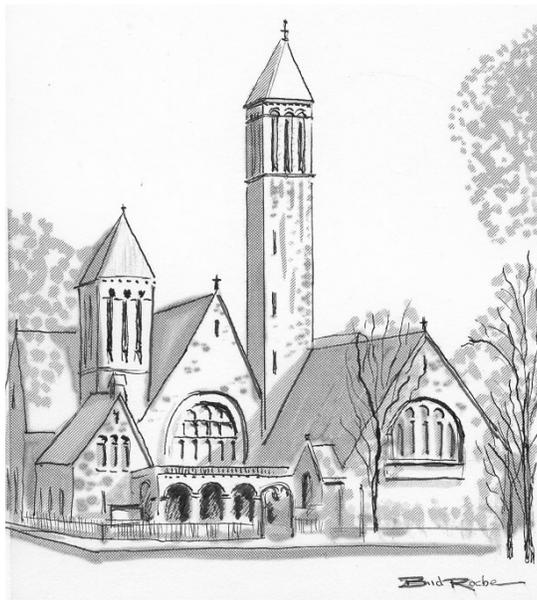


A Guide to Weddings

Non-Member 2018



First Presbyterian Church of Buffalo

One Symphony Circle

Buffalo, New York 14201

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The mission of historic First Church is to bring diverse people of metropolitan Buffalo together to follow Jesus Christ through worshipping God, fostering spiritual growth, and serving the community.

Marriage within the Church

The staff and members of First Presbyterian Church congratulate you on your plans to be married. Marriage is the occasion for the establishment of a life-long covenant between two people. Not all of life's questions and commitments can be dealt with fully at the time of one's marriage, yet this is the time for careful consideration of how one thinks and feels about life, faith, trust, vocation, and other areas basic to human relationships. This is one of the reasons why weddings are performed by a minister of the church only after there has been sufficient time for the exploration of the meaning of Christian marriage, and the significance of the wedding service itself.

This booklet provides an introduction to the meaning and procedures of weddings within our congregation. We have attempted to anticipate many of your questions and to provide an outline of the steps for planning your wedding. The specifics of the order of worship have not been included since the worship itself will be designed in conversation with a minister.

First Steps

Contact the First Church business office at 884-7250, x 10, Tuesday- Friday, 9:00 a.m. - 4:00 p.m. (summer hours may be different.) Check availability for the date on the church calendar, and request an appointment with a minister.

Facilities at First Church

The Sanctuary is a beautiful, elegant area which will seat up to 800 persons. Its ambience makes it suitable for small as well as large weddings.

Hindman Chapel is an intimate room where 80-90 persons can be accommodated comfortably.

Parking is available in the church lot off Pennsylvania Street (45-50 spaces). Ample street parking is available. First Church tenants retain parking rights at all times.

Handicapped Access is at the west entrance of the building from the church's parking lot.

Office and Building Hours are Tuesday through Friday from 9:00 a.m. to 4:00 p.m. (summer hours may be different.) Unless other arrangements have been made, the custodian opens the building one hour prior to the wedding ceremony.

Planning the Worship Service

Order of Worship

A minister should meet with you to design a service that will include prayers, scripture readings, the exchange of vows, and the other traditional elements of a marriage ceremony. Sample of the services are available upon request. Readings and all other elements of the worship are determined within the consultation of a minister and the couple.

Worship Leaders

Outside clergy or worship leaders may officiate nonmember weddings with approval of the Session and Pastor at First Presbyterian Church. It is understood that our Organist & Choirmaster, Dr. David Bond, is to play for all weddings held in our church. If he is not available to play for your wedding, he will secure a qualified substitute.

Premarital counseling is required for any couple seeking to be married in the church.

Music

Contact the Organist and Choirmaster, Dr. David Bond, through the church office, at least one month in advance of the wedding date to discuss selection of music. Vocal or instrumental soloists may be secured in consultation with him. Concerning selection of music, the *Book of Order* states that music for the wedding service “*should direct attention to God, who sanctifies marriage, and special care should be taken to assure that it is suitable and reverent.*” Final decisions concerning the music rest with the Organist & Choirmaster.

Decorations:

The two candles on the communion table, a kneeling bench, two seven-branch floor candelabra, and aisle standards which attach to the pews along the aisles, are available at the church.

Candles

- Only white candles may be used in the Sanctuary.
- Aisle standards (tall candle holders) are available for use at weddings held in the Sanctuary. Due to the handling for these, a fee is required. (See fee schedule for pricing.)
- The two table candles in the Chancel are provided by the church. The cost for additional candles for the candelabra is stated in the fee schedule.
- The couple may provide a set of three candles for the communion table, representing the bride, the groom, and their marriage union.

Flowers and Aisle Runner

- The florist shall make arrangements with the church office, reserving adequate time for decorating the chancel in advance of the ceremony, and arranging for disposal of the flowers after the ceremony.
- Anyone wishing to leave flowers at the church for Sunday worship may do so by making arrangements with the church office in advance.
- The church does not own an aisle runner. Your florist can provide one. The aisle in the sanctuary is 75 feet long and the aisle in the Hindman Chapel is 38 feet long.

No decorations of any kind (candles, flowers, ribbons, etc.) may be fastened to permanent furniture by means of nails, staples, screws, gummed tape, or clamps.

Recording the Ceremony

A wedding is a service of worship. It is important that all involved give their full attention to the solemn and joyous event; therefore, we ask that before and during the ceremony, using only available light, only still photos or video recordings be made from the balconies. In order not to disrupt worship, and to allow the gathered congregation to give their full attention to the service:

1. Photographers are restricted from the Chancel and front balcony area during the ceremony, including the Processional and Recessional.
2. No flash pictures are to be taken during the ceremony, which also includes Processional and Recessional music.

The ushers shall inform guests who are carrying cameras of these policies. After the wedding ceremony, flash pictures may be taken in any area of the church.

Marriage License

A wedding license may be secured at any City or Town Clerk's Office in New York State. It is good for sixty days and must be obtained no later than 24 hours prior to the service. The license should be given to the Pastor at the rehearsal.

Confetti or Rice

Confetti, bird seed, or rice may not be used inside the church building. Bubbles are suggested for outside areas.

Smoking and Alcoholic Beverages

Smoking and alcoholic beverages are not permitted in the building.

The Rehearsal

Who should attend the rehearsal?

Everyone in the wedding party should attend the rehearsal, including the ushers and parents. Others are welcome.

What happens at the rehearsal?

Through a practice of the entrance and exit, positions in the worship and the spoken lines, you will become familiar with the service and be in a better position to relax and appreciate the worship. The rehearsal is usually 45 minutes in duration and is, typically, held the evening before the wedding.

The Wedding

Ushers

The ushers should be at the church no less than 30 minutes prior to the wedding.

Groom and Best Man

The groom and the best man should meet the minister in the Pastor's Study prior to the service.

Bride and Attendants

The bride, her attendants, and the bride's escort should meet in the Chapel prior to the service. The Custodian will escort them to the Narthex just prior to the Processional.

The bride and groom should remind the wedding party to be on time for both the rehearsal and wedding, and to refrain from the use of alcohol prior to the rehearsal and the wedding service.

Nonmember Wedding Fees (2018)

The fees indicated below include compensation for the staff, a required contribution to the John B. Smiley Local Mission Fund, and the maintenance of the building. The total fee is broken down by category below:

Basic Charges	Chapel	Sanctuary
Room Use	\$500	\$1,000
Custodian	\$150	\$150
Organist	\$250	\$250
<u>Smiley Fund Donation (mandatory)</u>	<u>\$250</u>	<u>\$250</u>
*Total	\$1,150	\$1,650

***The minister's fee is not included in this total, and is discussed during the first pre-marital session.**

Additional Optional Charges

Seven-branch Candelabra	\$100
Aisle Standards	\$250
Vocal Soloist provided by church	\$150
Additional Musicians	Contract Rate

**A wedding is not considered booked until a minister is assigned
and a 10% non-refundable deposit is received.**

A single check for the remainder of the fee should be issued at the rehearsal payable to First Presbyterian Church including all fees except those for additional musicians. Checks for them should be made out to the individual(s) and given to the Organist prior to the wedding. Additional hours for the Custodian (over 4 hours) will be invoiced to the wedding party after the wedding at a rate of \$30 per hour.