

MINISTERS

The religious matter and form of ceremony are under the direction of the pastor who shall officiate at all wedding ceremonies in the church. If the participation of another minister or priest is requested, he/she must be approved and invited by the pastor to assist.

MUSIC

It is expected that all persons will conform to the policies and traditions of our church. Only suitable and religious music shall be played and sung. Popular music is **not** appropriate for a religious ceremony and will not be permitted. The pastor shall have the authority to sanction both the instrumental and vocal music to be used. The Director of Music Ministries should be contacted regarding plans or for obtaining suggestions about music for the ceremony. It is the couple's responsibility to make arrangements to meet with the Director of Music Ministries two months before the wedding. The Director of Music Ministries shall be used at all weddings in the church.

DECORATIONS

Floral arrangements and other decorations are to be appropriate to the occasion. They shall not be ostentatious, and any flowers placed in front of the Communion table are not to extend above the level of the table or to be placed upon it. The florist or others having to do with the decorations will not remove any items until after all the guests have left. All decorations must be removed as soon as possible after everyone has left, and they shall not remain in the church over Sunday.

If a crash (aisle runner) is desired, it is furnished by the florist. The center aisle is 59 inches wide from the Chancel and is 60 feet long to the Narthex doors.

PHOTOGRAPHS

Pictures may be taken prior to the service in the Narthex and Bride's Room. **NO FLASH PICTURES ARE TO BE TAKEN IN THE SANCTUARY IMMEDIATELY PRECEDING OR DURING THE CEREMONY! FAILURE TO COMPLY WITH THIS RULE WILL RESULT IN THE PHOTOGRAPHER BEING ASKED TO LEAVE.**

A wedding service is deeply religious and is to be conducted reverently. The one exception is during the processional and recessional, as flash pictures will be allowed. The professional photographer and/or video person must meet with the minister prior to the service. Following the service, any desired pictures may be taken within one hour.

THE LICENSE

The marriage license should be given to the minister no later than the rehearsal.

BULLETINS

A bulletin will give friends of the bride and groom a program to follow during the service. The couple is responsible for purchasing the covers and printing their own bulletins, if they so desire. The church does not offer printing service for wedding bulletins.

Appropriate bulletin covers can be purchased through the Cokesbury or Family Christian bookstores, or any store of your choice.

Before you plan on having the bulletin printed, the officiating Pastor must proofread the bulletin to insure accuracy of the worship service order.

THE REHEARSAL

The entire wedding party should be present at the wedding rehearsal, including the ushers and readers. Persons involved in the wedding will be instructed as to their places and parts in the service. It is essential for all participants, including parents of the couple, to arrive at the church promptly.

Delays for the organist, consultants, and ministers because of the wedding party's lateness will lead to an addition fee for the couple.

BRIDE'S ROOM

The bride, groom, and their attendants may either dress at home or at the church in the rooms available. No food or beverages are permitted in either room. Smoking is prohibited in the church. Alcoholic beverages are not permitted on the church property, including the parking lots.

RECEPTION OR REHEARSAL DINNER

(church members only)

If a wedding reception, or rehearsal dinner, using church facilities is desired, a schedule of regulations may be obtained from the church office. The serving of liquor in any form is prohibited. Scheduling is based on room availability.

RESPONSIBILITIES

The bride and her family are responsible for advising the florist and photographer concerning the above mentioned regulations.

No rice throwing is permitted. Only bird seed may be used and then **only outside** the building. All church fees are payable to the church no later than two weeks prior to the wedding. Checks should be made payable to "Bethany Presbyterian Church."

WEDDING CONSULTANTS

By order of Session, all weddings scheduled at Bethany require the use of two wedding consultants. Under the auspices of the Music and Worship Committee, the wedding consultants try to ensure that the policies and procedures established by Session are followed. The consultants also seek to optimize the wishes of each of the prospective married couples.

After each couple's formal application for their marriage to be held at Bethany is reviewed and approved by Session, one of the two assigned consultants contacts the couple. The consultants coordinate their efforts with other personnel of the church, and they also work closely with other wedding service professionals, especially on the day of the wedding.

Beyond the obvious duties of familiarizing the couples with Bethany's facilities and wedding traditions, the consultants also verify that each detail is carried out on time and as desired by the couple. The consultants will spend an average of eight to ten hours on each wedding. This time is divided among a planning meeting, the rehearsal and the wedding day, which usually requires four hours of time.

Outside consultants or coordinators will be under the direction of the two assigned Bethany consultants.

SEATING SIZE

Our Sanctuary will seat 350 people. Our Chapel will seat 50 people.

WEDDING FEES

The following fee structure applies to active members of Bethany Presbyterian Church.

Others interested in being married at Bethany Church should contact the church or one of the pastors. Please send your request to via email: office@bethanypresby.org

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| Organist | \$200 |
| Consultants (\$100 each) | \$200 |
| Facility Use | <u>\$100</u> \$500 |

The facility use fees include use of the sanctuary, communion table candles and candelabra.

The above fees do not include any honorarium for the minister, which is up to the discretion of the couple.

Additional fees would include:

- \$100 for the use of a soloist from Bethany Presbyterian Church. This includes two (2) solos. Additional solos are \$25 each.
- \$50 more for the organist if there is a soloist. This includes two (2) solos. Additional work with the soloist for the organist is \$25 per solo.

Total of fees is payable and due in the church office no later than two weeks prior to the wedding rehearsal.

APPLYING FOR THE MARRIAGE LICENSE

Information on marriage license in Allegheny County can be found on the county website at <http://www.alleghenycounty.us/>.

Information on marriage license in Washington County can be found on the following website <http://www.washingtoncourts.us/pages/roMarriageLicenses.aspx>

The marriage license must be given to the officiating Pastor no later than the day of the wedding rehearsal.