



**FIRST
PRESBYTERIAN**

AUGUSTA

Wedding Packet

Wedding Packet

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Contact Information

FIRST PRESBYTERIAN CHURCH

706.262.8900

642 Telfair Street
Augusta, GA 30901

WEDDING SCHEDULER

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CEREMONY COORDINATORS

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MUSIC DIRECTOR

Leigh Fleury

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FIRST STEP COUNSELING

Mike Phillips

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SECURITY

Kathy Gilreath

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Welcome and Congratulations!

We are delighted that you have requested to celebrate your wedding at First Presbyterian Church of Augusta. We believe marriage is a relationship between one man and one woman instituted by God for the mutual happiness of his people and for the glory of his name. As such, it is the duty of Christians to marry only in the Lord, that is, to marry fellow believers.

The service which you are anticipating is different from many other wedding services in that it is a Christian wedding. A Christian wedding ceremony is a worship service that brings glory to God, characterized by dignity, reverence and joy. First Presbyterian Church wedding policies have been established by the Session (Board of Elders) to accomplish this purpose, and your wedding will mean more to you, your families, and your friends when there is careful concern for all the reverent aspects of the holy occasion. Any exceptions to these policies are required to be brought before the Session for approval.

All couples who wish to get married at First Presbyterian Church must complete a wedding questionnaire, meet with two elders for approval, and abide by all wedding policies. They must also complete pre-marital counseling, which is included in the base wedding fee. Members have priority in scheduling a date for their wedding.

We look forward to assisting you with your wedding plans to ensure that your day goes smoothly and that the beauty and dignity of our church property is preserved for many generations to come.

First Presbyterian Church of Augusta

First Steps

for Couples Wanting to Marry at First Presbyterian Church

Step 1

- Review the Wedding Packet and become familiar with the policies and procedures.
- Complete the “Acknowledgment of Understanding” and the “Marriage Questionnaire” located on pages 29-33. Submit these forms along with a deposit to the wedding scheduler. The wedding scheduler will submit the Questionnaire to the Session (Board of Elders).

Step 2

- An elder will contact the couple for an interview to determine if they meet the requirements of the church for marriage. Both First Presbyterian Church members and non-members will be interviewed.
- If the Marriage Questionnaire and interview is accepted by the Session, the wedding date will be put on the church calendar.

Step 3

- Contact the First Presbyterian Church pastor you would like to preside over your ceremony. (The wedding scheduler can assist with this.)
- Contact one of the approved ceremony coordinators listed on page 3 of this packet.
- Contact Dr. Mike Phillips, First Step Counseling, to schedule your “Preparing for Marriage” pre-marital counseling sessions (see page 3 of this packet for contact information).

Step 4

- Meet with your ceremony coordinator to plan the on-site wedding events.
- Meet with the music director to discuss and plan for all music and audio/visual needs.
- Have outside vendors read and sign memorandums (pages 34-37) agreeing to abide by First Presbyterian Church policies.
- If you plan to host the rehearsal dinner or wedding reception on the church campus, contact the wedding scheduler to discuss your plans.

Step 5

- Meet with the wedding scheduler to go over billing and final set-up arrangements, and return completed vendor memorandum to wedding scheduler.
- Confirm that security for the ceremony has been scheduled by the ceremony coordinator.
- If you are using a printed program, submit a proof to Vivian Richmeier for approval (see page 3 of this packet for contact information).
- Schedule nursery service with wedding scheduler if desired.

First Presbyterian Church Facilities

The Sanctuary

First Presbyterian Church is a historic and beautiful building designed by famed architect Robert Mills in 1804. The sanctuary was remodeled in 2013 yet still retains the original beauty of the building and is available for weddings. The sanctuary has a maximum capacity of approximately 600 people on the main floor and 120 in the balcony.

The Bride's Room and The Groom's Room

The bride and groom will each have a designated room for them and their attendants the day of the wedding. The church will provide ice water, cups, plates, and napkins in each room and an iron and ironing board and steamer in the bride's room. The wedding party must remove all personal items from the rooms prior to the ceremony.

St. Andrew's Hall and Murphy Hall

St. Andrew's Hall (with or without the addition of the Geneva Room) or Murphy Hall may be reserved for your wedding reception and/or rehearsal dinner for an additional fee. St. Andrew's Hall accommodates 600 people for a reception or 208 for a seated meal. The Geneva Room has a 30-person capacity. Murphy Hall will accommodate 128 people for a seated dinner. More information about hosting your rehearsal dinner or reception at First Presbyterian Church can be found beginning on page 20.

Key Contacts for Planning Your Wedding

SCHEDULING

We will make every effort to schedule your desired wedding date. Once you submit the Marriage Questionnaire, your preferred date will be tentatively placed on the calendar. Your date will be confirmed and placed on the official church calendar after you have met with an elder and received approval. Priority is given to active members living in town, children and grandchildren of active members, and ministry leaders. Non-member couples must wait until six months prior to their desired date before the date can be confirmed. Weddings may not be scheduled on Sundays, during Holy Week, Christmas week or on any holiday weekend. Other dates may not be available due to church events.

WEDDING SCHEDULER

The wedding scheduler is the initial contact at First Presbyterian Church and will help you through the steps to get your wedding approved and placed on the church calendar. Once your wedding is approved, you will select a ceremony coordinator who will help you with the other wedding arrangements.

CEREMONY COORDINATOR

The ceremony coordinator's responsibilities include directing the wedding rehearsal, managing the timing of the wedding processional, coordinating with the music director and outside vendors if needed, and distributing checks to appropriate parties on the wedding day.

The ceremony coordinator's services include:

Initial Consultation – a one to two hour meeting to discuss church wedding policies, details of the wedding, wedding participants, seating details, etc.

Wedding Rehearsal – up to two hours to direct the wedding rehearsal.

Wedding Day – coordinator arrives approximately two to three hours before the ceremony to coordinate and direct all wedding participants and stays until the bride and groom leave for the wedding reception.

Large wedding parties (for example, 18 or more attendants, more than 250 guests, etc.) may require an assistant to help on the day of the wedding for an additional fee. This is at the discretion of the ceremony coordinator.

If the reception is being held at the church, the ceremony coordinator may also serve as the reception director for an additional fee. The ceremony coordinator will negotiate that directly with the bride.

OFFICIATING

A First Presbyterian Church pastor is required to officiate over all weddings. If desired, another Protestant Trinitarian* pastor may be invited to assist in the ceremony with the approval of the Session and consultation with the officiating First Pres pastor. The marriage license must be in the pastor's possession before the ceremony and preferably should be given to him at the rehearsal.

*Believing in or adhering to the doctrine of the Trinity.

COUNSELING

Premarital counseling is required. A premarital counseling program will cover topics essential for building a strong, biblical foundation for marriage and provide biblical tools couples can apply throughout their marriage. First Pres partners with First Step Counseling, and they offer a discounted rate for the "Preparing for Marriage" program. "Preparing for Marriage" includes five 90-minute counseling sessions prior to the wedding and potentially one session to be held in the months following the wedding. Contact Dr. Mike Phillips, First Step Counseling, to schedule your counseling sessions. All sessions must be completed before the wedding.

If the couple would like to use a different program, it must be a multi-session program conducted by a licensed counselor.

MUSIC DIRECTOR AND ORGANIST

The music director is responsible for approval of all music and musicians who participate in a wedding service at First Pres. The director is available to assist you in music selection, securing the services of additional musicians, obtaining copies of published music, providing special music arrangements, and scheduling rehearsals. There is no additional charge for this service.

Please schedule an appointment with the director well in advance of the wedding date. Prior to that initial meeting, please review the Suggested Music List (pages 17-18), and come to the meeting with any ideas you have regarding music selections.

The music director is also a skilled organist with full knowledge of our pipe organ, and may be available to play at your wedding for an additional fee. If he is unable to accept the engagement to play on your wedding date, he will assist in selecting another organist.

AV TECHNICIAN

A First Pres trained AV technician will be scheduled to operate the system in the sanctuary to ensure proper amplification of the ceremony. The technician will set up and check the audio equipment on the wedding day and be available for an audio system check 60 minutes before the wedding (30 minutes before the prelude).

The fee for one AV technician for a typical audio configuration is \$200 paid directly to the technician. This includes the permanent microphones at the pulpits, up to two wireless microphones for pastors, up to two microphones for singers, and up to two microphones for instrumentalists. Additional fees may be charged if there are additional requirements in terms of audio equipment, recording edit/master/reproduction, and technician time.

The Wedding Ceremony

MUSIC

Music is an important part of a wedding ceremony and should be in keeping with the reverence observed in the house of the Lord and appropriate for an occasion of worship. The music director oversees and approves all music performed at weddings at First Pres. The Wedding Music Planner provides more information and will help guide your music selection (pages 17-18).

DECORATIONS AND FLOWERS

First Presbyterian Church is a historic and beautiful building and requires minimal decoration to make it suitable for a wedding. The following policies are established to safeguard the sanctuary and its furnishings.

- The communion table and chairs will be removed from the sanctuary.
- Flowers may be used on the platform or on the small ledge under the stained glass window.
- Floral arrangements should not be placed on the floor in back of the officiating pastor.
- Covered wire, forms and plastic clamps should be used in attaching decorations. No tacks, nails, glue, or tape may be used to fasten any decorations to the furniture or building.
- The furniture and floor must be fully protected at all times from moisture. The florist is responsible for any damage.
- Real flower petals may be thrown by a flower girl only if the florist installs a runner down the aisle. Otherwise, only artificial flower petals may be used.
- All floral arrangements and decorations must be removed from the sanctuary immediately following the wedding ceremony.
- If the wedding occurs during the Christmas season, the church's Christmas decorations will not be removed from the sanctuary.

CANDLES/CANDELABRA

First Pres has eight brass and eight white wrought iron candelabras that may be placed on the chancel or on the floor in the front of the sanctuary. Each candelabra holds seven candles. The white wrought iron candelabras may be accented with greenery or bows, but nothing may be placed on the brass candelabras. The candelabras may be rented from us for \$25 each.

Chace candles are used in the candelabras. Chace candles are surrounded by a metal casing, which is almost completely dripless. They are identical in appearance to regular wax candles, are guaranteed to light and do not drip or melt down as much as regular candles. The cost of the candles is \$1 each. No other candles are allowed in the sanctuary and this includes unity candles.

KNEELER

A kneeler is available for use during the wedding ceremony if desired.

COMMUNION

First Pres does not serve communion as part of a wedding ceremony either to the whole congregation or to just the couple. We believe the Bible teaches that the Lord's Supper is the family meal of the Church of Jesus Christ gathered in a worship service at the call of elders and pastors. To serve the Lord's Supper just to the couple would give the impression that it is only for a few. To serve it to those gathered to witness a wedding would be to administer a sacrament to those not spiritually prepared for a worship service.

FLOWER GIRLS AND RING BEARERS

Children bring a unique joy to weddings, however young children can be a distraction from the wedding ceremony. In order to preserve the sanctity of the service, First Pres requires children be at least four years old to participate in the wedding ceremony. Children under seven years old may process down the aisle and be immediately seated in one of the front pews with a family member. Children seven and older may process down the aisle and have the option of being seated or standing with the wedding party for the duration of the ceremony.

LEAVING THE CEREMONY

If your "send off" is from church property, the wedding car may be parked in one of the parking lots or on Telfair Street. No vehicles are permitted to either drive or park on the plaza in front of the church. Your guests may use birdseed, rose petals, sparklers, or bubbles outside any of the church buildings for your send off. Rice and confetti are not allowed. If the wedding car is decorated, no debris should be left on the church grounds.

Additional Information

WEDDING ATTIRE

Selecting your wedding gown and bridesmaid dresses is an important and personal decision. While First Pres does not want to enter into the matter of style and personal taste, we do want to remind you that your wedding is a worship service. Therefore, bridal gowns and bridesmaids dresses should be modestly styled for both the neckline and back as well as appropriately altered for a secure fit. If you have any questions regarding what is appropriate, consult your ceremony coordinator.

WEDDING REHEARSAL

The rehearsal is for the wedding party to walk through the order of the ceremony. Wedding rehearsals are scheduled at 5:30 p.m. on the evening prior to the wedding, and the wedding party should arrive by 5:15 p.m. so the rehearsal can start on time. The musicians and vocalist do not rehearse during this time, although the organist usually attends.

PARKING

First Pres has limited on-site parking across Telfair Street. Guests may also park in the James Brown Arena lot located behind the church if there are no events scheduled at James Brown Arena or the Bell Auditorium. We suggest you contact these venues to see if an event is scheduled during your ceremony/reception. If there is an event, we suggest you recruit friends and family to stand by the church parking lot gates to help direct traffic and ensure there will be ample parking for your guests.

- James Brown Arena: 706.722.3521 / Bell Auditorium: 706.724.2400
- Website – augustaentertainmentcomplex.com

SECURITY

At least one Richmond County deputy sheriff officer is required for the rehearsal and wedding. An additional security officer will be required for events with more than 150 guests. First Pres will not be responsible for any personal property such as automobiles or valuables left in automobiles on the campus. The wedding scheduler will schedule the officers.

FACILITY STAFF

Every wedding must have at least two staff on duty to open and close the campus and to take care of any facility needs during the wedding. The cost of the facility staff is included in the base wedding fee. If additional time is required by the wedding party, additional fees may be required.

PHOTOGRAPHERS AND VIDEOGRAPHERS

A wedding is a worship service, and the moving of equipment and the clicking and flashing of cameras is disruptive and distracting. For this reason we ask that all photographers/videographers dress appropriately and adhere to the following policies:

Photography

- Flash photography is not allowed in the sanctuary during any part of the ceremony.
- Photographs may be taken during the processional and recessional from the narthex, balcony, or from behind the last pew in the sanctuary.
- One photograph may be taken during the service itself (without the use of a flash) from the rear of the sanctuary, behind the last pew.
- Photographs may be taken from the balcony (without the use of a flash) during the ceremony as long as guests are not seated in the balcony and the camera noise is not disruptive.
- If wedding party photographs will be taken after the ceremony, the pastor's photographs with the bride and groom should be taken first.

Videography

- Videotaping is allowed from the balcony and by remote from a corner or the rear of the chancel (stage).
- The AV technician can provide an audio feed to your videographer if desired. However, this needs to be arranged in advance.

NURSERY

Nursery services are available for the wedding as well as for the rehearsal dinner and/or reception if they are held at First Pres. **Nursery services are scheduled through the wedding scheduler at least one month before the wedding.** At least two workers are required for each room needed, and the ratio of workers to children is one worker for every four children. Only approved nursery workers with cleared background checks are allowed to care for children on church property.

PAYMENT

A deposit is required when you submit the Marriage Questionnaire. Once your wedding is approved by the elders, the check will be cashed and your wedding date will be placed on the official church calendar. This deposit is applied to the final fees and becomes non-refundable thirty days prior to your wedding date.

Three weeks prior to the wedding you will meet with the wedding scheduler to review all fees associated with your wedding and/or rehearsal dinner and reception. Final payment for the facilities, including rentals for the rehearsal dinner and/or reception, is due at this time. Separate payments for the ceremony coordinator, organist, pastor, musicians, AV technician, and security officers are due at the rehearsal. Your ceremony coordinator will receive payment and distribute the checks as appropriate. Please make separate payment arrangements directly with any outside vendors, e.g. caterer, florist, videographer, photographer. See page 13 for an outline of the fees.

DECORUM

No alcoholic beverage may be used on the church grounds and smoking is not permitted in the buildings. The hosting party is responsible for informing guests of these policies.

Wedding Fees*

MEMBER FEES

BASE FEE \$900

Includes:

Facilities for up to 6 hours on wedding day, 2 hours for rehearsal, and music coordination..... \$400

**Premarital Counseling Program with First Step Counseling.....\$500

DEPOSIT \$300

The deposit check is due with the submission of the Marriage Questionnaire and is held until your marriage is approved by the elders. The deposit is applied to your final fees and becomes non-refundable 30 days prior to your wedding date.

Other Required Fees (individual checks to be collected at the Rehearsal):

Ceremony Coordinator \$250

AV Tech..... \$200

Pastor Honorarium \$200

SECURITY GUARDS (REQUIRED: 4 hour minimum ((1) officer for up to 150 (2) officers for 151+)....\$50/hr/officer

NON-MEMBER FEES

BASE FEE\$2,000

Includes:

Facilities for up to 6 hours on wedding day, 2 hours for rehearsal, and music coordination..... \$1,500

**Premarital Counseling Program with First Step Counseling.....\$500

DEPOSIT.....\$300

The deposit check is due with the submission of the Marriage Questionnaire and is held until your marriage is approved by the elders. The deposit is applied to your final fees and becomes non-refundable 30 days prior to your wedding date.

Other Required Fees (individual checks):

Ceremony Coordinator \$300

AV Tech..... \$300

Pastor Honorarium \$300

SECURITY GUARDS (REQUIRED: 4 hour minimum) (Same as Member).....\$50/hr/officer

OPTIONAL SERVICES

FIRST PRESBYTERIAN CHURCH ORGANIST\$450

MUSICIANS Please see the music section

FACILITY STAFF (for facility use exceeding 6 hours on wedding day).....\$20/hr

FACILITY STAFF OVERTIME (facility use more than 8 hrs or hrs worked later than 12 a.m.)\$24/hr

NURSERY WORKERS (two are required with a 3 hr minimum)..... \$15/hr/worker

USE OF NURSERY (if St. Andrew's Hall is not rented) \$50

*All fees are subject to change without notice.

**Premarital counseling is a requirement. If the couple would like to use a different counseling program, it must be a multi-session program conducted by a licensed counselor.

Wedding Service Format

for First Presbyterian Church Augusta

Printed programs are not required nor expected. However, if a printed program is used it must follow the exact format below and be approved by the First Pres Director of Communication prior to printing. **Please email a proof of your program to the Director of Communication (contact information is located on page 3).**

Prelude

Special Music*

Processional

Call to Worship

Hymn/Special Music*

Scriptural Basis for Marriage

Prayer

Declaration of Intent

Giving of Bride

Scripture Reading

Homily

Prayer

Marriage Vows

Exchange of Rings

Hymn/Special Music*

Prayer

Hymn/Special Music*

OR

Declaration of Marriage

Benediction

Recessional

*Optional for Ceremony

Music Planner

Wedding Music Planner

This planner is designed to assist in the planning and presentation of music in your wedding service. The music director must approve wedding music and musicians, whether they are First Pres musicians or non-church musicians. This approval may be requested by telephone, email, or personal conference.

MUSIC SELECTION GUIDE

Music selection begins with the wishes of the wedding party. When needed, the music director will make suggestions. A partial list of suggested vocal and instrumental works is included in this packet.

Music should be meaningful to the couple, but it should also be in keeping with the reverence observed in the house of the Lord and appropriate for an occasion of worship. There may be secular songs which are important to the wedding party, but which do not meet either of the vocal or instrumental criteria below. This music can be incorporated into the rehearsal dinner or wedding reception.

- **Vocal music** should have sacred text appropriate to the occasion.
- **Instrumental music** may be either sacred or secular in origin, but it should be appropriate to worship. That is, each instrumental selection should either have an explicitly sacred title or a history of association with traditional worship (see examples on pages 17 & 18).
- **Recorded music** is not permitted in the sanctuary.

SOLOISTS AND ENSEMBLES

The music director can secure the services of quality instrumentalists and vocalists from the community, both within and beyond the First Presbyterian congregation. In addition, the music director will obtain printed music for hired musicians. If you select your own instrumentalists or vocalists to perform at your wedding, the First Pres organist may provide accompaniment, including rehearsals, if requested. Typically, musicians hired by the wedding party provide their own copies of printed music.

FEES

Musicians secured by the wedding party participate in the wedding under terms arranged privately, which may or may not include a fee. Musicians secured by the music director have individual fees based upon their skill, experience, and rates customary in our community. These fees are compensation for participation in the wedding service (including the prelude). The organist will attend the wedding rehearsal, however other musicians will not participate in the rehearsal. Checks should be made out to the musicians and should be given to your ceremony coordinator at the wedding rehearsal.

Instrumentalists	\$250 each (typical rate, but may vary)
Vocalists.....	\$250 each (typical rate, but may vary)

The fee for one AV technician for sanctuary amplification is included in the base wedding fee. This covers a standard configuration that includes the permanent microphones at the pulpits, up to two wireless microphones for pastors, up to two microphones for singers, and up to two microphones for instrumentalists. Additional fees may be charged if there are additional requirements in terms of audio equipment, microphones, rehearsals, recording edit/master/reproduction, and technician time.

SUGGESTED MUSIC LIST

This list is intended to be a starting point to help you select music for your wedding. It is only a guide and should not be considered as a complete group from which all music must be selected. The numbers indicate corresponding tracks on the CD or digital audio file, which the Music Director can provide upon request.

The Prelude

- | | |
|---|---|
| [1] Fanfare ~ J. Cook | [21] Jesu, Joy Of Man's Desiring ~ J.S. Bach |
| [2] Air for the G String ~ J.S. Bach | [22 - 25] selections from Water Music ~ G.F. Handel |
| [3] Canon in D ~ J. Pachelbel (piano or organ) | [26] Meditation from "Thais" ~ J. Massenet |
| [4] Prelude on "Rhosymedre" ~ R. Vaughn-Williams | [27] 18th Variation (from Rhapsodie) ~ S. Rachmaninoff
(piano) |
| [5] Great Is Thy Faithfulness ~ arr. B. Walters (piano) | [28] Andante (from Grand Piece Symphonique) ~ C.
Franck |
| [6] Amazing Grace ~ J. Galyon (piano) | [29] Andante (Symphony 1) ~ L. Vieme |
| [7] Prayer (from Suite Gothique) ~ L. Boëllmann | [30] Sheep May Safely Graze ~ J.S. Bach |
| [8] The Lord's Prayer ~ A.H. Malotte (piano solo) | [31] O Perfect Love ~ arr. J. Linker |
| [9] Arioso ~ J.S. Bach (piano or organ) | [32] Adagio (Sonata No.1) ~ F. Mendelssohn |
| [10 - 14] Partita on "St. Anne" ~ P. Manz | [33] How Great Thou Art ~ arr. J. Linker |
| [15] Adagio in E ~ F. Bridge | [34] Adagio Cantabile ~ J.S. Bach |
| [16] Wacht Auf ~ J.S. Bach | [35] Solemn Melody ~ H.W. Davies |
| [17] Panis Angelicus ~ C. Franck | [36] Voluntary in G Major ~ W. Walond |
| [18] Voluntary in D ~ W. Boyce | [37] Cantabile ~ C. Franck |
| [19] Adagio (Symphony 3) ~ L. Vieme | [38] Adagio (Symphony 5) ~ C.M. Widor |
| [20] Andante Tranquillo (Sonata No.3) ~ F.
Mendelssohn | [39 - 43] Variations on Holy, Holy, Holy ~ P. Post |

+ Organ arrangements of most hymns

+ Piano arrangements of most hymns

Ideas: Hymn to Joy; Praise to the Lord, the Almighty; All Creatures of Our God and King; Holy, Holy, Holy; Great Is Thy Faithfulness; O God Our Help in Ages Past; Fairest Lord Jesus; Be Thou My Vision; O God beyond All Praising; Lift High the Cross; Love Divine, All Loves Excelling; O Love of God How Strong and True; etc.

Processionals

- | | |
|--|---|
| [44] Trumpet Voluntary ~ J. Clark | [21] Jesu, Joy Of Man's Desiring ~ J.S. Bach |
| [45] Trumpet Voluntary ~ J. Clark (for Bride's entrance) | [22 - 25] selections from Water Music ~ G.F. Handel |
| [3] Canon in D ~ J. Pachelbel (organ) | [51] Prelude to Te Deum ~ M.A. Charpentier |
| [46] Rigaudon ~ A. Campra | [52] Procecion Alegre ~ G. Cornell |
| [47] Rondeau ~ J.J. Mouret | [53] Largo ~ G.F. Handel |
| [48] Trumpet Tune ~ M. McCabe | Phoenix Processional ~ D. Locklair (CD 2 - #1) |
| [49] Bridal March from Lohengrin ~ R. Wagner | Processional on Lift High the Cross ~ D. Busarow (CD
2 - #2) |
| [50] Trumpet Tune ~ H. Purcell | Fowler's March ~ W. Rowan (CD 2 - #3) |
| Processional on Thaxted ~ Holst, arr. L. Fleury | Ferland's March ~ W. Rowan (CD 2 - #4) |

Vocal Solos

- [1] O Lord Most Holy ~ C. Franck
- [2] Alleluia ~ W.A. Mozart
- [3] The Gift Of Love ~ H. Hopson
- [4] The Lord's Prayer ~ A. H. Malotte
- [5] O Perfect Love ~ J. Barnby
- [6] Old Irish Blessing ~ D. Agay
- [7] Wedding Song ~ H. Schütz
- [8] Wedding Song ~ F. Peeters
- [9] Laudate Dominum ~ W.A. Mozart

Recessional and Postlude music

- [54] Toccata (Symphony No.5) ~ C. M. Widor
- [55] Hymn to Joy ~ arr. G. Young
- [56] Hymn to Joy ~ arr. H. Hopson
- [57] Allegro Maestoso (Sonata 2) ~ F. Mendelssohn
- [50] Trumpet Tune ~ H. Purcell
- [46] Rigaudon ~ A. Campra
- [58] Psalm 19 ~ B. Marcello
- [59] Wedding march ~ F. Mendelssohn
- [60] Prelude in Classic Style ~ G. Young
- [25] Hornpipe (Water Music) ~ G.F. Handel
- [61] Finale Jubilante ~ H. Willan
- [62] Final (Symphony No.1) ~ L. Vieme
- [63] Allegro Maestoso (Water Music) ~ G.F. Handel
- [47] Rondeau ~ J.J. Mouret
- [64] Now Thank We All Our God ~ S. Karg-E1ert
- [65] In Thee Is Gladness ~ J.S. Bach
- [66] The Rejoicing ~ G.F. Handel
- [67] Fanfare (Water Music) ~ G.F. Handel
- [68] Toccata in F Major ~ D. Buxtehude
- [23] Allegretto (Water Music) ~ G.F. Handel
- [69] Tuba Tune ~ C.S. Lang
- Festive Trumpet Tune ~ D. German (CD 2 - #5)
- Grand Chorus in B-Flat ~ T. Dubois (CD 2 - #6)
- Festival Postlude ~ D. Zipoli (CD 2 - #7)
- Fugue in C Major ~ D. Buxtehude (CD 2 - #8)
- Praeludium in G Major ~ J. S. Bach (CD 2 - #9)
- Improvisation on Hymn to Joy ~ R. Elliott
- Hymn arrangements...

Music Selections

This worksheet may be used as you think through music selections for the various parts of the service.

Soloist(s)? _____

Prelude Music

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____

Piece for seating of Mothers/Grandmothers _____

Chiming of the hour or Westminster chimes? _____

Processional Music

Bridesmaids _____

Bride (if different) _____

Music within the service _____

Congregational hymns _____

Recessional Music

First choice _____

Second choice (if needed) _____

Other information:

Please contact Leigh Fleury at (864) 684-2098 or wlfleury@gmail.com if you have any questions

*Rehearsal Dinner
and
Reception Information*

General Policies

RECEPTION COORDINATOR

All on-site receptions must have a reception coordinator. Your ceremony coordinator will serve in this role for an additional fee. If she is unavailable for the reception, she will recommend someone else. The reception coordinator coordinates with the ceremony scheduler regarding deliveries and setups that need to occur prior to the wedding and also directs the timing and flow of the reception.

EQUIPMENT

Tables and chairs are included in the usage fee. China, glassware, and stainless are available for rent. If china, glassware, or stainless is used, the caterer is responsible for washing, sanitizing, and putting away all items.

CATERING

You may select the caterer of your choice for your event. The First Presbyterian Church kitchen is commercial grade and may be used for cooking by a licensed caterer. For caterers not affiliated with First Presbyterian Church, one First Pres kitchen coordinator may be required to assist the caterer and ensure that all First Presbyterian policies are followed. The full usage kitchen fee for non-member caterers is \$250.

Alcoholic beverages are not allowed for any function on church property. Punch should not contain Kool-Aid or food coloring of any kind since these cannot be removed from carpets or linens.

DIRECTIONS AND FLOWERS

If there are no other church events scheduled, bridal parties or their representatives may have access to the rented rooms the afternoon of the day before the event. Covered wire, forms, and plastic clamps should be used to attach decorations. No tacks, nails, glue, or tape may be used to fasten any decorations to the furniture or building. This includes the large wooden front doors of the church. If flowers or plants are used for decoration, the furniture and floor must be fully protected. All floral arrangements and decorations must be removed immediately following the event.

CANDLES

Small candles may be used on tables as part of centerpieces. However, the table and floor must be completely protected from candle wax. The wedding party is responsible for any damage to church property.

DANCE FLOORS

Dancing is not allowed on any carpeted area. If you would like to have dancing, you must have a dance floor installed. The dance floor must be removed immediately after the event. The church has a dance floor that may be rented. The fee is \$250 for members and \$400 for non-members. We install and remove the dance floor.

AV SUPPORT

Both St. Andrew's Hall and Murphy Hall are equipped with AV equipment that may only be operated by a First Pres trained and approved AV technician. The standard fee to hire a technician for a reception is \$150. You may choose to bring in an outside vendor for music and sound. If so, the vendor must provide all of their own equipment.

FACILITY STAFF

Rehearsal dinners require at least one facility staff and wedding receptions require two facility staff to be on duty to open and close the campus and to take care of any facility needs during the event. Additional fees will be charged for the staff's time.

KITCHEN COORDINATOR

A First Pres kitchen coordinator may be required to assist with rehearsal dinners and wedding receptions at an additional fee.

SECURITY

Security is required for all wedding events at First Pres. Two Richmond County deputy sheriff officers are required for receptions and rehearsal dinners held on the property and must stay until the facility has cleaned. Additional security officers are required for events with more than 150 guests. First Pres will not be responsible for any personal property such as automobiles or valuables left in automobiles on the campus.

NURSERY

Nursery services are available for the rehearsal dinner and/or reception if they are held at First Presbyterian Church. Nursery services must be paid for by the wedding party and are scheduled through the wedding scheduler at least one month before the wedding. At least two workers are required, and the ratio of workers to children is one worker for every four children. If you wish to use two nursery rooms you will need a minimum of four staff workers. Only approved nursery workers with cleared background checks are allowed to care for children on church property.

PAYMENT

Four weeks prior to the wedding you should meet with the wedding scheduler to finalize arrangements for the rehearsal dinner and/or wedding reception. Payment for the facilities and any additional costs of the event are due at this time. Payment to the AV technician and security officers are due by separate check at the rehearsal dinner.

St. Andrew's Hall and Geneva Room

St. Andrew's Hall is a large banquet room with a stage and access to a large, commercial kitchen. Licensed caterers may cook in the kitchen and a First Pres kitchen coordinator may be required for caterers not affiliated with First Pres. AV equipment is available but requires a trained AV technician to operate it. A dance floor is required to protect the carpet in St. Andrew's Hall if you plan to have dancing.

The Geneva Room connects to St. Andrew's Hall and can be used to serve food or for additional seating.

St. Andrew's Hall Capacity

Seated Banquet.....	208
Standing Reception	600

St. Andrew's Hall Usage Fee

Members.....	\$175
Non-members.....	\$400

Geneva Room

No fee if St. Andrews Hall is booked | Fee of \$50 if St. Andrews Hall is not booked

Kitchen Usage Fee

Food Prep and Plating Only	No Fee
Cooking	\$250

Items Included with Facility

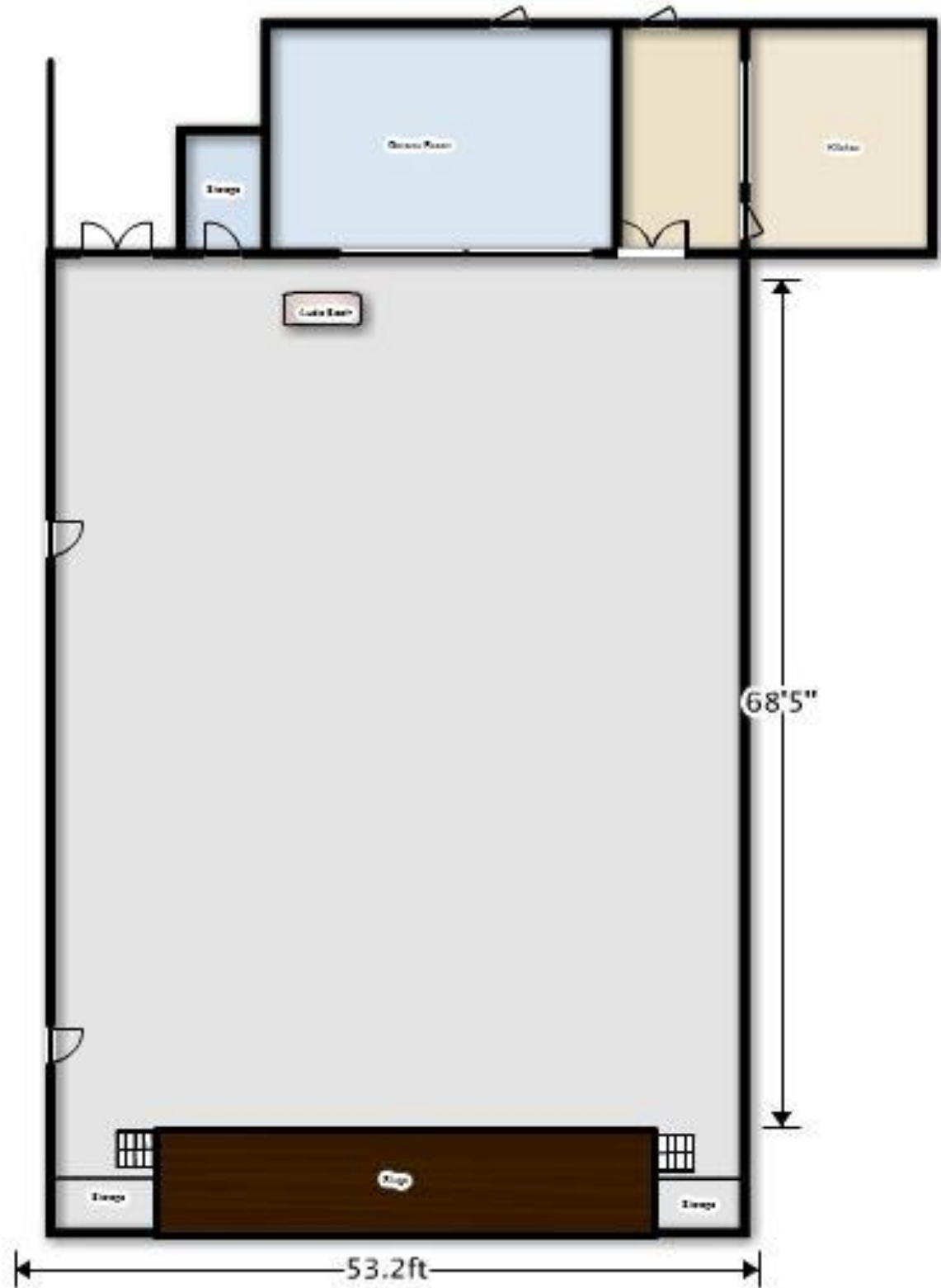
- Chairs (500)
- 5' round tables (30)
- 3 1/2' round table – often used for the wedding cake (1)
- 6' rectangular tables (2)
- 8' rectangular tables (20)
- Small marble-topped table – often used for guest book (1)

Items Available for Rent

China, Glasses, Silverware

Members	\$1 per place setting
Non-members	\$4 per place setting

St. Andrew's Hall and Geneva Room



Murphy Hall

Murphy Hall is a 1,700 square foot open room with a small kitchen and is great for smaller gatherings. The kitchen has an ice maker, refrigerator and warming oven available for use, but no food may be cooked in the kitchen. AV equipment is available, but requires a trained AV technician to operate it.

Murphy Hall Capacity

Seated Banquet.....	128
Standing Reception	285

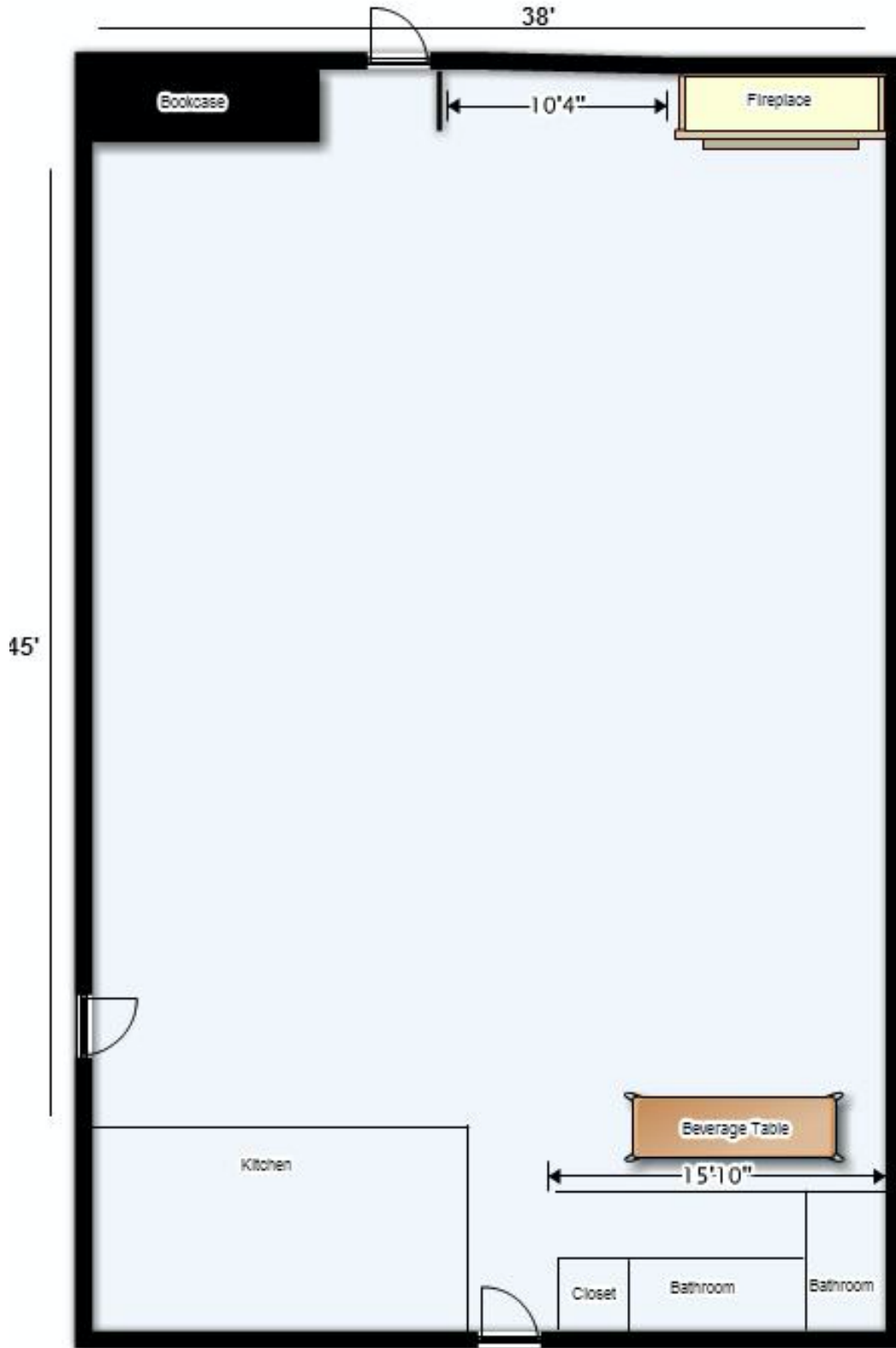
Murphy Hall Usage Fee

Members.....	\$150
Non-members.....	\$350

Items Included with Facility

- Chairs (200)
- 5' round tables (16)
- 5' rectangular tables (1)
- 8' rectangular tables (4)
- 9' wooden table for serving (1)

Murphy Hall



Forms

Acknowledgment of Understanding

Our desire is that weddings at First Presbyterian Church will honor God and provide participants with an opportunity to share in a special service of worship. For that reason, we have developed an extensive packet of information to clearly communicate our policies and expectations related to weddings.

Please review the wedding packet to make sure you understand and agree to abide by First Presbyterian Church wedding policies. After reviewing the packet, initial and sign this document. Submit this page along with pages 29-31 to the wedding scheduler to begin the process. No wedding date will be scheduled or confirmed until the couple has completed the marriage questionnaire, returned it with this signed document, and met with an elder.

My initials and signature below indicate that:

BRIDE

GROOM

_____ I have received and read all of the information contained in First Presbyterian Church's wedding packet and agree to comply with the policies and requirements.

_____ I fully understand and will comply with the First Presbyterian Church wedding policy including the policy regarding wedding attire.

_____ I understand that I must complete all forms and I must obtain signed agreements from the following individuals to ensure they are aware of and will abide by First Presbyterian Church wedding policies.

- Florist
- Photographer
- Videographer (if applicable)
- Caterer (if applicable)

_____ I understand that a pastor of First Presbyterian Church will officiate and coordinate the wedding service.

Signature/Bride

Date

Signature/Groom

Date

Marriage Questionnaire

The Session of First Presbyterian Church aspires to uphold the sacredness of marriage as outlined in Scripture. We desire that anyone married in the church building share our view of the sanctity of marriage. Scripture requires that those couples who are to be united in marriage be equally yoked. Therefore, we ask that you complete the following questionnaire so that the information you give may be used to assess your request for marriage at First Presbyterian Church. All information will be held in confidence and will not be discussed beyond the confines of the Session of this church.

Please return this questionnaire along with the Acknowledgment of Understanding (page 28) to the wedding scheduler to begin the process. The wedding scheduler will forward this questionnaire to an elder, who will in turn contact you to schedule a wedding interview. This interview is mandatory and will determine if you can be married at First Presbyterian Church.

Current Date: _____ Proposed Wedding Date: _____

Bride-to-Be:

Name _____

Address _____

City _____ State _____ Zip _____

Email _____

Phone Number _____

Church Affiliation/Preference _____

Where do you currently attend church? _____

Groom-to-Be:

Name _____

Address _____

City _____ State _____ Zip _____

Email _____

Phone Number _____

Church Affiliation/Preference _____

Where do you currently attend church? _____

Bride-to-Be:

1. Do you consider yourself a Christian? If so, what is the basis for your view?
2. If you are a Christian, briefly describe your relationship with Jesus Christ and what you are doing to grow in your Christian faith.
3. Are you currently a member of a church? If so, which one and how often do you attend corporate worship?
4. Have you been married previously?
5. If so, please elaborate. If a divorce occurred, please give the reasons for the divorce.
6. Please list the name(s) of the previous living spouse(s).

7. Do your parents approve of the marriage? If not, what do you think of their reasons?

8. Do you feel pressure to get married?

9. Is there some other reason for getting married that we should discuss (pregnancy, citizenship issues, outside pressure, etc.)?

10. Do you have any fears, concerns, or apprehensions about your anticipated marriage?

11. Please list several qualities you see in the other person which make you want to marry him/her.

7. Do your parents approve of the marriage? If not, what do you think of their reasons?

8. Do you feel pressure to get married?

9. Is there some other reason for getting married that we should discuss (pregnancy, citizenship issues, outside pressure, etc.)?

10. Do you have any fears, concerns, or apprehensions about your anticipated marriage?

11. Please list several qualities you see in the other person which make you want to marry him/her.



FIRST PRESBYTERIAN

615 TELFAIR STREET
AUGUSTA, GEORGIA 30901

Florist Agreement

Bride's & Groom's Names

Wedding Date

Name of Business

Phone Number

Street Address

City, Zip

Email Address

Point of Contact

We welcome you to our church for this upcoming wedding. The following instructions and policies are provided to assist you in planning for this event. Please abide by these instructions.

- Florists are allowed to arrive five hours prior to the ceremony to decorate the sanctuary.
- The communion table and chairs will be removed from the sanctuary.
- Flowers may be used on the platform or on the small ledge under the stained glass window.
- Floral arrangements should not be placed on the floor behind the officiating pastor.
- Covered wire, forms and plastic clamps should be used in attaching decorations. No tacks, nails, glue, or tape may be used to fasten any decorations to the furniture or building. This includes the large, wooden front doors of the church. The florist is responsible for any damages.
- The furniture and floor must be fully protected at all times from moisture.
- Only First Presbyterian Church candelabras may be used, and only chace candles purchased from First Presbyterian may be used in the candelabras. No other candles of any type are allowed in the church. Nothing may be placed on or attached to the brass candelabra.
- If the wedding occurs during the Christmas season, the church's Christmas decorations will not be removed from the sanctuary.
- All floral arrangements and decorations must be removed from the sanctuary immediately following the wedding ceremony. We are not responsible for anything left behind.

Please inspect our premises before installing your decorations and floral arrangements and bring to our attention any defects or damage. If damage occurs by your installation of any items, we will make repairs at your expense.

The stipulations enumerated above are agreed to by the undersigned, who is authorized to act for the above-stated florist establishment. The wedding party is responsible for payment to the florist for services rendered.

Name of Florist

Signature of Florist

Date



FIRST PRESBYTERIAN

615 TELFAIR STREET
AUGUSTA, GEORGIA 30901

Videographer Agreement

Bride's & Groom's Names

Wedding Date

Name of Business

Phone Number

Street Address

City, Zip

Email Address

Point of Contact

We welcome you to our church for this upcoming wedding. We want to do all we can to assist you in your efforts to provide the finest service for the couple and their families. A wedding is a worship service, and moving equipment is distracting to the guests. We ask that you respect and adhere to our policies outlined below.

- Video taping is allowed only from the balcony and by remote from a corner of the choir loft.
- Videographers are not allowed to roam the sanctuary.
- An audio feed is available from our AV Technician. If you would like to use this feed, please make arrangements with the First Presbyterian Church music director in advance.

We appreciate your full cooperation and adherence to our policies. If you have any questions, or if we can be of help to you in any way, please let us know.

The stipulations enumerated above are agreed to by the undersigned, who is authorized to act for the above-stated videography establishment.

The wedding party is responsible for payment to the videographer for services rendered.

Name of Videographer

Signature of Videographer

Date



FIRST PRESBYTERIAN

615 TELFAIR STREET
AUGUSTA, GEORGIA 30901

Photographer Agreement

Bride's & Groom's Names

Wedding Date

Name of Business

Phone Number

Street Address

City, Zip

Email Address

Point of Contact

We welcome you to our church for this upcoming wedding. We want to do all we can to assist you in your efforts to provide the finest service for the couple and their families. A wedding is a worship service, and moving equipment and clicking cameras are distracting to the guests. We ask that you respect and adhere to our policies outlined below.

- Flash photography is not allowed in the sanctuary during any part of the ceremony.
- Photographs may be taken during the processional and recessional from the narthex, balcony, or from behind the last pew in the sanctuary.
- One photograph may be taken during the service itself (without the use of a flash) from the rear of the sanctuary, behind the last pew. Please discuss this with the ceremony coordinator when you arrive at the church.
- Photographs may be taken from the balcony (without the use of flash) during the ceremony as long as guests are not seated in the balcony and the camera noise is not disruptive.
- If wedding party photographs will be taken after the ceremony, the pastor's photographs with the bride and groom should be taken first.

We appreciate your full cooperation and adherence to our policies. If you have any further questions or if we can be of help to you in any way, please let us know.

The stipulations enumerated above are agreed to by the undersigned, who is authorized to act for the above-stated photography establishment.

The wedding party is responsible for payment to the photographer for services rendered.

Name of Photographer

Signature of Photographer

Date



FIRST PRESBYTERIAN

615 TELFAIR STREET
AUGUSTA, GEORGIA 30901

Catering Agreement

Wedding Date/Time

Setup Arrival Time

Bride's Name

Groom's Name

Name of Business

Phone Number

Street Address

City, Zip

Email Address

Point of Contact

We welcome you to our church for this upcoming wedding. We want to assist you in your efforts to provide the finest service for the couple and their families. It is the caterer's responsibility to supply the needed services for the wedding reception and to leave the church's facilities in the same good order in which they are found.

- Caterers may use the kitchen for food prep and plating at no charge. The fee for non-member caterers to cook food in the kitchen is \$250.
- One of the church's kitchen coordinators may be hired to assist you and your staff during your time in our facilities. The charges for her services will be the responsibility of the bride and groom.
- Items such as tableware, glasses, cups, serving ware, dishes, utensils, etc. are available upon request with applicable fees.
- It is the caterer's responsibility to wash, sanitize, and return to the proper location any items used.
- Anything you bring must be removed from the church facilities during the allotted time of the activity you are catering. We are not responsible for items left behind.
- Before leaving, take out all trash, clean kitchen counters and mop (see procedures posted in kitchen).
- No alcoholic beverage may be used for any event at the church.
- Punch should not contain Kool Aid or food coloring of any kind. These are the two things that cannot be removed from carpets or linens.
- In the event that church property is damaged, the church will replace or repair such articles and bill the wedding party. It is the caterer's responsibility if damage occurs.
- The stipulations enumerated above are agreed to by the undersigned, who is authorized to act for the above-stated catering establishment. The wedding party is responsible for payment to the caterer for services rendered.

Name of Caterer

Signature of Caterer

Date

Premarital Counseling Agreement

We understand that premarital counseling is important for helping couples build a strong, biblical foundation for marriage and provides biblical tools couples can apply throughout their marriage. We wish to work with a counselor other than First Step Counseling, and we agree to complete a multi-session premarital counseling program with a licensed counselor prior to our wedding date.

Licensed Counselor Name and Phone Number

Name of Premarital Counseling Program and/or Number of Sessions Included in Program

Signature/Bride

Date

Signature/Groom

Date