

MIDDLE SPRING PRESBYTERIAN CHURCH  
Shippensburg, PA

Policy For Weddings

“Marriage is a gift of God, sealed by a sacred covenant. God’s gift is love, given that wife and husband may know each other with mutual care and companionship. God’s gift is joy, given that wife and husband may share new life with their neighbors as Christ shared new wine at the wedding in Cana.”

Church facilities shall be made available to members of the congregation, as well as to non-members. It should be understood that the setting of the sanctuary shall not be changed in any manner, without approval by the Pastor or other authorized individuals.

1. It is preferred that one member of the couple desiring to be married at Middle Spring be either a member of Middle Spring or in the process of considering membership with Middle Spring fellowship. Those desiring to be married at Middle Spring and are not in either of the above categories shall be asked to subscribe to the above statement of marriage and be granted the approval of the Session.
2. All marriages performed at Middle Spring should be performed by the pastor of the church. On request of the family, other clergy may be invited by the pastor, with the approval of the Session, if such can be arranged to the convenience of all concerned.
3. The couple desiring to be married at Middle Spring shall notify the pastor or church office of the proposed wedding date at least four months prior to the wedding in order to clear the pastor’s and church’s schedule.
4. The pastor considers the conducting of a wedding a happy privilege and a solemn responsibility. No couple will be married without the pastor conducting premarital counselling sessions. These will normally take place two months before the wedding date.
5. The pastor, in consultation with the Session, reserves the right to refuse to conduct the ceremony if they cannot in good conscience sense the valid and serious intention of the couple to strive for faithfulness to God and each other, and to maintain a permanent marital relationship.

6. The Wedding Service is a service of worship, therefore, the music played for the wedding should be appropriate for the church service. Secular and popular music should be reserved for the reception.

The organist will consult with the couple to help select music for the wedding service and any soloists in choosing appropriate music. If the couple would like to meet with the organist at the church to hear various pieces of music there will be a consultation fee of \$30.00 in addition to the regular organist fee.

It is expected that the organist at Middle Spring Church will be the organist for the wedding. On request of the couple another organist may be invited with the prior approval of the presiding pastor and Middle Spring Organist.

7. Any variation that are to be a part of the wedding ceremony must be approved by the pastor in consultation with the Session. The fee for use of the facilities covers normal use of electricity, temperature control, as well as the general wear and tear of the facilities and is not designed for profit or moneymaking. Fees for special services such as catering, decorating and cleaning should be paid directly to the individuals involved.

<u>Honorariums</u>	<u>For non-members</u>	<u>For members</u>
Organist	\$150.00	\$150.00
Minister	\$300.00	\$100.00
<u>Fees:</u>		
Use of Church and Custodian cost	\$250.00	\$75.00
Fellowship Hall	\$200.00	\$75.00

A non-member wedding in which they do not use the pastor at Middle Spring, will pay a fee of \$100.00 for a church representative to be present during the rehearsal and the wedding.

All honorariums are to be paid to the individual involved prior to the day of the wedding. All fees for the use of the church facilities are to be paid to the Middle Spring Church, Presbyterian (U.S.A.) prior to the day of the wedding.

8. Photographs are not to be taken during the wedding proper. Video taping is permitted from the back of the sanctuary. It is recommended that the photographer and/or video person are present at the rehearsal to prepare for the wedding and discuss their place in the service with the pastor. The photographer shall contact the pastor at a minimum of one week before the wedding. The church and the couple respectfully request that no flash photography be taken during the wedding ceremony.

9. Couples who are married at Middle Spring are invited to seek the counsel of the pastor at the first sign of marital difficulty.

10. Commercial catering is permitted on the premises; however any such caterers shall provide their own equipment and tableware, and will leave the facilities clean and orderly.

11. No alcohol, drugs or smoking are permitted on the premises.
12. If the family wishes to use the candelabrum the church will provide the candles and they must reimburse the church.
13. Equipment and furniture shall not be moved from its regular place without authorization. The Baptismal font and communion table must stay in the worship area. The sanctuary, the property and all rooms used shall be left in the condition they were found. Arrangements must be made to return all equipment to its regular place. All kitchen equipment, including dishes and silverware, are to be washed, cleaned and returned to storage area immediately after use.
14. No tacks, nails, or other material that will deface church property shall be used. Flowers, candles, cords, etc. must have bases or stands to support them. Decorations such as streamers shall not be attached to walls, pews, chancel rails, or ceilings in a manner that will leave permanent marks.
15. As soon as a florist has been selected, notify the church office so that all understanding may be reached regarding the time and policy on decorating. If no florist is involved, then those responsible for flowers and decorations should notify the church office for the same reason. This applies to all members and non-members.  
Removal of flowers and decorations should be done immediately after the wedding so that facilities are ready for the next scheduled activities, unless other arrangements have been approved by the pastor or other authorized individual.  
NO rice or bird seed is to be thrown at the couple as they leave the church.
16. If the pastor is expected to attend the rehearsal dinner and/or reception, to offer prayer, a formal written invitation should be given to the pastors well in advance of the wedding date.
17. The wedding license must be given to the pastors at the time of the rehearsal.
18. Any exceptions to the above policy shall be made with the approval of the pastor and Session.

Adopted by Session July 12, 2011

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Pastor

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Couple