

# ***Weddings***

## **at Ardmore Presbyterian Church**

A wedding at Ardmore Presbyterian Church is a worship service. As a congregation, we are delighted to share in the joy of this wonderful occasion. As they begin their new life together, a bride and groom pledge themselves to one another in the holy presence of God. Our emphasis is on the ceremony and the life that follows. Both clergy and laity at APC are involved in preparing the bride and groom for the lifetime commitment of marriage.

Your decision to schedule your wedding at APC implies that you understand our wedding policies and agree to follow them.



### ***Scheduling Your Wedding***

Schedule your wedding as early as possible to get the date you want and to allow yourselves time to plan. Some holiday weekends are not available (such as Easter, Thanksgiving and the Christmas season). Weddings are not performed on Sundays. Our Sanctuary can hold over 400 guests and the Memorial Chapel seats approximately 100 guests.

Church members may schedule a wedding at any time and non-members may schedule a wedding as far as 12 months in advance of your chosen date. On the wedding day each wedding party has the use of the church wedding facilities for a total of three hours (one and a half hours prior to and one and half hours from the scheduled time of the ceremony). If additional time is necessary, additional charges will incur.

In order to secure your date you will meet with the Wedding Facilitator to review the church wedding policies, sign the request form, which states that you have read, understand and agree to abide by church policies, and pay the deposit. The Wedding Facilitator will notify you when your date has been confirmed. However, the officiating minister has the right to give final approval for your wedding.

### ***Officiating Minister***

Beyond officiating at the wedding, clergy will primarily help the bride and groom understand the biblical and theological foundations for marriage, the wedding ceremony and the marriage vows.

Ardmore Presbyterian Church believes that both men and women are called to serve as ordained ministers. Therefore, our clergy consists of both men and women. A minister from the church staff will officiate at all weddings. (The clergy officiate at non-member weddings on a rotating schedule and therefore requests for a specific minister are not possible.) If you are a member of Ardmore Presbyterian Church and wish to request a specific minister please do so by contacting our church administrator at [admin@ardmorepres.org](mailto:admin@ardmorepres.org) or 610-642-6650 X101.

## ***Pre-marital Counseling***

We believe it is important to plan as much for your marriage as you do for your wedding. To help you begin your new life together, you will meet with the Pastor at least three times for pre-marital counseling. You may also need to fill out a Prepare and Enrich inventory.

## ***Outside Wedding Coordinators***

Although outside wedding coordinators are allowed to assist you with your personal needs, they are not allowed to direct rehearsals and weddings at APC.

The church administrator will give the initial tour of the facilities, and schedule your appointments with the minister and organist. A member of the church will function as a Wedding Facilitator to assist the minister in directing your rehearsal. On the wedding day, she will direct the ushers, line up the wedding party, direct the seating of the parents and special guests, oversee photography, videography and floral policies and assist with the wedding party's departure. She is knowledgeable in the wedding ceremony and procedures and will be in charge of all matters concerning the church and the wedding.

## ***Wedding Music***

There are many possibilities for music at a wedding ceremony. Often the organist provides most of the music; sometimes a vocal soloist or instrumentalist (trumpeter, harpist, bagpiper) is added; occasionally small ensembles (string or brass quartet) are hired.

Whatever you decide, please remember the wedding ceremony is a worship service, and this informs the selection of music. It is the policy of the Session of Ardmore Presbyterian Church that musical selections, particularly vocal, have a clear connection to worship (sacred texts rather than theater or popular culture songs) and are presented "live" by individuals (rather than via pre-recorded music).

## ***The Wedding Party***

It's important to remind members of your wedding party that smoking and drinking in a house of worship is not allowed. No alcoholic beverages are allowed in the church or on the church grounds and smoking is banned in the building. The wedding rehearsal or wedding will not be performed if any member of the wedding party is under the influence of alcohol. It is the responsibility of the bride and groom to communicate these policies to the wedding party.

## ***Rehearsals***

Rehearsals are scheduled on the day before the wedding and are limited to forty-five minutes. Everyone involved in the wedding, including the bride and groom, attendants, ushers, candle lighters, scripture readers, parents and grandparents should be present. Only processional and recessional music will be played at the rehearsal. Vocalists and instrumentalists are welcome to attend to receive cues regarding timing of their music, but need to schedule separate rehearsal times.

## ***Photography/Videography***

Once you have picked a photographer who will capture your priceless memories remember it's important to stick to a schedule and follow a few rules. The photographer is not allowed to use flash photography in the Sanctuary or the Chapel after the processional and before the recessional. Photographers should not stand between your guests and the chancel. They may not walk up and down any of the aisles. During the processional and recessional, photos may be taken three or four rows down the center aisle from the back. Other photographs may be taken before or following the ceremony either in the Sanctuary or Chapel, or on the outside grounds within your scheduled time.

Before placing equipment, videographers must get approval of where they would like to set up with the Wedding Facilitator. Your ceremony may be recorded using available light only. When recording from the chancel, a tripod must be used and the videographer may not be seen. Videographers will not be allowed to plug into the audio systems of the Sanctuary or Chapel. If sound is required they must contact the Minister of Music prior to the wedding date to make arrangements. A copy of the video/photography policies will be given to you. It is the responsibility of the bride and groom to give this policy to the videographer.

## ***Flowers, Decorations and Other Worship Aides***

We recommend using a professional florist, rather than family and friends decorating the Sanctuary/Chapel. All floral or other decorative arrangements must be approved by the church Wedding Facilitator. Decorations may not obscure the cross. Chancel furnishing may not be moved or rearranged without permission. Floral arrangements must have bases that will protect carpeting and furnishings from moisture, dirt or other damage. No tacks, nails, or tape may be used to attach decorative items. Ribbons, rubber bands and pipe cleaners may be used to attach arrangements to the pews and candelabra.

The florist is responsible for cleaning up debris from floral or decorative arrangements. Any apparatus brought in by the florist must be removed immediately following the ceremony. Our staff will dispose of any items left after the wedding. It is the responsibility of the bride and groom to give this policy to the florist in advance of the wedding.

## ***The Marriage License***

Ardmore Presbyterian Church is located in Ardmore, Pennsylvania and therefore a Pennsylvania Marriage License is required. The license can be secured from any county courthouse in Pennsylvania. Wedding licenses in Pennsylvania are valid for 60 days from their issuance. The wedding may not take place if more than 60 days have passed from the issuance date of the license. There is also a three-day waiting period from the date of application before it is issued. Please bring the marriage license to the church on the evening of the wedding rehearsal. The minister cannot perform the wedding without the license.

## ***Parking***

Parking is available across the street next to Suburban Square.

## ***Fees***

Church Members      \$600

Non-members      \$1,600 (Sanctuary) or \$1500 (Chapel)

This price includes the use of the Sanctuary or Chapel on the day of the rehearsal (one and a half hours) and wedding (3 hours); the time of the organist, custodian, and Wedding Facilitator; and three pre-marital counseling sessions/wedding planning sessions with the minister. Weddings for church members are part of the pastoral ministry of the church so there are no fees for the ministers.

A \$300 security deposit will be required ten days before the wedding. The fee will be refunded within one week following the wedding provided there is no damage, unusual cleaning or repairs required. In the event members of the wedding party are more than 15 minutes late you will be charged in 15 minute increments for the time of the organist and custodian. The extra fee will be deducted from the security deposit.