the fee of the technician.

### **Decorations and Accessories**

“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 (w-4.9005).”

- . The Communion table is not to be used for flowers or objects.
- . Our church owns a beautiful wedding banner that is available for use in the sanctuary. The Wedding Coordinator will hang the banner before the wedding and remove it before the Sunday Worship Services.
- . The church Flower Guild is willing to coordinate floral colors of the wedding service for the Sunday Worship arrangement if possible. The church owns a large urn for the arrangement. Flower colors should be in keeping with the liturgical season. Using **white** flower petals during the processional is acceptable as long as an aisle runner is used.
- . **Please complete the “Instructions for the Florist” form contained in this packet, and submit it to your florist at the time of initial consultation. Your florist is expected to know and abide by these guidelines.**

The following accessories are available for use at your wedding:

2 seven branch candelabra (black)  
1 brass table top unity candle holder (for 2 tapers and 1 pillar candle)  
podium for guest registry  
table for flowers or other memorial tributes

The church will provide the candles (white or ivory) for the candelabra. The candles for the unity candle stand must be furnished by the couple.

Candles on ends of pews are permitted as long as they are clamp-on type and have globes. There will be **no** candles in windows or elsewhere in the church without glass globes. Care must be taken that candle wax does not get on the carpet, furniture, brick work. All candle use must be approved by the Wedding Coordinator.

**No** nails, tacks, wire, or tape may be used or driven into a wall, woodwork, pews, or carpet. **No** decorations are permitted that will mar the pews, walls, carpet, floors, or other property of the church.

Removal of flowers and other decorations from the Sanctuary should begin immediately following guests departure. Arrangements for this should be made ahead of time with the florist or someone appointed by the couple. The Wedding Coordinator will oversee the removal of decorations. If it is not possible for the removal of florist or rental items, they will be stored and **must** be picked up on the next business day.

The cleaning service will be scheduled to clean the sanctuary, bathrooms and any other areas used by the wedding party immediately following the wedding.

### **Photography and Video**

Please complete the "Instructions for the Photographer" form contained in this packet, and submit it to your photographer at the time of initial consultation. Your photographer is expected to know and abide by these guidelines.

We are reminded that the wedding is a worship service and is not intended to be a photographic production. In that regard we share with you these policies of Great Bridge Presbyterian Church.

**NO FLASH PICTURES MAY BE TAKEN DURING THE SERVICE.** Specifically, this means from the end of the Processional to the beginning of the Recessional. Non-flash pictures are permitted from the back. **NO** photography shall detract or intrude into the service. We ask that motor drives be disengaged.

Pictures of the wedding party may be taken **before** the wedding but must be completed at least **45** minutes **prior** to the start of the wedding service. A **MAXIMUM of 30 minutes will be allowed for photography at the conclusion of the wedding service.** You should plan ahead with your photographer. This will enable you to join your guests at the reception in a timely manner for the celebration.

Videotaping of the service is permitted only if it does not interfere with the worship experience. If a video camera is to be placed at the front of the Chancel area, it is to be stationary (on a tripod) with no movement during the ceremony.

Any questions should be directed to the Wedding Coordinator.

It is your responsibility to see that no flash photographs are made by wedding guests during the ceremony. You may even want to print a reminder about this in your bulletin or program.

## Other Important Information

- . The family of the bride/groom will be responsible for any property damage or cleaning expense incurred due to failure to comply with the guidelines of the church.
- . Please no rice, or confetti thrown on church grounds. No balloons may be released.
- . We recommend a reminder in your program for guests: turn off cell phones and beepers. (Remember the no flash photography during the service rule.)
- . Have the groomsmen check the tuxedos the day before the wedding to make sure that they fit and are complete with accessories.
- . Emphasize punctuality for the starting time of the rehearsal to your wedding party because we start on time.
- . Our sanctuary seats 500, and the fellowship hall can accommodate approximately 250 for a reception.
- . The Wedding Coordinator will take care of the lighting of the altar candles and the candelabra (unless someone has been appointed for the candelabra) prior to the start of the service.
- . Based on experience, children younger than 4 years of age may not participate as well as you had planned and may detract from the dignity of your ceremony.
- . The church will not be responsible for personal items that you bring or leave at the church (e.g. articles of clothing, purses, wallets, cameras).
- . Smoking is **not** permitted in the building.
- . **Alcohol consumption is not permitted in or on church grounds.**
- .

## Wedding Rehearsal

- . Be prompt (the Rehearsal will begin at the designated time).
- . Remember to purchase your marriage license and bring it with you on rehearsal night and give it to the Wedding Coordinator so she can give it to the pastor.
- . Remember to bring all checks for fees to the rehearsal so the Wedding Coordinator can disburse them.
- . Rehearsal usually lasts about 1-1 1/2 hour.
- . Do not bring the wedding gown or any other clothing or accessories to the rehearsal to remain at the church.
- . You should bring programs (this helps with the conducting of the rehearsal) and guest registry and leave at the church with the Wedding Coordinator.
- . Rehearsals will be conducted exclusively by the officiating pastor(s) and assisted by a Wedding Coordinator from our church.

## The Wedding Day

- . The Bride and her attendants may dress at the church. The church will be opened 2 hours prior to the wedding.
- . If dressing at the church, the groom and his attendants typically dress in the church library, and may arrive between 1 to 1 1/2 hours before the ceremony .
- . Ushers will begin seating guests no more than 30 minutes prior to the hour of the wedding.
- . Grandparents, parents, and special guests should be in the narthex at least 10 minutes before the wedding.
- . If you choose to provide a guest registry at the ceremony, a stand is available. Please designate a friend or family member to oversee this book and take it to the reception. If the narthex gets overly crowded prior to the ceremony, the book will be closed in order to get guests seated.
- . If programs will be used, remember to bring them to the rehearsal. Please make sure you have designated a person to oversee their distribution. The distribution will begin approx. 30 minutes prior to the wedding.

## ***Fees***

All fees are to be paid by the rehearsal. If there is no rehearsal, fees must be received at the church one week prior to the wedding. The Wedding Coordinator will advise you as to whom to make the checks out to.

Minister- It is recommended that a minimum \$200 honorarium be offered to the pastor for premarital counseling and the ceremony.

Wedding Coordinator and Assistant- \$200.00 for 6 hours

Sound technician- \$50.00

Sexton- \$75.00 (wedding only), \$75.00 (reception only), \$150 (wedding and reception)

Use of Sanctuary by nonmembers- \$500.00

Use of Fellowship Hall (including kitchen) by nonmembers- \$300.00

Mistress of Ceremonies- Provided by the Wedding Guild.

Organist- prearranged fee, contact Cheryl Madison, church Organist, 312-9797 (home #)

(10/14/07)

## WEDDING RESERVATION FORM

Great Bridge Presbyterian Church  
333 Cedar Road  
Chesapeake, VA 23322

Telephone: (757) 547-4706

Date issued: \_\_\_\_\_

This form must be returned to the church with a check for \$50.00 (non-refundable) within 2 weeks after it is issued to hold the facilities for your wedding. Otherwise this date will be released for someone else. Please make the check payable to GBPC. All other fees are due on the rehearsal date.

( Full (first, middle, last) names please.)

Wedding of \_\_\_\_\_ and \_\_\_\_\_

Address

\_\_\_\_\_

City, State, and Zip

\_\_\_\_\_

Home phone number \_\_\_\_\_ Work phone # \_\_\_\_\_

Person to be contacted by Wedding Guild Member

\_\_\_\_\_

Church member Yes \_\_\_\_\_ No \_\_\_\_\_

Officiating Minister

\_\_\_\_\_

Date of Wedding \_\_\_\_\_ Time desired \_\_\_\_\_

Date of Rehearsal \_\_\_\_\_ Time desired \_\_\_\_\_

I/We hereby agree to be responsible for any damage to the building and /or equipment during its use. I/We have received and have read in its entirety the Wedding Book listing the Church's guidelines and policies concerning having a wedding at this facility and agree to abide by said policies.

(Name) \_\_\_\_\_ Date \_\_\_\_\_

(Name) \_\_\_\_\_ Date \_\_\_\_\_

A member of the Wedding Guild of Great Bridge Presbyterian Church will be calling you about 6-8 weeks prior to your wedding. Members of the Wedding Guild are qualified members who will assist you during the rehearsal and wedding ceremony.

## WEDDING PLANNING SHEETS

(May be presented to the Wedding Coordinator when you are contacted 6-8 weeks prior to the wedding.)

Wedding of \_\_\_\_\_ and \_\_\_\_\_

Name of Contact Person \_\_\_\_\_

Date of Rehearsal \_\_\_\_\_ Time \_\_\_\_\_

Date of Wedding \_\_\_\_\_ Time \_\_\_\_\_

Officiating Pastor \_\_\_\_\_

Assisting pastor \_\_\_\_\_

Our Organist has the Right of First Refusal. Contact her **as soon as possible**.

Vocalist \_\_\_\_\_

Instrumentalist \_\_\_\_\_

Size of Wedding Party \_\_\_\_\_

Maid/Matron of Honor \_\_\_\_\_ Best Man \_\_\_\_\_

Bridesmaid \_\_\_\_\_ Groomsman \_\_\_\_\_

Bridesmaid \_\_\_\_\_ Groomsman \_\_\_\_\_

Bridesmaid \_\_\_\_\_ Groomsman \_\_\_\_\_

Bridesmaid \_\_\_\_\_ Groomsman \_\_\_\_\_

Bridesmaid \_\_\_\_\_ Groomsman \_\_\_\_\_

Bridesmaid \_\_\_\_\_ Groomsman \_\_\_\_\_

Bridesmaid \_\_\_\_\_ Groomsman \_\_\_\_\_

Bridesmaid \_\_\_\_\_ Groomsman \_\_\_\_\_

Bridesmaid \_\_\_\_\_ Groomsman \_\_\_\_\_

Flower Girl \_\_\_\_\_ Ring Bearer \_\_\_\_\_

- . It is strongly suggested that Flower Girls and Ring Bearers be at least 4 years old.

Grandmother of Bride \_\_\_\_\_ Escorted by \_\_\_\_\_

Grandmother of Bride \_\_\_\_\_ Escorted by \_\_\_\_\_

Grandmother of Groom \_\_\_\_\_ Escorted by \_\_\_\_\_

Grandmother of Groom \_\_\_\_\_ Escorted by \_\_\_\_\_

Mother of Bride \_\_\_\_\_ Escorted by \_\_\_\_\_

Mother of Groom \_\_\_\_\_ Escorted by \_\_\_\_\_

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Other special guests and their escorts:

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How many rows of pews should be reserved for family seating?

\_\_\_\_\_

Number of Guests expected for wedding \_\_\_\_\_

Time of arrival \_\_\_\_\_

Reminder: The church is normally opened 2 hours before ceremony time for the florist delivery and bride's arrival for dressing. If additional time is needed, you will be billed at \$20.00 per hour.

Florist Name \_\_\_\_\_ Phone# \_\_\_\_\_

Reminder: Florist must use pew clamps for holding flowers or ribbons. No tape is allowed.

Delivery time \_\_\_\_\_

Photographer \_\_\_\_\_

Video camera Yes/ no

Reminder: Photographer and video camera operator must abide by church guidelines of no flashes during the wedding service and the videographer must remain stationary at all times.

Reservation for special equipment:

2 seven branch candelabra (black) \_\_\_\_\_

Unity candle holder (gold) \_\_\_\_\_

Podium in Narthex for guest book \_\_\_\_\_

Extra table for flowers or other memorial tribute \_\_\_\_\_

## INSTRUCTIONS FOR THE FLORIST

**Great Bridge Presbyterian Church  
333 Cedar Road  
Chesapeake, VA 23322  
(757) 547-4706**

Groom's Name

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Bride's Name

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Date of Wedding \_\_\_\_\_

Time of Delivery \_\_\_\_\_

1. The church will be opened (2) hours before the wedding.
2. Nothing may be placed on the altar (except ornamentation around unity candle stand).
3. Do not use tape or wire of any kind to secure bows or flowers on the ends of the pews.  
They may be affixed with ribbon, chenille stems, elastic bands or you may use clips.
4. Flowers may be used to decorate the candelabra and the pews (under conditions  
Noted in #3 above).
5. Arrange to remove decorations promptly following the wedding and photography. As the church may have 2 weddings in one day, prompt cleanup and removal of your property is important. We will dispose of all flowers left by the wedding party.
6. Property belonging to the florist must be removed from the church immediately after the ceremony, unless the items are to be stored until the next business day. The church must be left clean and in good order.

# INSTRUCTIONS FOR THE PHOTOGRAPHER

Great Bridge Presbyterian Church  
333 Cedar Road  
Chesapeake, VA 23322  
(757) 547-4706

Wedding date \_\_\_\_\_

Bride \_\_\_\_\_ Groom \_\_\_\_\_

1. All pictures must be completed 45 minutes prior to the start of the wedding service.
2. The wedding service of worship officially begins with the seating of the mothers, The photographer may take a flash picture of the attendants, bride and father of the bride as they start down the aisle. In order to take these pictures the photographer may not go forward down the aisle more than the 3<sup>rd</sup> row from the back.
  - No flash pictures may be taken during the service-specifically from the end of the processional to the beginning of the recessional.
  - Time exposures with no flash may be taken from the back of the church. If the camera has a motor drive, please disengage it.
3. Only the existing lighting is used in the Sanctuary during the wedding.
4. After the wedding, flash pictures may be taken from the back of the Sanctuary as the wedding party exits the center aisle.
5. After the wedding, the pastor, bride, groom, and wedding party return immediately to the Sanctuary for pictures.
6. Photography following the wedding in the Sanctuary is limited to **30 minutes.**
7. Any photographer secured to videotape the wedding must contact the Wedding Coordinator to coordinate setup and placement. These arrangements must be made at least 45 minutes before the wedding ceremony.