



# *Wedding Guidelines*

**Heritage Presbyterian Church**

**P.O. Box 2345**

**5323 Bells Ferry Road**

**Acworth, GA 30102**

**770-926-3558**

**[www.heritagepres.com](http://www.heritagepres.com)**

**Rev. Sid Gunter, Pastor**

## ***PRELIMINARY INFORMATION FOR PLANNING WEDDINGS***

**WHAT IS A WEDDING?** A church wedding is a service of worship and this is the primary concern of the church. When two people enter into the Holy bond of marriage, they pledge to each other their faith and trust and enter into a covenant with God.

The planning process itself should be entered into with a Christian sensitivity for the integrity of the church and the feelings of all concerned. To this end, the church officers, staff, and the Wedding Guild stand ready to help the couple and their families achieve an experience that will be profoundly spiritual in nature and memorable in beauty. In keeping with the philosophy of this church, simplicity should be the guide in the selection of music, flowers, greenery, candles and optional Bible verses. Selections should be made with great care to elicit in all participants a combined sense of reverence, dignity and joy. It is the belief of this church and its minister that excessive decorations detract from the worship service and are therefore prohibited.

## ***WEDDING GUIDELINES AND BUILDING USE PROCEDURES***

### **No reservation is confirmed until:**

- a. The Minister is scheduled
- b. A wedding reservation form is completed and returned
- c. A deposit is made

The initial contact person for planning your wedding at Heritage Presbyterian Church is the chairperson of the Wedding Guild.

- ***Non-members*** : Cannot schedule a wedding six months prior to the date of the wedding.
- ***Members***: At least six months prior to the planned wedding date.
- Weddings will not be scheduled so that they conflict with activities of the church, but once the wedding is placed on the calendar, church activities will not be scheduled which will conflict with, or disturb the wedding or reception.

The Director of Music approves all music, vocalists and musicians. The Church Pianist(s) play for all weddings. *Tapes or pre-recorded music permitted ONLY with approval of Director of Music.*

**The Minister of Heritage Presbyterian Church officiates at weddings of both members and non-members.** Three premarital counseling sessions with the officiating Minister are required. The marriage license must be presented to the officiating Minister prior to the ceremony.

### **BUILDING USE:**

- The building will be available two hours prior to the scheduled hour of the wedding.
- Weddings will not be scheduled for Easter or Christmas weekends or Sundays.
- No nursery or nursery facilities are provided.
- No alcoholic beverages are permitted on the church premises.
- No smoking is permitted in any of the buildings.
- No throwing of rice, confetti or rose petals is permitted.
- No nailing of decorations is permitted in or around the building.

## **HERITAGE PRESBYTERIAN CHURCH WEDDING GUIDELINES**

A church wedding is a service of worship. When two people enter into the Holy bond of marriage, they pledge their faith and trust each to the other, and they enter into a covenant with God. The music, flowers, greenery, candles and optional verses or poems should be selected to elicit in all participants a combined sense of reverence, dignity and joy. The planning process, itself, should be entered into with a Christian sensitivity for the feelings of all concerned. Toward this end, the following policies have been established:

### **INITIAL ARRANGEMENTS**

1. An appointment, to reserve the use of church facilities, should be made at the earliest possible date. At this time, the wedding information form should be completed. This can be done through the church office. The date and time selected should be agreeable to the wedding party, the officiating Minister, florist, accompanying musicians and any others involved.
2. Weddings will not be scheduled so that they conflict with activities of the church. Once the wedding is placed on the calendar, church activities will not be scheduled which will conflict with, or disturb the wedding or reception. Weddings will not be schedule on holidays or Sundays.
3. The reservation of the church for a wedding includes the rehearsal time and, where needed, for a reception, the Fellowship Hall. The reservation also includes sufficient time for decorating and other arrangements on the day of the wedding.

*Other weddings and/or church activities may be scheduled in the Sanctuary or Fellowship Hall on the day or evening before the wedding. Anyone planning to place decorations or make other preparations in the church buildings the day or evening before, should contact the Church Office to make certain that no other activity is planned.*

### **MINISTER**

1. Only a Heritage Presbyterian Church Minister will officiate at all weddings.
2. The Minister at Heritage requires at least three (3) pre-marital counseling sessions. The marriage license must be presented to the officiating Minister prior to the ceremony.

### **REHEARSAL**

The wedding rehearsal should be scheduled, in general, when the wedding date is set. The hour may be set several weeks before the wedding and must be arranged with the Minister.

All members of the bridal party, including parents or the bride and groom will be expected to attend. Members of the bridal party should arrive at least 20 minutes PRIOR to the stated rehearsal time so that rehearsal may begin promptly.

Special practice times for soloists, organists, etc. should be cleared with the Pianist.

### **THE SERVICE**

The Minister will discuss the wedding ceremony with you. He will go over the standard order of the service. Any additions or changes, such as use of optional verses, poems, or candle lighting as part of the ceremony, should be discussed with the Minister at this time and must have his approval in order to be included.

## MUSIC

The Director of Music shall be contacted as soon as any wedding date has been cleared so that there will be a person to cover the need of the sound system.

1. The music used in the ceremony should be appropriate for a marriage service. This is to be determined by the Music Director, Minister and Pianist. Personal requests are granted if considered in good taste.
2. The church Pianist should be contacted as soon as possible and notified of any soloists or other instruments being included in the ceremony *and must be approved by him/her*.
3. It will be the responsibility of the bride and/or groom to purchase any music they have requested that is not part of the pianist's library. This music is provided to the pianist for the ceremony, but will be returned to the bride and/or groom afterward.

## SEATING

The church Sanctuary seats no more than 350 people. Invitations should be limited accordingly. Neither extra chairs nor standing room will be allowed due to the fire and safety standards. All activities scheduled in the Fellowship Hall shall be limited to no more than 350 people in order to meet Fire Safety Requirements.

## THE RECEPTION

1. There are facilities available for a reception following the ceremony. The Wedding Guild can provide information on available equipment.
2. The bride must furnish a caterer, who shall be responsible for all details. The caterer must leave the premises clean and orderly. Unless special arrangements have been made, the kitchen is not to be used for the preparation of food: i.e...NO COOKING ALLOWED.
3. No alcoholic beverages will be allowed in any form during the rehearsal or reception.
4. No smoking is allowed in the church buildings.
5. Birdseed may be thrown OUTSIDE only. No confetti is allowed.

## WEDDING GUILD

The Wedding Guild stands ready to assist the bride and her family in planning the use of the church facilities and directing the rehearsal of the wedding. All weddings must be channeled through the Heritage Presbyterian Church Wedding Guild. If a bride wishes a particular Wedding Guild member, a request should be made to the Chairperson. Otherwise, the Chairperson will assign a member. Your Wedding Guild member should contact you approximately one month prior to your wedding date. Payments for use of church buildings, facilities, pianists, musicians, soloists, and custodial services should be paid to the wedding guild member assigned to your wedding two weeks before you wedding.

## DECORATIONS AND FLORAL INSTRUCTIONS

1. Flowers may be delivered two hours prior to the wedding.
  - A) No permanent fixtures are to be moved.
  - B) Only those decorations may be used which can be placed without being affixed to the walls, woodwork or floor (no hooks, nails, screws, tacks or sticking tape). Pipe cleaners may be used to attach bows or other decorations for marking pews.
  - C) REAL WAX CANDLES ARE NOT PERMITTED. Only Paradise Candles may be used because of the carpeting.
2. All decorations, flowers, etc, must be removed immediately following the ceremony. If any floral arrangements are to be donated to the church, the Minister should be informed in advance.
3. Any damage incurred to the building or furnishings will be the responsibility for those who have engaged in the use of the building.
4. A responsible person must be identified with the placement of the deposit. This person will be required to submit to a walk-through of all facilities immediately after the ceremony and/or reception with a designated Wedding Guild Member. At this time, any damage to the property will be noted for consideration prior to refund of the deposit.

## PHOTOGRAPHY

1. Flash photography is prohibited during the ceremony. The wedding party may return to the sanctuary after the ceremony for photographs. The wedding party should also advise friends of this policy. Videotaping of the service is welcome: the Wedding Guild will assist you in selecting the best locations for the video camera.
2. Under the direction of the Wedding Guild Director, still and video photographs may be taken by following these guidelines:

### *Prior to the service*

May begin no more than 2 hours prior to the wedding.

May take pictures/videos up to 30 minutes prior to the ceremony.

### *During the Service or Processional*

Remain unobtrusive.

Absolutely no pictures involving flash equipment.

### *After the Wedding Ceremony*

Period for photographs not to exceed 30 minutes.

**WEDDING COVENANT FOR NON-MEMBERS INTERESTED IN A WEDDING  
AT HERITAGE PRESBYTERIAN CHURCH OF ACWORTH, GEORGIA**

**GUIDELINES**

I will become thoroughly familiar with the Wedding Guidelines and will abide by them.

I understand that my wedding will not be scheduled on the church calendar until six months prior to my wedding date.

I will visit a Heritage Presbyterian Church worship service at least once prior to the scheduling of my wedding.

I understand that alcohol is not allowed on church property and therefore may not be consumed before, during or after my wedding at Heritage Presbyterian Church.

I agree to pay all fees listed on the wedding registration form prior to my wedding.

**CEREMONY**

I understand that the wedding at Heritage Presbyterian Church is a worship service.

I understand that the Pianist at Heritage Presbyterian Church is to play for the wedding. Both the Pianist and the Director of Music will approve all music for the wedding.

I understand that the Wedding Guild representative assigned to me by Heritage Presbyterian Church will assist with the Wedding Ceremony.

**MINISTER**

The Minister at Heritage Presbyterian Church is to officiate at the wedding.

I will complete the counseling prescribed by the Minister at Heritage Presbyterian Church.

I understand that Heritage Presbyterian Church encourages couples to be married in their church of membership.

I agree to meet with the pastor of Heritage Presbyterian Church before my wedding is scheduled.

I agree to follow all wedding guidelines and procedures as outlined above.

\_\_\_\_\_  
Bride

\_\_\_\_\_  
Groom

\_\_\_\_\_  
Date

**PRELIMINARY WEDDING FORM**

Today's Date \_\_\_\_\_

Date Wedding Package Mailed \_\_\_\_\_

Bride's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (day & evening) \_\_\_\_\_

Groom's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (day & evening) \_\_\_\_\_

Date requested for wedding: \_\_\_\_/\_\_\_\_/\_\_\_\_      Time requested for wedding: \_\_\_\_\_

Church Member or Non-Member  
(circle one)

**POLICIES AND PRELIMINARY QUESTIONS FOR WEDDING REQUESTS AT HERITAGE**

- 1.      **WEDDINGS ARE A WORSHIP SERVICE IN OUR CHURCH AND ARE PERFORMED BY OUR MINISTER, OUR PIANIST (S), AND OUR WEDDING GUILD.**
- 2.      **OUR MINISTER CONDUCTS PREMARITAL COUNSELING.**
- 3.      **WHERE IS YOUR CHURCH HOME?**

**BRIDE:** \_\_\_\_\_

**GROOM:** \_\_\_\_\_

**FAMILY:** \_\_\_\_\_

**HPC CONNECTION:** \_\_\_\_\_

**OTHER COMMENTS:** \_\_\_\_\_

- 4.      **WE BELIEVE THAT A COUPLE SHOULD BE MARRIED IN A CHURCH WITH WHICH THEY HAVE A RELATIONSHIP.**
- 5.      **IF YOU ARE A NON-MEMBER, WE INVITE YOU TO VISIT AND JOIN OUR CHURCH.**

**MINISTER APPROVAL:** \_\_\_\_\_      **SESSION APPROVAL:** \_\_\_\_\_

**FEE SCHEDULE**  
**Member of Heritage**

<u>FACILITIES FOR WEDDINGS:</u>	<u>FEE</u>	<u>DEPOSIT</u>	<u>CK REC</u>
Sanctuary (seated 350) (Deposit Only)	\$100.00	_____	_____
Sound System (Technician)	\$ 50.00	_____	_____
Gazebo	\$ 75.00	_____	_____

FACILITIES FOR RECEPTIONS:

Fellowship Hall (capacity 350)	\$500.00	_____	_____
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CHURCH PIANIST:

Rehearsal with Wedding Party	\$150.00	_____	_____
Rehearsal with another musician (other than day of wedding)	\$ 75.00	_____	_____
Soloist or other Musician	\$ 50.00	_____	_____

CUSTODIAL SERVICES / WEDDING:

Sanctuary	\$ 75.00	_____	_____
Fellowship Hall	\$ 75.00	_____	_____

MINISTER'S HONORARIUM:                      \$150.00

No charge to members. (it is customary for Groom to give honorarium to Minister)

DECORATING ACCESSORIES:

Please indicate needs:

- \_\_\_\_\_ (2) White adjustable 7-branch candelabra
- \_\_\_\_\_ (1) White unity candle
- \_\_\_\_\_ (1) White kneeling bench
- \_\_\_\_\_ Pew Bow clips

*All fees, except Minister's Honorarium, due two weeks before wedding.*

**FEE SCHEDULE  
Non-Members**

<u>FACILITIES FOR WEDDINGS:</u>	<u>FEE</u>	<u>DEPOSIT</u>	<u>CK REC</u>
Sanctuary (seated 350)	\$500.00	_____	_____
Sound System (Technician)	\$ 50.00	_____	_____
Gazebo	\$ 75.00	_____	_____

FACILITIES FOR RECEPTIONS:

Fellowship Hall (capacity 350)	\$500.00	_____	_____
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CHURCH PIANIST:

Rehearsal with Wedding Party	\$150.00	_____	_____
Rehearsal with another musician (other than day of wedding)	\$ 75.00	_____	_____
Soloist or other Musician	\$ 50.00	_____	_____

CUSTODIAL SERVICES / WEDDING:

Sanctuary	\$ 75.00	_____	_____
Fellowship Hall	\$ 75.00	_____	_____

MINISTER'S HONORARIUM:                      \$150.00

No charge to members. (it is customary for Groom to give honorarium to Minister)

DECORATING ACCESSORIES:

Please indicate needs:

- \_\_\_\_\_ (2) White adjustable 7-branch candelabra
- \_\_\_\_\_ (1) White unity candle
- \_\_\_\_\_ (1) White kneeling bench
- \_\_\_\_\_ Pew Bow clips

*All fees, except Minister's Honorarium, due two weeks before wedding.*

**WEDDING RESERVATION SHEET**  
**Heritage Presbyterian Church**  
**5323 Bells Ferry Road – Acworth, GA 30102**  
**(770-926-3558)**

**WEDDING:**      **Date:** \_\_\_\_\_      **Today's Date:** \_\_\_\_\_  
                         **Time:** \_\_\_\_\_

Please indicate number of guests:      **Sanctuary:** \_\_\_\_\_      **Gazebo:** \_\_\_\_\_

**REHEARSAL:**      **Date:** \_\_\_\_\_

**Time preference: (circle one)    5:30    6:00    6:30**

**BRIDE'S NAME:** \_\_\_\_\_ **GROOM'S NAME:** \_\_\_\_\_

**Street Address** \_\_\_\_\_ **Street Address** \_\_\_\_\_

**City, State, Zip** \_\_\_\_\_ **City, State, Zip** \_\_\_\_\_

**Telephone Day** \_\_\_\_\_ **Evening** \_\_\_\_\_ **Telephone Day** \_\_\_\_\_ **Evening** \_\_\_\_\_

**Church Membership: Heritage** \_\_\_\_\_ **Other** \_\_\_\_\_ **Church Membership: Heritage** \_\_\_\_\_ **Other** \_\_\_\_\_

**If other church: Name, Address, Phone, Pastor**      **If other church: Name, Address, Phone, Pastor**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Our address after our wedding will be:** \_\_\_\_\_

**RECEPTION: At Heritage Church** \_\_\_\_yes \_\_\_\_no      **Indicate number of Guests – Fellowship Hall** \_\_\_\_\_

**WEDDING PARTY: Officiating Minister: Sid Gunter** \_\_\_\_\_

**ATTENDANTS: Bridesmaids** \_\_\_\_\_ **Groomsmen** \_\_\_\_\_ **Children** \_\_\_\_\_ (indicate ages) \_\_\_\_\_

**FLORIST:** \_\_\_\_\_ **Tel No.** \_\_\_\_\_

**CATERER:** \_\_\_\_\_ **Tel No.** \_\_\_\_\_

**STILL PHOTOGRAPHER:** \_\_\_\_\_ **Tel No.** \_\_\_\_\_

**VIDEO PHOTOGRAPHER:** \_\_\_\_\_ **Tel No.** \_\_\_\_\_

**PIANIST** \_\_\_\_\_ **OTHER MUSICIANS** \_\_\_\_\_

**SOLOIST:** \_\_\_\_\_ **Tel No.** \_\_\_\_\_

**OTHERS:** \_\_\_\_\_ **Tel No.** \_\_\_\_\_

**COPIES:**      **Minister** \_\_\_ **Wedding Guild (2)** \_\_\_ **Music Director** \_\_\_ **Pianist** \_\_\_ **Sound** \_\_\_ **Calendar** \_\_\_

*NOTE: See Fee Schedule for special requests, fees and deposits*

# MUSIC SELECTIONS

Please list all music for the Wedding Services for

Bride \_\_\_\_\_ Groom \_\_\_\_\_

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

## PRELUDE:

1. \_\_\_\_\_ 6. \_\_\_\_\_

2. \_\_\_\_\_ 7. \_\_\_\_\_

3. \_\_\_\_\_ 8. \_\_\_\_\_

4. \_\_\_\_\_ 9. \_\_\_\_\_

5. \_\_\_\_\_ 10. \_\_\_\_\_

## CEREMONY:

1. \_\_\_\_\_ 3. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_

## SPECIAL:

1. \_\_\_\_\_ 3. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_

## RECESSIONAL:

1. \_\_\_\_\_ 3. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_

## Approved:

Director of Music \_\_\_\_\_ Pianist \_\_\_\_\_

## WEDDING GUILD MEMBERS

***Gloria Anderson***

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