

Weddings
at the
First Presbyterian Church
of
Naples

Scheduling a Wedding at

First Presbyterian Church of Naples

To book a wedding, the following is **REQUIRED**

at the time of scheduling on the church's calendar:

- ◇ Wedding information sheet filled out and returned,
- ◇ Deposit to hold the Sanctuary,
- ◇ A scheduled appointment with the presiding clergy (members)
- ◇ Completed consultation with presiding clergy (non-members)

The Christian Service of Marriage

At First Presbyterian Church of Naples, weddings are occasions of joyous solemnity – joyous because of the gift of happiness which the bride and groom have found in each other, and solemn because of the deep commitment they have made to live out their vows under the grace of God. The staff of First Presbyterian Church is eager to help make your wedding a lovely and meaningful event and asks your careful attention to the following information. These guidelines are necessary and are intended to facilitate planning and provide clarity because of the many wedding requests received by the church.

The Constitution of the Presbyterian Church (U.S.A.) says the following about marriage and weddings in the church:

Marriage is a gift God has given to all humankind for the well-being 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 offer vows before God to live out together 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.

The Christian marriage ceremony is a service of worship before God, normally conducted within the church. Reverence will be expected on the part of all present, and the service shall be under the sole direction of the presiding minister.

Wedding Date

Weddings are held only on Saturday. If a holiday falls on a Saturday, no weddings will be scheduled.

Members who have been on the active roll for at least three (3) months who wish to be married at First Presbyterian Church may reserve a wedding date.

Non-member couples may only reserve a date up to seven (7) months in advance. They must also meet with the designated pastor before their date can be confirmed.

Wedding Coordinator

First Presbyterian Church provides a wedding coordinator to oversee the arrangements and details of the service. Once the date is confirmed, an appointment with the coordinator is required to discuss First Presbyterian Church's wedding guidelines. Questions about arrangements, minister, music, fees and use of the facilities will be discussed at this conference. The wedding coordinator is a member of the church staff and will work with the minister in charge of the wedding.

If an outside wedding consultant has been employed, it is requested that his or her involvement be limited to the reception activities. The rehearsal and wedding service are the responsibility of the staff of First Presbyterian Church.

Fees

The wedding coordinator will discuss current fees with the bride and groom. A non-refundable deposit is required at the time a wedding date is reserved. Final payment and all additional fees (soloist(s), bulletins, etc.) must be paid **two** weeks prior to the wedding day. In addition to the fees for professional services, non-members are asked to make a donation to the church to support the mission of the congregation. **Envelopes with labels for the appropriate payments will be supplied by the wedding coordinator one month prior to the wedding date.**

Pre-Marital Consultation

Preparation for marriage at First Presbyterian Church requires pre-marital counseling. Arrangements can be made with the officiating pastor.

Presiding Clergy

The couple shall contact the church to set up an appointment with the presiding clergy to plan the service. Only ministers of the staff of First Presbyterian Church officiate at weddings held in the church. Please know that clergy schedules may limit the minister's participation to the rehearsal and the service, and therefore they may not be able to attend the rehearsal dinner or reception.

Other clergy may participate at the invitation of the officiating minister. If you wish to include an assisting clergy person who is not on the staff of First Presbyterian Church, please notify the wedding coordinator and the presiding minister.

The Service & Music

A wedding at First Presbyterian Church is an act of worship. The wedding service will be conducted according to the liturgy found in the Presbyterian tradition and the guidelines established by the First Presbyterian Church of Naples. It is appropriate but not essential for the service to include special music, hymns, scripture readings and a brief homily by the minister. The officiating clergy will review the service with the couple.

Because the wedding service is an act of worship, music is provided by the organist of First Presbyterian Church. The Director of Music will make arrangements for other instrumentalists if requested. Any soloist/instrumentalist must meet with the approval of the Director of Music. An additional fee will be charged for soloists and/or instrumentalists.

Photography & Videotaping

Wedding photographs may be taken before and after the service. Following the service, the church is to be vacated within 45 minutes of the end of the service.

In keeping with the atmosphere of worship, only photographs taken by the **professional photographer from the rear of the Sanctuary with existing light** are permitted during the service, and none during the prayers. Flash photographs may only be taken by the professional photographer and are limited to the escorting of the grandmothers and mothers, the procession of the bridesmaids, the bride processing and following the benediction at the end of the service. The photographer must remain behind the body of the congregation at all times. At no time will "set ups" for formal photographs with screens for backdrops, etc., be permitted.

The ushers are to inform the guests that photographs and videos may **not** be taken once they have entered the church.

The service may be videotaped with the following restrictions: the taping must be done from a side or back balcony; no auxiliary lighting equipment may be used; and the equipment may not be moved during the service. Unattended video cameras may be positioned in out-of-sight locations around the chancel area.

Church Decorations

The Sanctuary is in itself a place of great beauty and does not need excessive decoration. The church will provide candelabras and candles if requested. Because of fire hazards, hurricane lamps with candles and other candle decorations other than the church's pew end candles are not permitted. Aisle runners are obtained from the florist.

Sanctuary: 75 feet

The wedding coordinator should be included in the planning of the decorations. Florists will have access to the worship space no earlier than 90 minutes before the wedding. They must be finished with preparing the church 30 minutes prior to the wedding. Please be sure that the florist is aware of the need to have personal flowers (bouquets, boutonnieres, corsages, etc.), available for pre-service photographs. If the flowers in the church are to be used at the reception, the florist may not remove them until all of the guests have departed and pictures have been taken.

Bulletins / Programs

It is not necessary to have a bulletin for your wedding. When a bulletin is requested, however, it will be procured by First Presbyterian Church according to the standard format and schedule established by the Wedding Coordinator. If you are requesting a bulletin, information for the bulletin: names, music, scripture(s), etc., must be submitted to the wedding coordinator no later than three (3) weeks before the scheduled wedding.

Rehearsal

Rehearsals are scheduled in the order requested for Friday evenings at 4:00, 5:15, or 6:30 p.m. Rehearsals start promptly and are intended to insure a smooth ceremony, so all who have a role in the wedding are expected to be present. Please be prompt.

Wedding Times Available

Mid morning: 11:00 a.m.
Early afternoon: 2:00 p.m.
Late afternoon: 5:00 p.m.

Three hours are needed between the beginnings of one wedding and the beginning of another. The time and space will be determined in consultation with the wedding coordinator according to existing schedules and church policies

Worship Facilities Available

Sanctuary Seating Capacity, 941

Dressing Facilities

The Bridal Room and Parlor are available for use by the wedding party the day of the wedding. The Bridal Party and parents must arrive at the church at least 45 minutes prior to the beginning of the service. This is necessary to insure that everyone is in place before the guests arrive.

Additional Concerns

We ask your courtesy in refraining from the throwing of rice, birdseed or confetti (either inside or outside the buildings) or the use of balloons. Bubbles and the releasing of butterflies are permitted outside only.

First Presbyterian Church is a smoke-free environment and alcoholic beverages are not permitted on the church premises at any time.

Address of Church

First Presbyterian Church of Naples
250 Sixth Street South
Naples, Florida 34102-6186
Telephone 239-262-1311; Fax 239-262-1275

Marriage License

A Marriage License from a Clerk of the Circuit Court of the state of Florida is required for marriage. Information regarding area locations, hours, fees and proper means of identification needed may be obtained by calling (239) 732-2645. A wedding at First Presbyterian Church *cannot* take place without a license. Please bring the license with you at the time of the rehearsal. The presiding minister is the only person who signs the license following the wedding service. The church is responsible for returning the signed license. Be sure to record the license number in your personal records and take note of how you may acquire a duplicate copy.

Index

..... ADDITIONAL CONCERNS	6
ADDRESS OF CHURCH.....	7
BULLETINS/PROGRAMS.....	5
CHRISTIAN SERVICE OF MARRIAGE.....	2
CHURCH DECORATIONS	5
DRESSING FACILITIES.....	6
FEES	3
MARRIAGE LICENSE.....	7
MUSIC	4
PHOTOGRAPHY AND VIDEOTAPING	4
PRE-MARITAL CONSULTATION.....	3
PRESIDING CLERGY.....	3
REHEARSAL	5
SERVICE	4
WEDDING COORDINATOR	3
WEDDING DATE	2
WEDDING TIMES AVAILABLE.....	6
WORSHIP FACILITIES AVAILABLE	6