

## PREPARING FOR A CHRISTIAN WEDDING AND MARRIAGE AT FIRST PRESBYTERIAN CHURCH OF YORK

Congratulations on your upcoming wedding and your decision to seek a Christian marriage through the First Presbyterian Church of York. Because the officers, staff, and congregation consider this decision to be a most important one that has significance for the whole Body of Christ, which is His Church, we are offering you the following information to assist you in planning for this sacred and holy event.

#### I. The Nature of Christian Marriage

The Directory of Worship found in the Book Of Order for our denomination defines marriage as "a gift God has given to all humankind for the well-being of the entire human family." The definition continues with these words: "Marriage is a civil contract between a woman and a man. For Christians marriage is a covenant through which a man and a woman are called to live out together before God their lives of discipleship. In a service of Christian marriage, a lifelong commitment is made by a woman and a man to each other, publicly witnessed and acknowledged by the community of faith."

These statements are supported by the words of our Lord Jesus Christ as recorded in the Gospel of Mark, chapter 10, verses 6-9: "...from the beginning of creation, 'God made them male and female.' 'For this reason a man shall leave his father and mother and be joined to his wife, and the two shall become one flesh.' What therefore God has joined together let no man put asunder."

#### II. Preparing for Marriage

In preparing for the marriage service, the minister asked to lead the service is charged by the church with the responsibility of arranging with you several sessions of premarital counseling. The purpose of these sessions is to insure that the following concerns are discussed with you as a couple:

- 1. the nature of your Christian commitment, since the Directory of Worship specifies that at least one partner in a Christian marriage must be a professing Christian,
- 2. the legal requirements of the Commonwealth of PA,
- 3. the privileges and responsibilities of Christian marriage,
- 4. the nature and form of the marriage service,
- 5. the vows and commitments you will be asked to make,
- 6. the relationship of these commitments to your lives of discipleship,
- 7. the resources of the faith and the Christian community to assist you in fulfilling your marriage commitments.

These counseling sessions are considered to be equally important in the case of a first marriage, a marriage after the death of a spouse, and a marriage following divorce.

If the minister is convinced after discussion with you that your commitment, responsibility, maturity, or Christian understanding are so lacking that the marriage is unwise, the minister shall

assure you of the Church's continuing concern for you and will choose not to conduct the ceremony. In making this decision the minister may seek the counsel of session.

#### III. Time and Place of the Service

We believe that Christian Marriage should be celebrated in the place where the community gathers for worship. As a service of Christian worship, the marriage service is under the direction of the minister and the supervision of the session. The marriage ordinarily takes place in a special service that focuses upon marriage as a gift of God and as an expression of the Christian life. Celebration of the Lord's Supper at the marriage service requires the approval of the session, and care shall be taken that the invitation to the Table is extended to all baptized present.

#### IV. Form and Order of Service

The service begins with scriptural sentences and a brief statement of purpose. You will then declare your intention to enter into Christian marriage and exchange vows of love and faithfulness. The service includes appropriate passages of Scripture, which may be interpreted in various forms of proclamation. Prayers will be offered for you, for the communities, which support you in this new dimension of discipleship, and for all who seek to live in faithfulness. In the name of the triune God the minister will declare publicly that you are joined in marriage. A charge may be given. Other actions common to this community and its cultures may appropriately be observed when these actions do not diminish the Christian understanding of marriage. The service concludes with a benediction.

#### V. Recognizing Civil Marriage

A service of worship recognizing a civil marriage and confirming it in the community of faith may be appropriate when requested. The service will be similar to the marriage service except that the opening statement, the declaration of intention, the exchange of vows, and the declaration by the minister reflect the fact that the man and woman are already married to one another according to the laws of the state.

If after reading these policies, which are the requirement of the Presbyterian denomination and the accepted rule of practice for this congregation, you agree that what you are seeking is a Christian marriage in conformity with these guidelines, we ask you to follow the remaining outline in planning for your wedding.

Please remember that in marrying within the community of faith you will have acquired a large and loving family that wants to assist you in any way possible as you seek to live out your wedding vows. To that end you will have the prayers of the members of this congregation throughout the years to come and the promise of a welcoming community in the Church universal wherever you may travel together. May God bless you as you commit yourselves and your life together to the Lord's keeping.

Remember also in the days ahead these words of Scripture: "Put on then, as God's chosen ones, holy and beloved, compassion, kindness, lowliness, meekness, and patience, forebearing one another and, if one has a complaint against another, forgiving each other; as the Lord has forgiven you, so you must forgive. And above all these put on love, which binds everything together in perfect harmony. And let the peace of Christ rule in your hearts..." (Colossians 3:12-15)

# GUIDELINES AND PROCEDURES FOR CHRISTIAN WEDDINGS AT FIRST PRESBYTERIAN CHURCH OF YORK

First Presbyterian Church wishes to offer the full benefit of the Church's ministry to its members and non-members in the community, with a different fee schedule for each. A wedding is a sacred occasion and a worship service. Everything that is planned as part of the service should be with this objective in mind and in accordance with the doctrines, beliefs, and regular worship practices of First Presbyterian Church.

To assist in planning for such a ceremony, First Presbyterian Church offers the following guidelines for couples planning a Christian wedding in this church. Exceptions to this policy may be granted upon the recommendation of First Presbyterian's officiating pastor.

#### **Pastors**

One of the pastors of First Presbyterian Church shall officiate, and Session guidelines shall be used. Should you desire another pastor, who is not on the First Presbyterian Church staff, to participate in the service, you must first secure approval from the officiating pastor and Session before extending the invitation. It is appropriate for the invitation to be extended by the pastor.

#### **Scheduling Weddings**

Appointments will be made with the officiating pastor to discuss wedding plans. All dates for the use of church facilities, including the rehearsal date and time, will be cleared through the church office by the officiating pastor.

Weddings may not be scheduled on the following days: New Years Eve, New Years Day, Maundy Thursday, Good Friday, the Saturday before Easter, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, or any other day which will conflict with church activities.

#### Counseling

Pre-marital counseling will be conducted by First Presbyterian's officiating pastor to assist the couple in thinking through the commitment they are making and the responsibilities involved in the Christian marriage relationship and planning the wedding worship service. A minimum of three counseling sessions will be scheduled at the discretion of First Presbyterian's officiating pastor and the dates will be arranged with him/her.

#### Rehearsals

The wedding rehearsal is a time of preparation to ensure that the wedding is a service that honors God and is meaningful to those who participate. As such, every participant should enter into this preparation with serious purpose, and the rehearsal should begin **promptly** at the time scheduled. The rehearsal should be scheduled at the time the wedding reservations are made.

#### Marriage License

Please give careful attention to the attached sheet titled, COUNTY OF YORK, "REQUIREMENTS TO OBTAIN A MARRIAGE LICENSE." The marriage license must be in the hands of the minister before the ceremony begins. Ideally, the license should be brought to the rehearsal and given to the pastor at that time. Do not mark or destroy the license envelope, as we use it to return documents following the service. The pastor will give you a signed certificate showing that you are married.

#### Music

Music suitable for the marriage service directs attention to God and expresses the faith of the church. The congregation may join in hymns and other musical forms of praise and prayer. It

should be remembered that a wedding is a sacred service reflecting a scriptural view of love and marriage. This should be conveyed in the music selected. Because music lends an important character and ambience to your wedding, please allow enough time to plan. It is the responsibility of the couple to contact the Director of Music six to eight weeks before the ceremony to select appropriate instrumental and vocal music. Final approval of all music shall rest with the Director of Music Ministry. The use of prerecorded music is not allowed in the church Sanctuary or Chapel for any wedding service.

Subject to availability, it is understood that the Director of Music Ministry will play at all weddings. If another musician is requested, approval must be granted by the Director of Music Ministry. Consideration for another musician's approval should include the appropriateness of his/her musical instrument to church worship, and the musician's ability to operate church equipment. If a guest musician/vocalist is to be included in the service, it is the responsibility of the musician to schedule rehearsal time with the Director of Music.

#### **Wedding Liaison**

When your wedding is accepted, a wedding liaison from the church will be assigned to work with you. The wedding liaison serves both members and non-member weddings. The wedding liaison will work with the wedding party to ensure that this policy is understood and followed, including the rules for photography, decorations and conduct. Your liaison is responsible for the oversight and coordination of the wedding party, as well as logistics of the church facilities. This includes, but is not limited to discussion of fee schedules, coordination of custodial support, and scheduling of deliveries. Your liaison will also assist during the rehearsal and wedding ceremony with the timing of the wedding party during the processional and recessional. Your liaison will be assigned from one-half hour before your rehearsal until the conclusion of the rehearsal, and two hours before your wedding until the conclusion of the ceremony. The wedding liaison is not a "wedding coordinator" or a "wedding planner" but will be available for discussions with planners and coordinators. The wedding liaison will be able to answer most of your questions, with the exception of those pertaining directly to the ceremony itself.

#### **Custodial Support**

The custodian is assigned for clean up two hours following the wedding ceremony. Please remove all of your personal items as soon as possible after your ceremony so that clean up and subsequent set-up for Sunday services may begin.

#### **Facilities**

The Sanctuary has a seating capacity of 500 people, with 21 pews on the east and west sides, 19 pews in the center. The aisles are 60 ft. long. The John Calvin Chapel has 22 pews and a seating capacity of 132 people. The center aisle is 54 feet to the bottom of the steps, 65.5 feet to the Communion table.

The church Parlor and Choir Room are available for the bridal party to use for dressing facilities. The church building can be opened two hours prior to the scheduled wedding time. You must arrange a time with your wedding liaison. Deliveries of flowers and other decorations must be scheduled during this time.

It is a strict policy of this church that no smoking is allowed anywhere in the building. It is expected that the members of the wedding party will refrain from using alcoholic beverages immediately prior to the rehearsal and wedding ceremony. No alcoholic beverages may be served or consumed on the church premises at any time.

Rice, birdseed, and confetti are not to be thrown in the church buildings or on the grounds.

#### **Decorations**

Flowers, decorations, and other placements should be appropriate to the place of worship, enhance the worshippers' consciousness of the reality of God, and reflect the integrity and simplicity of Christian life. Decorations that would mar the walls, woodwork, floors, or furnishings in any way may not be used. It is imperative that no nails, wire, or scotch tape be used on furnishings or the building property. It is the responsibility of the couple to arrange with the florist for decorations. The florist must check with the wedding liaison on all plans for decorations. The officiating pastor must approve items placed on the communion table. Potted plants must be placed on enough soluble paper as to protect against damage to carpet or woodwork. Candle use is limited to candelabras and unity candles. No furnishings may be removed from the front of the Sanctuary. The bride and groom will assume responsibility for any damage. Decorating and the removal of decorations is the responsibility of the wedding party, and all decorations must be removed the same day. It is helpful for florists to leave boxes behind for decorations that are to leave the church with the wedding party. Questions often come up concerning what to do with flowers after the ceremony. Usually they are taken to the reception. Occasionally they are left for church use. If flowers are to be left for Sunday worship following the wedding, please contact the church office in advance of the wedding day. It is important to remember that the flowers near the pulpit on Sunday morning are memorials scheduled well in advance. Any flowers left from your service cannot, therefore, be placed prominently on Sunday morning.

### **Photography**

The environment of the wedding service is one of worship. For this reason, staged photography in the Sanctuary/Chapel is only permitted up to 45 minutes before the service and immediately after the service. Photography and videotaping elsewhere in the building should conclude 30 minutes before the wedding in order to give the bride and groom, their families, and the attendants time to prepare themselves in heart and mind for the service. No flash pictures are to be taken during the ceremony, by professionals or guests. (The beginning of the ceremony is defined as "The Call to Worship" and the end as the conclusion of "The Charge and Blessing.") Videotaping and flashless photography are permitted from the back of the Sanctuary only, yet care must be taken that the photographer in no way disrupts the service. We advise you to tell the ushers to suggest to any guest carrying a camera that they not take pictures until after the ceremony. There is no way to enforce this rule, but we want you to know that flash pictures detract from the beauty of your ceremony. If you are printing a wedding bulletin, we would ask that the following statement be included:

"To preserve the dignity of worship, we ask you to please refrain from all flash photography from the opening words through the benediction. Thank you."

The officiating pastor will direct the placement of any video equipment that is to be used during the ceremony. Professional photographers know to meet with the pastor if there is a question.

#### Honoraria and Fees

The fees paid to First Presbyterian Church will change January 1 of each year. The fee you are charged depends on the year of your wedding, not on the year in which you reserved your wedding date. All honoraria and fees must be paid on or before the rehearsal. This should be done either by individual cash envelopes or individual checks for church, pastor, organist, soloists, liaison, and custodian. Please see the enclosed Wedding Honoraria and Fee Schedule.

# First Presbyterian Church of York Wedding Honoraria and Fees

Date of Weddin	g	Minister
Bride's Name _		
Groom's Name		

All fees paid to First Presbyterian Church may change effective January 1<sup>st</sup> of each year. All applicable fees shall be based on the schedule for the year of your wedding, not the year when your wedding date was reserved.

The basic fee includes use of the Sanctuary or Chapel and mailing of information materials. Receipt of your \$100 deposit will establish reservation of the Sanctuary or Chapel for your wedding date. The deposit will be applied as payment toward your total fees.

Wedding liaison and custodial services are required for both member and non-member weddings, and will provide coverage one-half hour before, one-half hour after, and during your rehearsal, and two hours before, two hours after, and during your wedding, for a maximum service time of 7 hours. All deliveries, pictures, and preparations shall be scheduled within that time period. Arrangements for additional liaison/custodial time shall be made through the officiating minister. An additional flat fee of \$50 shall be charged for up to 3 hours of additional liaison/custodial time, pre-arranged, and paid with the remainder of your fees.

Wedding bulletins can be prepared and copied for non-members for a fee of \$100 (250 copies maximum). Members shall not be charged for the standard 2-hour preparation time plus a maximum of 250 copies. A flat fee of \$50 for any additional preparation time and copies shall be included and paid with the remainder of your fees. Both members and non-members shall supply their own bulletin covers.

The officiating minister shall have the sole authority to adjust honorariums only, as may be necessary.

The following applicable honoraria and fees shall be <u>paid on or before the rehearsal</u>.

Any questions may be addressed to the officiating minister.

FEE SCHEDULE	<b>MEMBER</b>	NON-MEMBER
Deposit <sup>1</sup> *	<del>\$</del> 100	\$100
Basic Wedding Fee *	\$100	\$300
Officiating Minister Honorarium **	\$200	\$300
Organist Honorarium **	\$150	\$250
Wedding Liaison Fee **	\$100	\$150
Custodial Fee **	\$ <u>75</u>	<u>\$125</u>
TOTAL FEES (due by or prior to the rehearsal)	\$725	\$1,225
Additional Fees (as may be applicable):		
Sound Technician - if needed **	\$ 80	\$ 80
Guest Musician(s) Rehearsal Fee **	\$ 25	\$ 50
Wedding Bulletin Preparation & Copies Fee * (Up to 250 copies. Additional copies \$50)	\$ 0	\$100
Additional Liaison/Custodial Fee (each) **	\$ 50	\$100
Christine Thomas Hall (for reception) *	\$250	\$500

**Note:** Any soloist(s) or guest musician(s) shall be paid directly by the wedding couple or family.

<sup>&</sup>lt;sup>1</sup> Deposit non-refundable \* Check(s) payable to FPC/York

<sup>\*\*</sup> Checks payable to individual or to "cash"

## WEDDING MUSIC PLANNING SHEET

Rehearsal Date:	
Time of Rehearsal:	
(work)	
(work)	
ctuary 🗆 Other	
□ No	
(work)	
o: Jim Spark	
First Presbyterian Church 225 East Market Street	

York, PA 17403

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NUMBER	TITLE	COMPOSER/ARRANGER

## **PROCESSIONAL:**

	NUMBER	TITLE	COMPOSER/ARRANGER
Bridesmaids			
Bride			

MUSIC (vocal or instrumental) DURING THE SERVICE:

TITLE	COMPOSER/ARRANGER

## **RECESSIONAL:**

NUMBER	TITLE	COMPOSER/ARRANGER

POST RECESSIONAL: (optional)

NUMBER	TITLE	COMPOSER/ARRANGER

#### **PRELUDE MUSIC**

Handel "Aria" from Concerto No. 12 for Strings
 Bach "Jesu, Joy of Man's Desiring"

3. Bach "Arioso"

4. Bach "Air on the G String"5. Bach (last selection) "Abide With Me"

6. Handel "Allegro"7. Handel "Andante"

8. Handel "Finale from Concerto No. 5"

9. Handel "Vivace"

10. Handel "Four Movements from Water Music"

a) Allegro Maestoso b) Moderato c) Air d) Hornpipe

11. Boyce "Allegro"12. Rheinberger "Cantilena"

13. Bach "Blessed Jesus, We Are Here"

14. Mansfield "Jubilee"

15. Bach "Prelude in G Major" 16. Bach "Fantasy in C Major" 17. Bach "A Festival Fanfare" 18. Bach "Toccata in C"

19. Bach/Vivaldi "Concerto in A Minor"

20. Haydn "Glorious Things of Thee Are Spoken"

21. Handel "Allegro"

22. Handel "Festal Piece" (from Royal Fireworks)

23. Handel "Where'er You Walk"

24. Handel "Jubilate Deo"

25. Bach "My Heart Ever Faithful"

26. Mouret "Rondeau"

27. Fleischer "Our God, Our Help in Ages Past"28. Karg-Elert "Now Thank We All Our God"

29. Wesley "Choral Song"

30. Mendelssohn "Andante Tranquillo"
31. Pachelbel\*\* "Canon in D" (not on CD)

32. Hymn "Praise Ye the Lord, the Almighty"

33. Hymn "Lead On, O King Eternal"

34. Hymn "Joyful, Joyful, We Adore Thee"

#### PROCESSIONALS:

35. Purcell "Trumpet Voluntary in D Major"

36. Stanley "Processional in G Major"
37. Handel "Processional in G Major"
38. McCrory "Trumpet Tune in D Major"

39. Moffatt\*\* "Joyful Tidings"

based on the tune "Joy to the World" not on the CD - this

selection to be used during the Christmas season only.

40. Johnson "Processional in D"
41. Stanley "Voluntary in B Flat"

42. Johnson "Processional in E Flat Major"43. Johnson "Processional in A Flat Major"

44. Purcell "March in C"

45. Haydn "Processional in St. Anthony Chorale"

46. Wagner "Bridal March" (traditional)

#### **RECESSIONALS:**

47. Purcell "Trumpet Tune in D Major"

48. Marcello "Psalm XIX"

49. Mendelssohn "Allegro maestoso e vivace"

50. Buxtehude "Toccata in F Major"

51. Bach "Toccata in C Major" (same as #18)

52. Simone "A Time for Joy"

53. Couperin "Offertoire sur les grands jeux" 54. Mendelssohn "Wedding March" (traditional)

#### **POST RECESSIONALS:**

55. Widor "Toccata from Symphony #5"

56. Buxtehude "Praludium in C Major" 57. Bach "Prelude in E Flat Major"

58. Bach "St. Anne Fugue: O God, Our Help in Ages Past"

59. Mendelssohn "Fugue in C Major"

60. Buxtehude "Fugue in C Major/Jig Fugue" 61. Boellmann "Allegro" from Suite Gothique

62. Walton "Crown Imperial"

# Chapel

From bottom of steps to back door 54 ft. 2 in.

From Communion table to bottom of steps 11 ft. 6 in.

Total 65 ft. 8 in.

Communion table: 4 ft. long by 22 in. wide

Left ledge: 16 ½ in. long by 10 in. wide

Right ledge: 26 in. long by 10 in. wide

(10) Window sills: 46 in. long by 8 in. deep

Total pews: 22 (11 each side) 6 people per pew

Seating capacity: 125 people

# Sanctuary

Aisles: 60 ft. long

Pews: East and West sides 20 pews

Center 18 pews

Seating capacity: approximately 500 people

#### REQUIREMENTS TO OBTAIN A MARRIAGE LICENSE

#### **ATTENTION:**

## NO CELL PHONES, PAGERS, WEAPONS, OR CAMERAS ARE PERMITTED IN THE YORK COUNTY JUDICIAL CENTER

Each of the applicants for a marriage license shall appear in person and shall make his or her respective part of the application, which must be signed and sworn to.

SOCIAL SECURITY NUMBERS ARE REQUIRED.

AS OF JUNE 1, 2004 PHOTO ID IS REQUIRED.

We reserve the right to require any ID as deemed necessary.

Blank forms of application are **NOT** supplied to applicants.

If any applicant is under eighteen(18) years of age, the consent of the custodial parent or guardian of such applicant must be given in writing on the legal form for that purpose, and properly acknowledged before a Clerk in the Orphans' Court Office, or before a District Justice or a Notary Public, or an office authorized to take acknowledgements anywhere.

If either applicant is under sixteen (16) years of age, that individual must petition the Orphans' Court for Judicial authorization to obtain a marriage license.

If the custodial parent of a minor applicant is deceased, or residence unknown, the consent of a Court appointed Guardian of his or her person, must be supplied with the application. If a minor orphan-applicant has no court appointed guardian this office should be consulted in the matter.

Form for consent of parents or guardian will be furnished applicant for completion by parents or guardian before a District Justice or Notary Public, if it cannot be arranged for the parents or guardian to come to this office to execute the form of consent.

If an applicant has been previously married and divorced, a copy of the **FINAL** decree of divorce, for previous marriage, under proper seal, must be filed with the application, and in the case of female applicant, proof must be shown of her right to resume the use of her maiden name.

If marriage was dissolved by death, this office needs date of death only.

Intoxication or drug abuse - the marriage law forbids the Clerk of Orphans' Court to issue a marriage license if either applicant is under the influence of intoxicating liquor or narcotic drug at the time they make their application, 23 PA C.S. 1304 (d).

Appeal - applicants aggrieved by refusal of the Clerk of Orphans' Court to issue a marriage license may appeal to the court pursuant to section 1308 of the Marriage Law, 23 PA C.S. 1308 (a).

Incompetent persons - if either of the applicants is weak-minded, insane or unsound mind or is under guardianship as a person of unsound mind, that applicant must submit a letter from the attending physician stating the extent of condition and that it is in the best interest of the applicant and the general public that the license should be issued. A Judge of Orphans' Court upon petition will decide whether a marriage license will be issued, 23 PA C.S. 1304 (c).

Criminal penalties - misrepresentation of facts upon a marriage license application is a criminal offense subject to penalties set forth in the Crime Code 18 PA C.S. 4903, 4904.

Upon compliance with all of the requirements, a marriage license may be issued on the **THIRD** day after the legal filing of an application.

Requirement for blood tests and physicals has been abolished as of June 1997.

In cases of emergency or extraordinary circumstances, the Judge of Orphans' Court may upon petition to it waive the **3 day** waiting period. In such cases applicants must contact the Clerk of Orphans' Court office and complete the Reguest for Waiver.

A marriage license issued in this county is valid anywhere in Pennsylvania.

A marriage license is valid for sixty (60) days from the date of issuance. If it is not used within the sixty (60) days, it is void and should be surrendered to this office for cancellation.

Non-residents of Pennsylvania can obtain a marriage license in this office by complying with the above requirements

Marriage by proxy is **NOT** possible.

A minister, District Justice, et al must **return the duplicate certificate** of marriage directly to this office within **ten (10) days** after the solemnization of the marriage as required by law.

The law requires that all marriage records, be available for the information of the representatives of the press and for public inspection.

#### THE FEE FOR A MARRIAGE LICENSE IS:

Filing application and issuance of license \$50.00 - includes one (1) certified copy (We **do not** accept Credit Cards)

Waiver (Armed Forces Exempt) \$20.00

Filing consent of parents or guardian of EACH minor applicant \$5.00

Petition for Authorization of a marriage license under sixteen (16) \$35.00

#### ALL FEES MUST BE PAID AT THE TIME OF FILING THE APPLICATION

Customer Counter is open 8:00 AM - 4:15 PM for Application and Issuance of Marriage Licenses.

All communications should be addressed to: Clerk of Orphans Court York County Judicial Center Second Floor 45 North George Street York, PA 17401