



## *Wedding Guidelines*

Heritage Presbyterian Church  
P.O. Box 2087  
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**

### **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 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 this philosophy of the church, simplicity should be the guide in the selections of the music, flowers, greenery, candles, poems, and optional Bible verses. Selections should be chosen 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. Toward this end, the following policies have been established.

### **INITIAL ARRANGEMENTS**

Arrange an appointment to reserve the use of church facilities with the church office.

**Members** may reserve the church 6 months prior to the wedding date and receive "Wedding Guidelines" packet. Complete and return "Wedding Reservation Form" [in the packet]. Confirm date with minister, director of music, pianist, wedding party, florist, accompanying musicians, etc. A deposit is made to secure the reservation.

**Non-members** cannot reserve the church prior to 6 months from the wedding date. Complete and return "Wedding Reservation Form" [in the packet]. Complete and return "Wedding Covenant" [in the packet]. Confirm date with minister, director of music, pianist, wedding party, florist, accompanying musicians, etc. A deposit is made to secure the reservation.

Weddings will not be scheduled on Easter or Christmas weekend or Sundays or to conflict with activities of the church. Once placed on the church calendar, church activities will not be scheduled to conflict or disturb the wedding or reception.

### **MINISTER and the CEREMONY**

**The minister of Heritage Presbyterian Church officiates at weddings of both members and non-members.**

Three premarital counseling sessions with the minister are required. The marriage license **must be** presented to the minister **prior** to the ceremony. If the bridal couple wishes another minister to help officiate, the request must be discussed with the minister of Heritage Presbyterian Church.

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 optional Bible 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.

### **REHEARSAL**

The wedding rehearsal should be scheduled when the wedding date is reserved. The hour may be set several weeks before the wedding but must be arranged with the Minister.

All members of the bridal party [attendants, groomsmen, flower girls, ring bearers, parents/grandparents of the bridal couple] and the vocalists and musicians will be expected to attend. Members of the bridal party should arrive at least **30 minutes** prior to the stated rehearsal time to begin on time. Special practice times for soloists should be arranged with the pianist.

The reservation should also include sufficient time for decorating and other arrangements **on the day of the ceremony** with the assigned Wedding Guild director.

## DIRECTOR OF MUSIC

- The Director of Music should be contacted **as soon as** any wedding date has been cleared and reserved so that **the sound technician may have ample time to coordinate equipment needs**. Contact should once again be made **one week** prior to the ceremony in order to schedule sound checks and equipment needs.
- The Director of Music, minister, and pianist must approve music, vocalists, and musicians used in the ceremony as appropriate for a Christian marriage ceremony. Secular music is discouraged unless personal requests are cleared and granted by the Director of Music and the Minister.
- Taped and pre-recorded music is permitted with the approval of the Director of Music.

## PIANIST

The church pianist plays for all weddings at Heritage. He/She should be contacted as soon as possible and notified of any soloists or other instruments being included in the ceremony. All participants *must be approved by the pianist and the director of music*.

It will be the responsibility of the bride and groom to meet with the pianist to decide what music will be played during the ceremony. If any music requested by the bride and groom is not part of the pianist's personal library, the music will be purchased by the bride and groom and returned after the ceremony.

## SEATING

The church sanctuary seats no more than **350** people. Invitations should be limited accordingly. Extra chairs and standing room only will not be allowed due to Fire and Safety Requirements. All activities scheduled in the Mission and Ministry Center shall also be limited to **350** people in order to meet Fire and Safety Requirements.

## DECORATIONS AND FLORAL INSTRUCTIONS

- Flowers may be delivered **two hours** prior to the wedding.
  - a. No permanent fixtures or pictures are to be removed.
  - b. Only those decorations may be used which can be placed without being affixed to the walls, woodwork, or floors [no hooks, nails, screws, tacks or sticking tape]. The Wedding Guild has pew bow holders available to affix bows/flowers to the top of the pews.
  - b. **REAL WAX CANDLES ARE NOT PERMITTED**. Only "Paradise Candles" may be used.
- Contact the Church Office if decorating the day or evening prior to the wedding so as not to conflict with other church activities.
- All decorations, flowers, etc. **must be removed** immediately following the ceremony so that the sanctuary may be made ready for Sunday services. The minister must be informed in advance of donated floral arrangements.
- All rooms used in the Education Building or behind the sanctuary must be cleared of "wedding debris" [hangers, cardboard hanger covers, plastic bags, floral boxes].
- **A responsible person** must be identified to accompany the Wedding Guild member on a "walk through" of all facilities immediately following the ceremony. At this time, any damage to the property will be noted for consideration prior to the refunding of the deposit. Any damage incurred to the building or furnishings will be the responsibility of those who have engaged the use of the building.

## PHOTOGRAPHY

Flash photography is prohibited during the ceremony. The wedding party may return to the sanctuary after the ceremony for photographs. The wedding party should advise friends of this policy. Videotaping of the service is welcome. The Wedding Guild will assist you in selecting an appropriate location for the video camera.

Under direction of the Wedding Guild Director assigned to the wedding, still and video photographs may be taken following these guidelines:

- *Prior to the service:* May begin 2 hours prior to the wedding. May take pictures/videos 30 minutes prior to to the ceremony.
- *During the Service or Processional:* Remain obtrusive. Absolutely NO flash equipment.
- *After the Wedding Ceremony:* There will be a period for photographs not to exceed 30 minutes.

## WEDDING GUILD

The Wedding Guild is a ministry of Heritage Presbyterian Church designed to assist the bride and groom and their families in planning the use of the church facilities and the ceremony. The Wedding Guild chairperson will assign a member of the Wedding Guild to assist in this ministry. If a bride wishes a particular member, a request should be made through the Chairperson.

The Wedding Guild member assigned to the wedding will contact the bridal couple approximately one month prior to the wedding date to discuss ceremony set-up.

Payments for the use of Heritage church facilities, pianists, Director of Music, and custodial services should be paid to the church office at the appropriate time prior to the wedding.

The assigned Wedding Guild member will ask the bridal couple to choose a responsible person to do a “walk through” after the ceremony to make sure all wedding debris is cleared from the rooms used. If this has been completed, the member will contact the church office to return the original deposit.

## BUILDING USE

- Building is available two hours prior to the scheduled hour of the wedding unless pre-arranged.
- Nursery or Nursery Facilities are **not** provided.
- No alcoholic beverages are permitted on the church premises.
- No food or drink [other than water] is permitted in the classrooms or sanctuary.
- Smoking is only permitted outside the building near receptacles.
- Throwing of rice, confetti, or rose petals is **not** permitted.
- Nailing of decorations is **not** permitted in or around the building.
- Only the pulpit, minister’s chairs, altar table, and the floral table may be removed from the altar.
- Carefully remove the pulpit disengaging microphone wires and note for reattachment after ceremony.

## RECEPTION

In the case of usage of the Mission and Ministry Center for receptions, the Wedding Guild director will provide information on available equipment. The bride must furnish a caterer who will be responsible for all details and leave the Center clean and orderly. The kitchen is **NOT** available for cooking or preparation of food. No smoking or alcoholic beverages are permitted. Birdseed may be thrown OUTSIDE the building only. No confetti or rose petals are allowed.

# PRELIMINARY WEDDING FORM

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

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

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

Telephone: Cell- \_\_\_\_\_ Home- \_\_\_\_\_

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

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

Telephone: Cell- \_\_\_\_\_ Home- \_\_\_\_\_

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: \_\_\_\_\_ (date) \_\_\_\_\_ SESSION APPROVAL: \_\_\_\_\_ (date) \_\_\_\_\_



**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 Cell \_\_\_\_\_ Home \_\_\_\_\_ Telephone Cell \_\_\_\_\_ Home \_\_\_\_\_

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 \_\_\_\_\_