

First Cumberland Presbyterian Church of Dyersburg
2280 Parr Avenue, Dyersburg, TN 38024 731-285-5703

Non-Member Wedding Policy

A wedding ceremony is a service before God. We are happy that you have chosen this church as a place to unite in holy matrimony. Weddings are sacred and most meaningful to participants, their families, and their friends. For that reason, the following are policies that govern Christian weddings at our church facilities.

Check with the church office to see that the church calendar is clear for rehearsal and wedding dates. At this time you will arrange a meeting with the Wedding Facilitator. The Facilitator will explain the use of our church facilities. The date will be tentative until the completion of the Wedding Confirmation form and the approval of the Session. After approval the date will be confirmed and reserved upon payment of half of the fees.

Please be aware that this church is a member of Marriage Savers of West Tennessee; therefore, The Facilitator will require proof of pre-marital counseling that is in line with this program. If you need help in this area, please contact one of our pastors. If one of our pastors is performing your ceremony, please make arrangements for an interview as soon as possible by calling the church.

Decorating in the Sanctuary

Kneeling benches are available for use in the sanctuary, but no candles are to be used around the kneeling benches.

Church paraments (altar cloths) will be white and are to remain in place during the ceremony. Any holiday decorations should remain in place.

Flowers are NOT to be placed on the lectern, pulpit, or walls. If flowers are placed in the choir area, special care should be taken with their placement. No equipment is to unplugged or moved. The florist/ decorator may not move anything without the Wedding Facilitator present. Pew markers must not be secured with tape or other adhesive material. Nails, tacks, or non-coated wire must not be used in any place in the church.

All candles must have a covering beneath for protection of the carpet, and only non-drip candles should be used. Candles are not to be used in the stained glass windows.

If flower petals are used in the ceremony they must be silk.

All items must be removed from the sanctuary immediately following the wedding to enable the custodial staff to begin their work.

Children are not allowed in the Chancel area at any time unless in the ceremony. Children are to be supervised by adults at all times and are to stay away from the pianos and sound equipment. Nursery services can be requested at the expense of the wedding party.

Photography/Videography

The photographer and/or videographer MUST meet with the Wedding Facilitator prior to the wedding.

It is the responsibility of the Bride or person planning the wedding to instruct the photographer that no flash pictures are permissible in the sanctuary once the ceremony begins. (Pictures of the bride entering and leaving excepted) Non-flash photographs of the ceremony itself may be taken if done unobtrusively. Flash pictures may be taken of the bridal party before and after the ceremony.

Videotaping must be done in an unobtrusive manner that will not distract from the ceremony. Only natural lighting may be used. No taping of wires, cords, etc. anywhere in the church. See Wedding Facilitator for appropriate plug ins. Videotaping from the choir loft may be done only with an unmanned, remote camera.

Music/Sound Equipment/Choir Area

Please keep in mind that a church wedding is a worship service of the church and the music should be in keeping with the reverence that is observed upon entering the House of the Lord. All music in the sanctuary should be distinctly Christ honoring, especially when the actual service has started. (*Our Music Minister can offer a list of suggestions to help in the planning*)

If secular music is to be used, a printed copy of all lyrics must be given to the Wedding Facilitator one month prior to the ceremony for approval.

Only church trained sound system personnel are allowed to make any adjustments to the sound system and equipment in both the Sound booth and in the alter and choir areas. **NO EQUIPMENT OR INSTRUMENTS ARE TO BE UNPLUGGED OR MOVED.**

If any special arrangements need to be made regarding microphones, please contact the Wedding Facilitator at least one month in advance.

Use of Fellowship Hall and dressing rooms

Set up times need to be arranged with the Wedding Facilitator. The rooms will be available Friday afternoon for Saturday weddings. The Wedding Facilitator will be able to supply information for you concerning the use of tables and chairs. It will be the responsibility of the wedding party/caterer to arrange the Fellowship Hall for the reception. This includes breaking down tables, removing chairs, adding chairs, etc. before and after use. The Wedding Facilitator can give you names of florists, caterers and photographers that have worked in this church.

If your wedding party is to dress at the church, the following rooms are available:

Bride – Kindergarten room Groom – Lola Summers Bible Class room

The wedding party is expected to clean up and leave the rooms ready for the next day's services and use. Please make arrangements to remove all personal belongings immediately after the ceremony.

The church parlor is available for photos, a place for the bride and bridesmaids to wait to line up, or a family sitting area. **NO FOOD, DRINK, MAKEUP, OR HAIRSPRAY IS ALLOWED IN THIS AREA.**

General

The throwing of rice or bird seed is to be thrown only in the courtyard where the couple will depart. (Bird seed is preferred on church property) It is the responsibility of the bridal party to clean up the outside garden and parking areas following the wedding.

NO FIREWORKS OR SPARKLERS ANYWHERE ON THE CHURCH GROUNDS.

NO ALCOHOLIC BEVERAGES ARE ALLOWED ON THE PREMISES.

NO FOOD OR DRINK ALLOWED IN THE SANCTUARY, CHAPEL, OR PARLOR.

NO SMOKING ALLOWED IN ANY OF THE ROOMS OR BUILDINGS.

FEES

The fee for the use of our Church is **\$700.00**. This includes the janitorial fee, cost of supplies, utilities, sound system operator fee, and Wedding Facilitator fee. Half of the fee should be paid as a deposit when the Wedding Confirmation Form is completed. The other half is due two weeks before the wedding.

The suggested clergy fee is \$200.00 and paid to the clergy performing the wedding.

ANY DAMAGE TO THE FACILITIES IS THE RESPONSIBILITY OF THE WEDDING PARTY. A FEE WILL BE ASSESSED AND BILLED TO THE RESPONSIBLE PARTY.

Non-Member Wedding Confirmation
First Cumberland Presbyterian Church – Dyersburg, TN 38024

Check with the church office to see that the church calendar is clear for rehearsal and wedding dates. At this time you will arrange a meeting with the Wedding Facilitator. The Facilitator will explain the use of our church facilities. The date will be tentative until the completion of this form and the approval of the Session. After approval the date will be confirmed and reserved upon payment of one half of the fees.

Name of Bride _____ phone _____ email _____

Parents of
 Bride _____ phone _____ email _____

Name of
 Groom _____ phone _____ email _____

Parents of
 Groom _____ phone _____ email _____

Date of Wedding _____ Time of Wedding _____

Anticipated No. of Guests _____ Time of Music _____

Place: Sanctuary _____ Chapel _____ Other _____

Date of Rehearsal _____ Time _____

Minister _____

Organist/Pianist _____

Vocalist _____

Florist _____ phone _____ email _____

The Florist needs to call the church office and arrange a time to meet with the Wedding Facilitator. The Wedding Facilitator will go over the Guidelines for Florists.

Videographer/Photographer _____ phone _____

The Videographer/Photographer needs to call the church office and arrange a time to meet with the Wedding Facilitator. The Wedding Facilitator will go over the Guidelines for Videographer/Photographer.

Will you use our facilities for your Reception? _____ Yes _____ No

Caterer _____ phone _____ email _____

The Wedding Facilitator needs to be contacted for instructions. The Facilitator will set up times for use and unlock and lock the building as needed. Requests for usage need to be made at least one month before the reception. Only Professional Caterers may be used.

The fee for use of the Church is \$700.00. This includes the janitorial fee, cost of supplies, utilities, sound system operation fee, and Wedding Facilitator fee.

Would you like the altar flowers to remain for a later church service? _____

Are you inviting church family? _____ If so we will list it on the calendar.

Bride/Groom or Parent Signature _____ Today's Date _____

Address _____

Wedding Facilitator Signature _____

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Non-Member Wedding Caterer Guidelines

Wedding of: _____ Wedding Date: _____

CPC Wedding Facilitator: _____ Phone: _____

Caterer Name: _____ Phone: _____

The caterer should contact the Wedding Facilitator to arrange a meeting. The Wedding Facilitator will set up times for use and unlock and lock the building as needed. Requests for usage need to be made through the Facilitator at least one month before the reception.

All table surfaces are made of plastic. The table surfaces need to be protected from candles and burners used by heating trays. A table cloth does not protect the tables from melting. You must use mirrors or trivets under heat producing items. Candles are not allowed on the piano.

It is the responsibility of the wedding party/caterer to arrange the fellowship hall for the reception. This includes breaking down tables, removing chairs, adding chairs, etc. This is before and after use. The Wedding Facilitator will be available for questions and supervision but does not actually set up or break down tables and chairs.

The wedding party/caterer is responsible for disposing of bagged trash. A dumpster is located near the Family Life Center.

Any damage to the facilities is the responsibility of the wedding party/caterer. If damage occurs, a fee will be assessed and billed to the responsible party.

NO FOOD OR DRINK are allowed in the Sanctuary, Chapel, or Parlor.

NO ALCOHOLIC BEVERAGES are allowed on the premises.

NO SMOKING is allowed in any of the buildings.

I acknowledge receipt of and accept these guidelines

Caterer signature _____ Date _____

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Wedding Florist Guidelines

Wedding of: _____ Wedding Date: _____
CPC Wedding Facilitator: _____ Phone: _____

Florist Name: _____ Phone: _____

The florist or decorator needs to contact the Wedding Facilitator to arrange a meeting and schedule decorating times. **The florist or decorator may not move anything without the Wedding Facilitator present.**

Church paraments (altar cloths) will be white and are to remain in place during the ceremony. All church holiday decorations should remain in place.

Flowers are not to be placed on the lectern, pulpit, or walls. If flowers are placed in the choir area, special care should be taken in their placement.

Pew markers must not be secured with tape or other adhesive material. Nails, tacks, or non-coated wire must not be used in any place in the church.

Choir area: If flowers are placed in the choir area, special care should be taken in their placement. It is requested that no chairs be removed. No wires or sound equipment be unplugged or moved. No containers with water anywhere near the sound equipment contained in the choir area.

All candles must have a covering beneath for protection of the carpet. Only non-drip candles are to be used. Candles must not be used in the stained glass windows as the heat can damage the leaded panels. Candles are not to be used near the kneeling benches.

If flower petals are used during the processional, they must be silk.

Items used by the florists must be removed from the sanctuary immediately following the wedding to enable the custodial staff to begin their cleaning.

The wedding party needs to let the Wedding Facilitator know if the altar flowers are to be left for Sunday's worship service.

NO FOOD OR DRINK are to be brought into the Sanctuary, Chapel, or Parlor.

NO ALCOHOLIC BEVERAGES are allowed on the premises.

NO SMOKING is allowed in any of the buildings.

I acknowledge receipt of and accept these guidelines

Florist signature _____ Date _____