

Weddings at Highland

Introduction

We are delighted that you are considering Highland Presbyterian Church for your wedding. A wedding is a sacred occasion and a service of worship. Everything that is planned as a part of the service should be with this objective and in accordance with the doctrines, beliefs, and policies of Highland Presbyterian Church. As you make plans, please be aware of the following guidelines approved by the Session of Highland Presbyterian Church.

Step 1

Contact the Church Office (Monday-Friday, 9:00-5:00 at 910-485-2147) to schedule a meeting with the Minister. You need to ensure that the Minister and the Church facility are available on the date selected for your ceremony. Please consider community events and holidays when planning. Also note that members of Highland have priority in scheduling. Members may reserve the facility up to one year in advance and non-members may reserve up to six months in advance.

Step 2

Meet with the Minister at the scheduled time. For non-members, a Highland Minister is required to participate in the ceremony. If you request that a visiting Minister participate, that invitation will be extended upon approval of the Highland Minister and the Session. Counseling sessions with the Highland Minister will be discussed at this meeting. Generally, two to three sessions will be scheduled at mutually convenient times.

Step 3

A letter should be written to the Session, requesting use of the facility and if desired, the participation of a visiting Minister. Please include date, time, and areas of intended use. The Session meets on the Fourth Tuesday of each month. Please deliver your letter to the church by the Second Tuesday of the month so that it may be considered at the meeting.

Step 4

After you have met with the Minister and confirmed a date, contact the Church Office for the name of a person on the Wedding Guild who will help oversee and coordinate your wedding. It is your responsibility to make that contact. You will meet with this person/liaison as soon as possible in order to coordinate music, flowers, and photographers, and to tour the facilities. The liaison will ensure that dates are on the church calendar and arrangements are made with the Building Supervisor for custodial needs. The Wedding Guild liaison will be present at the Rehearsal and the Wedding ceremony.

Facilities

The Sanctuary can accommodate a maximum of 600 guests. For comfortable seating, plan on 10 guests per pew. A sound technician from Highland must be used in the Sanctuary. The Chapel can accommodate 100 guests. Both the Sanctuary and the Chapel are extremely beautiful in their appointments and there is little else that needs to be done to add to their beauty. To help care for our facility we ask that you observe the following:

1. Pulpits, Bibles, and Communion Tables are permanent items of furniture and are not to be removed. Pews may not be moved or changed in any way; and platforms are not to be used.
2. No decorations may be placed on the Communion Table in the Sanctuary. Flowers MAY be placed on the Communion Table in the Chapel. Floral arrangements should not cover visibility of any symbols.
3. No tacks, nails, tape of any kind, reusable adhesive hooks, or any such devices are to be used on any of the walls, woodwork, or furniture of the church.
4. Standing candelabras may NOT be used. Only battery-operated candles may be placed on the pews. Hurricane globes may be used in the Sanctuary windows with dripless or battery-operated candles. No other open flame dripless candles may be used except for Unity Candles.
5. Alcoholic beverages may not be brought onto or consumed on church property.
6. No rice, bird seed, confetti, or bubbles are allowed on church property as these make unsafe conditions for guests.
7. The church has a kneeling bench for your use, if desired.
8. Aisle runners are not permitted for safety reasons.
9. No gum, food, or drinks are allowed in the Chapel or Sanctuary at any time.

The Bride's Room is located under the Narthex and is suitable for the bride and her attendants to use for dressing and preparing for the ceremony. If your ceremony is in the Chapel, the Bride and Bridesmaids will use the **Parlor**.

The Session Room is the meeting place for the Groom, his groomsmen, and Ushers. They should arrive fully dressed.

The church will not be held responsible for valuables left unattended during the rehearsal or the wedding. All personal items should be removed immediately after the ceremony.

No food or drink should be brought into the Bride's Room, Parlor, or Session Room.

Music

A church wedding is a service of Christian worship and music is a significant part of the ceremony. Soon after the initial consultation with the Minister, you should make an appointment with the Director of Music Ministries. The Director has on file a wide variety of Christian music appropriate for weddings and will assist in planning for the ceremony. All selections must be approved by the Director. The Director of Music can also suggest Vocalists and Instrumentalists for the ceremony. If an Organist other than Highland's Organist is desired, the request should be made through the Director of Music Ministries.

Flowers and Decorations

Flowers may be used in the Sanctuary, where they are normally placed each Sunday for worship. Floral arrangements should not cover visibility of symbols at the front of the Sanctuary or Chapel. There are flower wells on each side of the Chancel in which flowers, palms and ferns may be placed. Only in the Chapel may flowers be placed on the communion table. During Advent, Christmas, and Easter, the Sanctuary is decorated for the season. These decorations shall not be moved or altered in any fashion. Arrangements may be placed on the two tables in the Narthex. These tables are recommended as a location for a Guest Registry. The Wedding Guild liaison will discuss details of the church's policies regarding flowers and decorations with you including the use of Unity Candles, which is often a part of the ceremony.

Please let the Wedding Guild liaison know whether your altar flowers will be given to the church in honor of your wedding or in honor of someone else. Proper recognition will be included in the church bulletin the following Sunday. If you plan to remove the flowers, that should be done immediately after the ceremony.

Photography/Videography

Highland Presbyterian Church recognizes the value of wedding photographs and videography. However, we ask that you remember a wedding is a worship service. Please review the church policies with your photographer. Flash photography is not allowed during the processional or the ceremony. The photographer may take pictures from the balcony during the ceremony. The videographer may position a camera in an unobtrusive place with the permission of the Minister. A picture may be taken from the Narthex as the Bride starts down the aisle and again as the Bride and Groom are recessing. All other photographs should be taken before and after the service. Photographs taken before need to be completed at least 45 minutes prior to the service. It is the couple's responsibility to inform the photographer and videographer of appropriate dress that reflects the dignity of the worship service. The Wedding Guild liaison will assist in coordinating and communicating with these professionals. Conduct in keeping with the solemnity of the occasion is expected.

Wedding Programs

If you decide to have a printed program, the Minister, Director of Music Ministries, and the Wedding Guild liaison will assist you in planning. The programs should be ready and at the church for the rehearsal. It is suggested that you include these two statements in the program:

“As you enter the church, please have all communication devices in silent mode.”

“Respectfully refrain from taking photos and videos during the ceremony.”

Rehearsals

Your wedding rehearsal is an essential part to the preparation for your wedding. One hour is usually allotted for the rehearsal. Please encourage the wedding party to arrive a few minutes early. The rehearsal time needs to be coordinated with the Minister. The Wedding Guild liaison will go over the entire wedding day timeline at the rehearsal and explain responsibilities for the wedding party. It is recommended that placement of the wedding party, at the front of the church, be discussed prior to the rehearsal. For every fifty guests, one usher is recommended. The Minister is in charge of the rehearsal and the wedding ceremony. A Wedding Guild liaison will be present at all weddings and rehearsals to assist.

Marriage License

You need to obtain your marriage license in advance and bring it to the wedding rehearsal. Your marriage license may be obtained from the Office of the Register of Deeds which is located in the Cumberland County Courthouse, 117 Dick Street (Room 114). The license is good for sixty days. The cost is payable by check, cash, or credit card.

Receptions at Highland Presbyterian Church

The Fellowship Hall is available for receptions. All arrangements must be made through the Building Supervisor and the Kitchen Supervisor. Fees and kitchen policies will be discussed at that time. No alcoholic beverages may be served at any time on the church property. Smoking is prohibited anywhere in the building. The Highland Kitchen staff will supervise all kitchen activities including the use of outside catering. The Wedding Guild liaison will only assist with preparation for the wedding ceremony; not the reception.

Fees

The fees associated with Weddings at Highland Presbyterian Church are listed below. Payment for the Sanctuary, Chapel and Fellowship Hall should be given to the Church Office Manager or the Wedding Guild liaison four weeks prior to the wedding. These checks should be made payable to Highland Presbyterian Church. Checks for the Minister, Music Director, Custodian, Building Supervisor, and Sound Technician should be made to each individual and delivered to them (or the Wedding Guild liaison) before the Rehearsal. Envelopes and specific names will be provided. If Vocalists or Instrumentalists are hired for the ceremony, payment will be made directly to those individuals. Fees for use of the Fellowship Hall and Kitchen should be discussed with the Building Supervisor.

Summary of Fees

Non Members		Members
\$500	Chapel	\$200
\$1,000	Sanctuary	\$350
\$300	Organist	\$300
\$200	Custodian	\$200
\$250	Building Supervisor	\$250
\$150	Sound Technician	\$150
\$400 (suggested)	HPC Minister	\$400 (suggested)
TBD	Kitchen/Fellowship Hall	TBD
½ Facility Fee	Deposit	½ Facility Fee

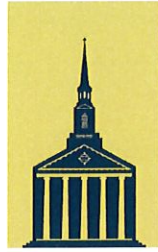
HIGHLAND PRESBYTERIAN CHURCH

111 HIGHLAND AVENUE

FAYETTEVILLE, NC 28305

910-485-2147

www.hpchurch.org



HIGHLAND PRESBYTERIAN CHURCH

Wedding Information and Details

Please fill out and return the information pages to the Church Office as soon as possible. They will be part of your wedding file.

Bride: _____

Groom: _____

Rehearsal Date and Time: _____

Wedding Date and Time: _____

Wedding Information

Name of Officiating Minister: _____

Place of Wedding Ceremony: ____Sanctuary ____Chapel

Place of Wedding Rehearsal: ____Sanctuary ____Chapel

Name of Florist: _____ Phone: _____

Do you wish to leave flowers for worship on the following Sunday? _____

Wedding Party (indicate number) Maid of Honor ____ Bridesmaids ____ Flower Girl ____

Best Man ____ Groomsmen ____ Ring Bearer ____ Ushers ____

Ceremony Information

Name of Organist: _____ Phone: _____

Name of Soloist: _____ Phone: _____

Other Musicians _____ Phone: _____

Approximate number of guests: _____

Special requests (unity candelabra, kneeling bench, microphones): _____

Photographer: _____ Phone: _____

Email: _____

Personal Information

Bride's Name: _____

Address: _____

Work phone: _____ Home phone: _____

Cell phone: _____ Email: _____

Church membership: ___ Highland Presbyterian Church member since _____

Other: _____

Mother of the Bride: _____

Cell phone: _____ Email: _____

Father of the Bride: _____

Cell phone: _____ Email: _____

Groom's Name: _____

Address: _____

Work phone: _____ Home phone: _____

Cell phone: _____ Email: _____

Church membership: ___ Highland Presbyterian Church member since _____

Other: _____

Mother of the Groom: _____

Cell phone: _____ Email: _____

Father of the Groom: _____

Cell phone: _____ Email: _____

Address after wedding: _____

Phone after wedding: _____

Think about the line-up of bridesmaids and ushers at the front of the church. Do you want the bridesmaids on one side and ushers on the other side, or would you like them alternated? Are there couples you'd like to walk out together? Ordinarily, we line them up according to height – shortest to tallest. We'll do that unless you specify otherwise. We will talk about the line-up at rehearsal.

Please list Bridesmaids: _____

Maid/Matron of Honor: _____

Mother of Bride: _____

Ushered by: _____

Grandmother of Bride: _____

Ushered by: _____

Flower Girl: _____

Please list Groomsmen: _____

Best Man: _____

Ushers: _____

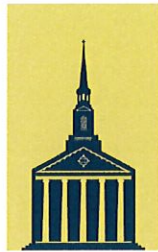
Mother of Groom: _____

Ushered by: _____

Grandmother of Groom: _____

Ushered by: _____

Ring Bearer: _____



HIGHLAND PRESBYTERIAN CHURCH

I will honor the rules and requests stated in the Wedding Guide Information Packet. I will also be responsible for any broken or damaged items as discussed in the Wedding Policies and Procedures.

Signed: _____ Date: _____

(Groom signature)

Signed: _____ Date: _____

(Bride signature)

Highland Presbyterian Church

111 Highland Avenue

Fayetteville, NC 28305

910-485-2147

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