

The building use policy of First Presbyterian, Manchester is in accordance with the polity of PCUSA as stated in the *Book of Order*.

W-4.0601: Christian Marriage In Baptism, each Christian is claimed in the covenant of God's faithful love. Marriage is a gift God has given to all humankind for the well-being of the entire human family.

W-4.0602: Preparing for Marriage If they meet the requirements of the civil jurisdiction in which they intend to marry, a couple may request that a service of Christian marriage be conducted by a minister of the Word and Sacrament in the Presbyterian Church (U.S.A.), who is authorized, though not required, to act as an agent of the civil jurisdiction in recording the marriage contract. A couple requesting a service of Christian marriage shall receive instruction from the minister of the Word and Sacrament, who may agree to the couple's request only if, in the judgment of the minister of the Word and Sacrament, the couple demonstrate sufficient understanding of the nature of the marriage covenant and commitment to living their lives together according to its values. In making this decision, the minister of the Word and Sacrament may seek the counsel of the session, which has authority to permit or deny the use of church property for a marriage service.

W-4.0605: Nothing Shall Compel Nothing herein shall compel a minister of the Word and Sacrament to perform nor compel a session to authorize the use of church property for a marriage service that the minister of the Word and Sacrament or the session believes is contrary to the minister of the Word and Sacrament or the session's discernment of the Holy Spirit and their understanding of the Word of God.

Wedding Use Policy First Presbyterian, Manchester

The marriage ceremony in the church is a worship service. All aspects of the ceremony, including the vows, music, prayers, readings, and decorations, are for the purpose of glorifying God in a reverent, joyous atmosphere.

MEMBERS For the purposes of this policy, members will be those listed on our membership roles as active members and their immediate families (children of members are entitled to the member fee schedule). Members may schedule weddings as far in advance as desired. At least three months is preferred. All persons other than members and their children shall be considered non-members for the purpose of our fee schedule.

Non-Members A \$400 deposit is to be paid with \$200 being refundable following the event. This deposit should be paid at least 30 days prior to your wedding date, and your wedding will be placed on the church's calendar once the deposit is paid.

SCHEDULING EXCEPTIONS Please note: The sanctuary, the kitchen, fellowship hall, and designated dressing areas will be available four (4) hours prior to the wedding. Start times must be approved by the FPC Chair of Building and Grounds. Weddings cannot be scheduled on the following dates: Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, during Holy Week including Easter Sunday, or Thanksgiving Day. Occasionally there are church events that make it impossible to schedule a wedding because of the building usage.

PICTURES/LIVESTREAM/VIDEO RECORDING The wedding ceremony is a religious service of worship, and all photographers, amateur and professional, are requested to observe the reverence of the ceremony, the sanctuary, and the church facilities. Photographers and videographers must meet with the Pastor prior to the start of the ceremony. Photographers may take pictures during the processional and the recessional and in any part of the building. Photographs during the service may be taken from the rear of the sanctuary from a stationary position or as pre-arranged with the officiating pastor. Discretion must be exercised for photographs taken during the ceremony. It is recommended that all pictures be taken prior to the ceremony. The wedding party may reassemble in the sanctuary after the ceremony and "stage" any part of the ceremony. It is permissible to livestream/video the wedding if it is done in a manner that is not distracting to the wedding ceremony. Please consult with the officiating pastor about stationary camera placement prior to the wedding.

KITCHEN/FELLOWSHIP HALL The tables and chairs in the fellowship hall may be moved to accommodate the desired seating arrangement. Please return these to the original configuration after your reception ends. You are welcome to use any of the utensils, serving dishes, or cookware in the kitchen. Do **NOT** place any hot items directly on the kitchen countertops. Please wash, dry, and put away any used items.

DECORATIONS Please note that decorations cannot be fastened to the pews or any other church furniture by nails, staples, screws, wires, clamps, gluing or pinning. Decorations may not obstruct the view of the chancel worship symbols, such as the communion table, candles, pulpit and lectern. Worship symbols and furniture are not to be moved or rearranged without permission from the FPC pastor or session.

The wedding party is expected to arrange for the removal of all decorations and equipment promptly following the ceremony. We are not responsible for removing or storing decorations and are not responsible for any damage that might occur should equipment have to be removed.

by our staff. Please make arrangements with family or wedding party members to see that this is taken care of immediately following the service.

PERSONAL ITEMS, DESIGNATED DRESSING AREAS The church will not be responsible for personal items such as wedding dresses, wraps, purses, silver & glassware, etc., brought to the church for use in the wedding; nor shall the church be liable for any such items if lost, stolen, or damaged. However, every reasonable effort will be made to assist the wedding party in protecting such items. The bride and groom are responsible for arranging for the care of the property of the wedding party before, during, and after the wedding and for the removal of all items immediately following the service.

OFFICE/AUDIO/MUSICAL EQUIPMENT Non-church affiliated groups may not use any church office equipment unless permission is granted by the Chair of Building and Grounds, tcro24@yahoo.com For permission regarding the use of church owned musical equipment or instruments please contact the Music Director, dspangler61@gmail.com For permission to use audio equipment, please contact the Technology Director, doug.garrard@gmail.com

ALCOHOL NO ALCOHOLIC BEVERAGES will be allowed on any part of the church premises at any time. This includes the parking lots and the grounds of the church. With **PRIOR** approval, a champagne toast may be given at the reception. This request should be made to the pastor as part of the wedding planning. The pastor will then request approval from the session at the stated monthly meeting that occurs the month before the wedding. The use of intoxicating and/or illegal substances, tobacco, or vapes is not permitted in the building or on the church property.

SCHEDULE OF FEES FOR MEMBERS

Pastor Honorarium (directly to pastor)

Musicians Paid directly to the musician

Cleaning Fee \$150 to be paid 30 days prior to the wedding date

SCHEDULE OF FEES NONMEMBERS

Pastor Honorarium (directly to pastor)

Musicians Paid directly to the musician

Non refundable Deposit/ Cleaning Fee \$400 to be paid 30 days prior to the wedding date with \$200 being refundable following the event

Key Holder Deposit Please complete the keyholder form and pay a \$20 deposit which will be returned when the use of the building has ended and key has been returned.

To request the use of FPC for your event, please fill out the form located [here](#). The pastor or an elder will contact you within 5-7 days.