

# WEDDINGS



***Gwynedd Square Presbyterian Church***

837 Sumneytown Pike  
Lansdale, Pennsylvania 19446  
[www.gwyneddsquare.org](http://www.gwyneddsquare.org)  
215-699-9159

**CERTIFICATE OF COMPLIANCE**

We, the undersigned, have read and understand this document and agree to abide by its guidelines.

Bride \_\_\_\_\_

Groom \_\_\_\_\_

Church Representative \_\_\_\_\_

Date \_\_\_\_\_

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

## ABOUT MONEY

There are no charges for the use of the church building for church members since they already support the church through its annual Stewardship program. Those who are not members will not be excluded from its ministry for financial reasons. The charges listed below will serve as guidelines:

	<b>Member</b>	<b>Non Member</b>
Use of Building	No Charge	\$ 200
Minister	No Charge	\$ 300
Organist	\$ 200	\$ 200
Custodian	\$ 50	\$ 50
If reception or rehearsal dinner	\$ 75	\$ 75
If rehearsal dinner and reception	\$ 100	\$ 100
Soloists	set by soloist	set by soloist
Sound Technician		
Wedding only	\$ 40	\$ 40
Wedding and rehearsal	\$ 80	\$ 80

Payment of all fees will be made two weeks prior to the Wedding and sent to the attention of the church office. The check for all church charges is made payable to: Gwynedd Square Presbyterian Church.

The checks for the pastor, organist and soloists are made payable to them individually.

Congratulations:

The staff and members of Gwynedd Square Presbyterian Church congratulate on your forthcoming marriage.

It is our hope that your wedding will provide a worshipful and joyful beginning for a life of committed Christian marriage.

This pamphlet provides an introduction to the meaning and procedures for a wedding in our church. We have attempted to anticipate questions and to provide an outline of the steps to be taken in planning your wedding service. The specifics of the order of worship have not been included since the ceremony will be designed by you and the pastor.

If you have any questions, please feel free to call the church at (215) 699-9159.

May God bless you and guide you as you enter into the joy and responsibilities of marriage.

The Session and Pastors  
Gwynedd Square Presbyterian Church  
837 Sumneytown Pike  
Lansdale, Pennsylvania 19446

## **MARRIAGE WITHIN THE CHURCH**

Marriage is a gift God has given to all humankind for the wellbeing of the entire human family. 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. (Book of Order, The Constitution of the Presbyterian Church U.S.A.)

### **FIRST STEPS**

The first thing to do is call or visit the church to see if the church and pastor are available for the date you have in mind. The church office is open 8 a.m. to 4:30 p.m. Monday through Friday. The couple should call to schedule an appointment.

### **THE MARRIAGE LICENSE**

The marriage license is obtained at the Montgomery County Marriage License Bureau of the Register of Wills Office, One Montgomery Plaza, Swede and Airy Streets, Norristown, PA, 610-278-3414 or 610-292-4965 (or in any county in Pennsylvania). There is a fee for the marriage license; contact the bureau for the current charge and other pertinent current information. The license is valid for 60 days from date of issue (but is not valid until three days after application). When applying for the license you need identification such as a driver's license, passport or birth certificate. If you have been previously married you will also need to show a certified copy of the final divorce decree, or if the marriage was ended by death of your spouse, you will need only to give the date of death.

### **GUIDELINES FOR USE OF BUILDING AND GROUNDS**

1. The seating capacity of the sanctuary is 350 persons maximum.
2. Use of alcohol or controlled dangerous substances (drugs) is not permitted on church premises. The premises are defined as building, church and manse grounds, and parking lots.
3. Smoking is not permitted in the church building or on church grounds.
4. The wedding party is responsible for all damages to the church premises. Premises are defined in #2 above.
5. All vehicles must be parked on the asphalt paved surfaces.
6. At least one paved access way from the parking lot to the building must be clear at all times.
7. Rice (white, brown, wild) may not be thrown after the wedding.  
We encourage the use of bubbles.

### **CERTAIN OTHER GUIDELINES AND RESTRICTIONS**

1. It is expected that the church organist will be asked to play for the wedding. Should the couple desire to use an organist other than the church organist, approval must be granted by the church organist.

2. Certainly other ministers of churches in communion with the Presbyterian Church (USA) are welcome to participate in the service, with the prior approval of the church pastor. Use of the Church for weddings where an installed pastor is not officiating is by invitation of the installed pastor(s) and approval of the Session.

### **WEDDING CHECKLIST**

- Confirm wedding date and time with church office.
- Confirm wedding rehearsal date and time.
- Thoroughly read church Wedding Booklet.
- Schedule premarital counseling with pastor.
- Contact organist and set date to meet to discuss music selection.
- Arrange with florist for delivery time.
- Arrange with church for florist access to church building.
- Inform photographer of church regulations regarding photography.
- Get marriage license.

### **WEDDING CEREMONY**

The ceremony itself will be approximately 20-30 minutes in length. The actual length will vary according to the number of special features that will be included. Special features include: special music or solos, readings, the Sacrament of our Lord's Supper, etc. The final form of the ceremony will be determined by the couple and pastor as they move through the premarital counseling sessions.

If for any reason (except health or accident) a wedding is more than 20 minutes late in starting, an additional fee of \$100 will be collected. If the start of one wedding must be postponed to a time that will interfere with the start of another wedding, the first wedding will give way and will be rescheduled to later that day or another day.

### **MUSIC**

Music is a wonderful and uplifting part of every service of worship, and it is especially moving during a wedding. Music played during a marriage service directs attention to God and expresses the faith of the church. It is important to talk with the organist as early as possible to select the music you wish to have for your wedding.

The wedding is a service of worship and therefore the music must be appropriate to the service. Only sacred music will be played during the service proper. We request that if you wish to have more popular music as part of your wedding celebration, it be played only as prelude or postlude or should possibly be played at the reception following the wedding service. Soloists and special guest musicians must clear the music they will be performing with the Church Organist or Pastor.

### **FLOWERS AND DECORATIONS**

Flowers for the ceremony may be delivered to the sanctuary on the day of the wedding, and may, if desired, be left for the church service the following day in honor of the new couple. Arrangements for special decor may be made

with any local florist, but extravagant and wasteful displays are discouraged. Flowers or bows suspended on pews must **not** be hung with wires, tacks, pins, or tape of any kind.

### **BULLETINS**

Bulletins for the ceremony can be printed in the church office. It is suggested that the couple purchase their own bulletin covers in order that they may have something of their own choosing. If you do not purchase your own bulletin covers, yet wish a bulletin, the church will use a standard bulletin stock. When purchasing your own bulletin covers please have the stock in the church office at least one week prior to the wedding.

### **RECEIVING LINE**

If you plan a reception somewhere other than at the church, you might want to consider having a receiving line in the church narthex following the wedding.

### **RECEPTION**

The Church has adequate reception facilities consisting of a kitchen and fellowship hall which can accommodate up to 350 guests for a sit down meal. If catered, the caterer must provide a \$1,000,000 liability certificate of insurance. This must be in the church office a minimum of four weeks before the wedding, and it must state that the policy will be in force on the date of the wedding. The caterer must completely clean any rooms used by the caterer's staff. This includes mopping floors.

### **USHERS AND THE WEDDING PARTY**

Ushers should arrive at the church at least one half hour before the service is to begin. If the bridal party wishes, they may use the church to dress and may arrive up to several hours before the service. The bride and her attendants may use the church nursery to dress and the groom and his party may use the fellowship hall. You must notify the Pastor as far in advance as possible that you wish to use the church to dress so that someone can be here to let you in. If you dress off premises, the bride and her attendants should plan to arrive 15 minutes before the wedding is schedule to start.

### **PHOTOGRAPHS**

The wedding is a service of worship and as such certain decorum will be maintained during the service. **Flash photographs will not be allowed during the service, nor will a professional photographer or video person be allowed to wander freely around the sanctuary seeking the "best camera angle."** However, flash photographs of the wedding party processing, and recessing will be allowed. Following the service, the wedding party and photographers may return to the sanctuary to restage the wedding, and to have as many pictures taken as necessary.

### **CANDLES**

Candles in the brass candle holders in the sanctuary may be used for your wedding. No candles may be attached to the pews in any manor. A unity or family candle lighting may be included in the service. Candles for this must be provided by the couple.