

# **Guidelines for your wedding at...**



**First Presbyterian Church  
171 Duke of Gloucester Street  
Annapolis, Maryland 21401  
(410) 267-8705**

**[www.annapolis-presbyterian.com](http://www.annapolis-presbyterian.com)**

## Congratulations!

By virtue of the fact that you are reading this brochure, we assume that you are either seriously considering marriage within the church or are exploring this opportunity for a friend or family member. We are pleased that you are seeking the support of your church at this most important turning point in your life.

This brochure is intended to provide information with regard to First Presbyterian beliefs and pre-marital requirements, scheduling and planning your service, use and cost of the church facilities, wedding related staff of FPC, and a wedding checklist. It is our intent to work with you to plan a meaningful service of worship and to explore resources within your faith to support life-long commitments of faith and marriage.

May God's Spirit guide you in the creation of a strong and loving marriage.

Sincerely,



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## ***Marriage within the faith community...***

Christian marriage is an occasion of holiness when two people vow matrimonial fidelity before God. At First Presbyterian we believe...

"Christian marriage is an occasion of holiness when two people "promise and covenant before God and these witnesses" to be loving and faithful through all the joys and sorrows of life. At First Presbyterian Church of Annapolis we believe that Christian marriage is ordained by God, blessed by our Lord Jesus Christ and sustained by the Spirit of God for the welfare and happiness of a couple, a family and humankind. The union is spiritual, emotional and physical as two persons offer the fullness of their lives to each other. Within the church, marriage is a gift and a responsibility, a joy and a calling, a life of mutual respect and sharing. Outside of the church, marriage is a civil contract between two people, recognized and affirmed by the State of Maryland."

*--First Presbyterian Church of Annapolis, MD*

## ***Premarital Counseling . . .***

As a foundation for the marriage service, the church requires premarital counseling and guidance to be provided by the pastor. You will meet with the pastor from three to six times in the months before the wedding. During these sessions, the pastor will explain the characteristics and requirements of the service as well as learn from you the nature of your commitment, responsibility and understanding of this holy union. Marriage in this church before the community gathered makes known your faith in the purposes of God for human life and your sincere desire to faithfully fulfill your commitment to God and to each other. First Presbyterian Church of Annapolis welcomes the opportunity to share this time of hope and expectation with you.

## ***Scheduling...***

We strongly suggest that you request a wedding date and the minister you wish to perform the marriage ceremony at least six months in advance. The church facility and services of the pastor(s) and staff are available to members and to children of members of the congregation. Those who are not members of the church need to meet one of the following conditions of eligibility as determined by the pastor(s):

- An immediate family member of either party is an active member or was an active member in the recent past, but has moved away.
- One of the parties is a member in good standing of a Presbyterian Church U.S.A. elsewhere and is temporarily living in Annapolis.
- An unusual or extraordinary circumstance exists and you wish to make a special request to the pastor.

## ***Planning...***

### ***... Worship Leaders***

It is customary for the pastors of this church to officiate at your ceremony. If there is agreement that another minister will officiate or assist, the presiding pastor from this church will extend an invitation to that minister.

### ***... Music***

It is customary for the congregation's organist or a substitute organist provided by the church to provide the music for the worship service. A guest organist, singers and/or instrumental soloists may be employed by you with the approval of the church organist. The music should be appropriate for the setting of worship and all music is approved by the organist. Please contact the organist for your service 4-6 weeks prior to your wedding.

### ***... Order of Worship***

The pastor will meet with you to design a meaningful service of prayer, scripture, the exchange of vows and other traditional elements of a marriage ceremony. A traditional Presbyterian outline includes the following:

Prelude  
Processional  
Statement on the Gift of Marriage  
Prayer  
Declarations of Intent  
Affirmations of the Families  
Hymn  
Readings from Scripture  
Sermon  
Hymn or Special Music  
Vows  
Exchange of Rings  
Prayer with the Lord's Prayer  
Announcement of Marriage  
Charge and Blessing  
Recessional

**... *Worship Bulletins***

A bulletin may be designed in consultation with the pastor. You may then arrange to have it printed. Bulletin covers are available at card shops and wedding material suppliers and printing can be arranged at any print shop.

**... *Church Decorations***

We can provide candle lighters, a kneeling bench, hurricane lamps, a unity candle holder, two candles on the communion table, two flower tables and a small guest book podium for your use.

- The wedding party will provide candles (beyond the two on the communion table).
- We ask that flowers or bows be attached to the pews with clips rather than pins, tacks, tape or nails.
- Flowers may be donated to the church for Sunday worship service and will be so noted in the Sunday bulletin, with a week's lead time.
- All decorations not being used for Sunday worship are to be removed after the ceremony by the florist or a member of the wedding party.

### ***. . . Photography and Videography***

Before and after the ceremony, flash pictures may be taken anywhere in the church. During the ceremony, however, consideration by all guests and photographers should be given to the following policies (ushers should inform guests who are carrying cameras):

- No photographs or videos are to be taken from the main floor during the ceremony.
- During the recessional, photographs may be taken from the back of the sanctuary.
- Photographs without flash may be taken from the balcony during the ceremony.
- Using available, natural light, video recordings may be made from the balcony as well.

### ***Use of Church Facilities...***

Our church is located on Duke of Gloucester Street in beautiful downtown Historic Annapolis. There are gardens for use as outdoor settings. Our simple and gracious sanctuary will hold up to 390 people. The lovely McBee Fellowship Hall, with a fully equipped kitchen, is available for receptions accommodating up to 245 guests for a standing reception and 115 seated at tables. Outside caterers using the kitchen facility are allowed with proper consideration for use and care of the facilities as well as clean-up.

Parking for those with disabilities, as well as elevator access, is available on the church grounds, near the Conduit Street entrance. Additional parking is available at the Hillman Garage across the street from the church. Note that the parking garages fill up quickly on summer weekends.

When using church facilities, all members of the wedding party should use good sense with regard to proper care of the facilities. Entertainment is allowed in Fellowship Hall with proper consideration for appropriateness to the facility.

- The sanctuary will be opened one hour before the service, and remain open for a two-and-a-half hour window. (Request for an earlier opening should be prearranged.) Flowers may be delivered at this time.
- The Music Rooms (Room 106) and the Church Library are available for the use of the wedding party. A unisex bathroom is located off the Children's Music Room.

If McBee Fellowship Hall is used for receptions, consideration should be given to the use of decorations that will in no way deface any part of the fellowship hall and/or adjoining hallways, i.e., ceiling tiles, windows, window frames, drapes, walls, woodwork, doors, floors, and furnishings. That can easily be accomplished by using freestanding decorations. If you use this space, you are responsible to make arrangements for clean-up.

The Zimmerman-Wilson House, our beautifully restored Victorian house, is available for wedding party use. The house is located on Conduit Street, next to the church's main building. The first floor, including guest room, bathroom, dining room, kitchen, parlor, and front porch are available. At the conclusion of use, all furniture must be returned to its original position, and any and all dishes must be washed and put away.

***-- You ought to know --***

- Please do not throw confetti or rice inside church facilities.
- Smoking is not permitted in the building, and the use of alcohol at receptions is limited to wine or wine punch.
- The wedding party is asked to refrain from the use of alcohol prior to the rehearsal and wedding.
- Please ask the wedding party to be on time for the rehearsal, taking into account the issues of traffic and parking in downtown Annapolis.

- It is the responsibility of the couple to inform florists, photographers and other guests to the church of policies related to the use of the facility.
- Elevator access to the church is available from the Conduit Street entrance where parking is reserved for handicapped access.

### ***Reserved Parking...***

It is possible to reserve parking at the Sanctuary on Duke of Gloucester in front of the church. Apply to the City's parking management company, SP+. Their offices are located at the Hillman Garage on Duke of Gloucester Street (<https://annapolisparking.com/reserving-on-street-parking/> / 410-571-4739). The cost is \$25 per space and reservations must be made in person.

### ***Rehearsal...***

A practice of the entrance and exit, musical cues, positions in the worship and the spoken lines will familiarize you with the service and enable you to be more calm and appreciative on your wedding day. The marriage license and all fees are to be given to the wedding coordinator at the rehearsal.

Typically, the rehearsal is held the evening before the wedding and is an hour long. All members of the wedding party are to attend the rehearsal, including the ushers, readers, and parents. Others are welcome to sit in the pews.

### ***-- A Wedding Checklist --***

#### ***TO BEGIN . . .***

- \_\_\_\_\_ Call the church to schedule the wedding (at least six months before the date)
- \_\_\_\_\_ Make an appointment with the officiating pastor (four months ahead)

#### ***IN THE MONTHS BEFORE . . .***

- \_\_\_\_\_ Meet with the organist to select the music, soloists, etc.
- \_\_\_\_\_ Call the Wedding Coordinator (if needed) to discuss your wedding plans



- \_\_\_\_\_ Arrange for the printing of the worship bulletin (after approval by the pastor)
- \_\_\_\_\_ Apply for a marriage license
- \_\_\_\_\_ Discuss your decorations and any church restrictions with your florist
- \_\_\_\_\_ Arrange for the use of McBee Fellowship Hall

### ***AT THE REHEARSAL . . .***

- \_\_\_\_\_ Bring the marriage license
- \_\_\_\_\_ Bring the worship bulletins
- \_\_\_\_\_ Bring decorations and any other items that you can leave at the church overnight
- \_\_\_\_\_ Bring payments due for the organist, custodian, etc. (see fees listed)
- \_\_\_\_\_ Return any worship resources borrowed from the pastor or organist

### ***THE WEDDING DAY . . .***

- \_\_\_\_\_ Arrive one hour ahead of time
- \_\_\_\_\_ Remember the rings!

## **Scripture Readings for Christian Marriage**

The following readings are particularly appropriate for use in the service of Christian marriage. An asterisk \* indicates that the text of that particular reading is included in this resource (pp. 895-902).

### **List of Suggested Readings**

#### **Old Testament**

- Gen. 1:26-31 Humankind created in the image of God
- \* Gen. 2:18-24 Bone of my bones and flesh of my flesh
- \* Song of Sol. 8:6-7 Set me as a seal upon your heart
- \* Prov. 3:3-6 Trust the Lord with all your heart
- \* Isa. 54:5-8 Your Maker is your husband
- Jer. 31:31-34 The Lord will make a new covenant

## **Psalms**

The following psalms are appropriate for singing or reading in the service. For another translation of the psalms see pages 611-783 in the *Book of Common Worship*.

- Ps. 8 Mortals crowned with glory and honor
- \* Ps. 67 May God be gracious to us
- \* Ps. 95:1-7 O come, let us sing to the Lord
- \* Ps. 100 Make a joyful noise to the Lord
- \* Ps. 103:1-5, 15-18 Bless the Lord, O my soul
- Ps. 117 Great is God's steadfast love
- Ps. 121 Lift up my eyes to the hills
- Ps. 128 Happy is everyone who fears the Lord
- \* Ps. 136:1-9, 26 O give thanks, for God is good
- \* Ps. 145 I will exalt you, O God my King
- Ps. 148 Praise the Lord
- Ps. 150 Everything that breathes praise the Lord

## **Epistles**

- \* Rom. 12:1-2, 9-18 A living sacrifice . . . let love be genuine
- \* 1 Cor. 13:1-13 Faith, hope, love . . . greatest is love
- Col. 3:12-17 Clothe yourselves with love
- 1 John 4:7-12 Let us love one another . . . God is love
- Rev. 19:1, 5-9 Rejoicing at the marriage of the Lamb

## **Gospels**

- \* Matt. 5:1-10 The Beatitudes
- \* Matt. 5:13-16 Salt of the earth . . . light of the world
- Matt. 19:3-6 No longer two, but one flesh
- \* Matt. 22:35-40 Love the Lord with all your heart, soul, mind
- \* Mark 10:6-9 What God has joined, let no one separate
  
- John 2:1-11 The wedding at Cana
- \* John 15:1-17 Jesus, the true vine

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## **-- Wedding Fees --**

	Member	Non-Member
<b>Payable to First Presbyterian Church:</b>		
Use of Sanctuary	No charge	\$750
McBee Fellowship Hall	\$100	\$300
Zimmerman-Wilson House	\$150	\$150
<b>Payable to the individual or group:</b>		
Pastor	No Charge	\$350
Organist	\$300	\$300
Custodian	\$75	\$75
Custodian with Reception	\$150	\$150
Wedding Coordinator	\$100	\$100

*(This is required for weddings involving fifty or more people.)*

### **γ Wedding Related Staff of First Presbyterian Church γ**

Julie Hester, Wedding Coordinator  
William L. Hathaway, Pastor  
Heather G. Shortlidge, Associate Pastor  
Robert W. Muckenfuss, Organist  
Sharon Wiegand, Church Office Secretary  
Al Johnson, Custodian

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