

# WEDDING POLICIES AND PROCEDURES - APPENDIX D

## New Castle Presbyterian Church

25 E. 2<sup>nd</sup> Street

New Castle, Delaware 19720

(302) 328-3279

### WEDDING POLICIES AND PROCEDURES

#### **GENERAL**

Christian marriage is a distinctive and serious commitment involving public vows before God. Non-members may be married in the church providing they are part of the extended church family, or at the discretion of the Pastor and/or Session. The pastor of New Castle Presbyterian Church or her designee shall conduct all weddings. Other clergy may be invited to participate. The pastor will be assisted by the Board of Deacons. All weddings shall be preceded by four or more counseling sessions. If you have questions concerning this policy, please contact a member of the Session or the Pastor.

#### **MUSIC**

A church organist is responsible for all wedding music. She/he will assist you in planning vocal and instrumental music for your wedding by setting up an appointment for consultation. Please call the church office (328-3279). For more information, call at least two months prior to the wedding. He/she will consider all requests as long as they are consistent with the religious nature of the service.

#### **FLOWERS**

Flowers for the sanctuary are the responsibility of those planning the wedding. Please alert your florist that no arrangements may be taped or tacked to pew doors or sides. Suitable hooks over the door tops are acceptable. If you would like flowers from the wedding to remain in the church for the Sunday service, we ask that you contact the church secretary (328-3279) as soon as possible.

#### **MARRIAGE LICENSE**

No wedding will be performed without a proper license. Secure it at the Office of the Clerk of the Peace in Wilmington (395-7780). Visit their website at <http://www.nccde.org/123/Clerk-of-the-Peace>. Please deliver the license to the Pastor by the time of the rehearsal.

#### **CONFETTI, ETC.**

Guests are asked to refrain from throwing confetti, rice, bird seed, etc., following the ceremony on or around the church property.

#### **PHOTOGRAPHY**

Flash pictures are not permitted **during** the wedding service, but may be taken as the wedding party enters the church and proceeds down the aisle. The photographer is not permitted to enter the aisle in front of the processing wedding party, nor be visible to worshippers. During the ceremony, natural light photographs and videotaping are

permitted, but only from the balcony. There are no restrictions on flash pictures following the ceremony.

Guests and photographers are asked to abide by this policy. It will be in keeping with the sacredness of the celebration. See further information in Building Use Policies.

## **CHURCH FEES**

Payment of the following fees is to be made **before** the day of the wedding and no later than the rehearsal time. A **separate** check should be made payable to the **Pastor** and to the **organist**. The total of all other fees should be paid by check made payable to **New Castle Presbyterian Church**.

<b>Church Use Fee</b>	<b>\$375.00**</b>
<b>Wedding Bulletins (if requested)</b>	<b>cost</b>
<b>Church Organist</b>	<b>250.00</b>
<b>Church Soloist</b>	<b>125.00</b>
<b>Pastor</b>	<b>325.00**</b>
<b>Use of Church Hall for reception</b>	<b>475.00**</b>

Note: No alcoholic beverages may be served on church property without special Session approval. No equipment may be delivered prior to the day of the event and must be removed the same day. Any use of an outside caterer must be approved by the Session; an additional \$150.00 cleaning deposit will be required. Our kitchen is not full-use; it is only for warming.

**\*\*These fees are applicable only to those who are not members of the church.**