**FAITH IMMANUEL PRESBYTERIAN CHURCH**

**1801 Colonial Road**

**Harrisburg, PA 17112**

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**Policies and Guidelines for Weddings**

*Faith Immanuel Presbyterian Church is pleased to make available the facilities and services of the church for weddings that are approved by the church’s Session (Board of Elders). The following policies and guidelines have been designed to maintain the sacred nature of marriage and the facilities of the church.*

**POLICY**

The Christian wedding at Faith Church is a service of worship before God, set in the tradition of the Reformed Faith and celebrated in the confession that Jesus Christ is Lord. Reverence shall be expected on the part of all present in the conduct of the service.

***Marriage is a gift God has given to all humankind for the well-being of the entire human family. Marriage involves a unique commitment between two people to love and support each other for the rest of their lives. The sacrificial love that unites the couple sustains them as faithful and responsible members of the church and the wider community.***

***In the Reformed tradition, marriage is a covenant in which God has an active part, and which the community of faith publicly witnesses and acknowledges.***

***(PCUSA Book of Order W-4.9000)***

The Session and Pastor of Faith Immanuel Presbyterian Church offer these pages so that the planning of your wedding day may be a sacred and joyous occasion.

**OFFICIATING PASTOR**

The Pastor of Faith Immanuel Presbyterian Church shall normally officiate all weddings in the church. At least three months’ notice of a wedding shall be given to the Pastor. The church requires premarital counseling sessions with the officiating Pastor. Sample programs of a wedding service will be provided by the Pastor who will give final approval of the order of service.

If the couple to be married wishes to invite clergy to participate other than the Pastor of Faith Immanuel Presbyterian Church, approval must first be given by the church’s Session. Premarital counseling sessions with the couple comparable to those required by the Pastor of Faith Immanuel Presbyterian Church will need to be completed.

**MUSIC**

It is the policy of Faith Immanuel Presbyterian Church that all wedding music will be played by the Director of Music Ministries (who also serves as the organist). The couple will be responsible for coordinating with the Director of Music Ministries regarding the choice of music and coordination with any additional musicians. Should the Director of Music Ministries be unavailable for a particular date, the Director will be responsible for finding a substitute. If there is a request for a substitute by the couple, that request will be addressed to the Director of Music Ministries.

The Director of Music Ministries shall supervise the selection of music for the wedding service in order to assure that the music is appropriate for Christian worship.

**GUIDELINES**

**WEDDING COORDINATION**

A wedding coordinating group or individual from FIPC will be assigned from the Music and Worship committee to ensure that the wedding goes as smoothly as possible. The FIPC coordinator(s) will advise the wedding party as to locations of needed items, placement of flowers, sound system and microphone placement, dressing rooms, etc.

**PHOTOGRAPHS AND VIDEO**

When making arrangements with photographers and/or videographers, please remind them of the need to maintain the dignity of the wedding service and honor the time allotted for photography. During the wedding service, the photographer/videographer must remain behind the congregation and in no way be distracting by moving about the sanctuary during the service. No flash may be used during the service. There will be time allotted after the service for additional photography.

**LIGHTING AND SOUND**

Controls will be operated and set only by Faith Immanuel Presbyterian Church staff. In addition to the microphones at the pulpits, there are stand microphones and wireless microphones available. FIPC has the capability to record the service and/or to play pre-recorded music. If the couple desires live-streaming of the wedding service, the request must be made at the time of commitment to the church venue with the request dependent on the availability of the live-stream technician. An additional fee will be charged.

**FLOWERS AND DECORATIONS**

Decorations requiring nails, staples, screws, adhesives, etc. will not be permitted. All floral arrangements will be handled by the family**. The florists or family should inform the church as to what time flowers will be arriving.** Our church currently uses the creative talents of Jeffrey’s Flowers in Mechanicsburg for sanctuary flowers - 717 591-0244. They are familiar with the church building and provide excellent service.

FIPC has a variety of flower stands including columns, pedestals, wire and oak. The FIPC coordinator will advise as to the location of the stands as needed.

Two candelabras with seven candles per each are available for use in the service. (The candles used are provided by the church.) There is a padded kneeler available if the couple desires its use.

In the event of overflow attendance (more than 200 people), the glass doors in the back of the sanctuary can be opened with chairs set up in the gathering area. The area is equipped with speakers to enable guests to hear the service.

A lectern in front of the sanctuary doors is available for placement of a guest register.

Please advise the church office if the flowers will remain for the following Sunday worship service. Otherwise, flowers and any decorations will be removed by the custodian. During holiday seasons, the church’s seasonal decorations shall be left untouched.

Removal or rearrangement of any FIPC furnishings in the Sanctuary will be with the advice and consent of the FIPC wedding coordinator(s).

Aisle runners and the spreading of flower petals are prohibited. Confetti and rice will not be used.

If a unity candle is to be used, it is to be provided by the couple.

**DRESSING ROOMS**

Rooms are available for use by the wedding party who wish to dress for the wedding at the church. The church cannot be responsible for purses, valuables, etc. left in the dressing area. Dressing rooms are to be returned to their original condition before departing the church. Wedding dresses, tuxes, or any other items delivered to the church on the wedding day are the responsibility of the wedding party.

**WEDDING BULLETINS**

Printed bulletins are optional. The preparation and reproduction of bulletins is the responsibility of the couple.

**RECEPTION FACILITIES**

Shaffer Hall at Faith Immanuel Church is available for receptions. Maximum seating capacity is 100. It is the responsibility of those using the kitchen to leave it clean and in its original configuration. Please see **FIPC Building Use Policy** and **Kitchen Use Policy** for more information.

**WEDDING REHEARSAL**

Rehearsal times are coordinated with the Pastor and the musicians. It is generally the night before the wedding and lasts about an hour. It will be directed by the Pastor and the wedding coordinator(s). All participants in the wedding party must attend the rehearsal. The marriage license will be given to the pastor at the rehearsal.

**ALCOHOL AND TOBACCO**

The use of alcohol, tobacco products, or recreational drugs anywhere on the church’s property is expressly prohibited.

**WEDDING FEES**

For those registered as members of Faith Immanuel Presbyterian Church, there is no charge for the use of the facilities or the services of the Pastor. At the discretion of the family, a contribution can be made to the church. Fees for Sanctuary include both the rehearsal and the wedding day.

Fees for Members

 Organist ……………………………………………………………. $200

 Sound Technician………………………………………………..$100

 Live-Stream Technician……………………………………….$100

 Custodian……………………………………………………………$ 50

Fees for Non-Members

 Use of Sanctuary (including rehearsal)………………..$300

 Pastor (including premarital counseling) …………… $400

 Organist (including rehearsal)……………………………. $300

 Sound Technician (including rehearsal)……………… $150

 Live-Stream Technician……………………………………….$150

 Custodian……………………………………………………………$ 75

All fees for the use of the facility are due one week before the rehearsal. Checks for facilities use should be made payable to Faith Immanuel Presbyterian Church. Checks for the Pastor, Organist, Sound Technician, Live-Stream Technician and Custodian should be made payable directly to that person(s).

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