



WEDDING POLICY AND PROCEDURES

First Presbyterian Church of Annapolis

November 2022

First Presbyterian Church is thrilled to offer our beautiful sanctuary for your wedding service. A Christian marriage is an institution ordained by God, blessed by our Lord Jesus Christ, established and sanctified for the happiness and welfare of humankind, into which spiritual and physical union a couple enter, cherishing a mutual esteem and love, bearing with each other's infirmities and weaknesses, comforting each other in trouble, providing in honesty and industry for each other and for their household, praying for each other, living together the length of their days as heirs of the grace of life.

When you ask the minister of this church to conduct a marriage ceremony, you are not asking them to pronounce you married as a civil officer may do, but that God may bless your marriage. In requesting that the ceremony be performed in the church, you are asking for a worship service at the same time. Participating in such a service demonstrates that you have a vital faith in God and a sincere desire to understand and live up to the meaning of marriage as described above.

In keeping with the decision of the PCUSA's General Assembly and our affirming stance, First Presbyterian Church is fully accepting and welcoming of same-sex marriages in our sanctuary space.

Policies, Procedures, and Related Costs

Member Definition. It shall be the policy of the First Presbyterian Church of Annapolis (FPCA) that for the purpose of wedding ceremonies using its sanctuary, campus facilities, and related costs thereof, that user criteria are defined.

- **FPCA Members** – Either one of the wedding couple, parents or grandparents are committed giving members of FPCA and have/or are making regular financial support for FPCA's ministries within the past twelve months, prior to the date of requested wedding.
 - Active Military Duty, Deployable Reserve, or a First Responder. In recognition and appreciation of the community service they provide, FPCA shall extend the same privileges as provided to members.
- **Non-Members** – Neither one of the wedding couple or their immediate families who request to be married are recognized members within FPCA current membership records, do not plan to join FPCA, do not live in this area, and/or belong to another church outside of the Annapolis area.

Full Sanctuary Wedding services for both FPCA defined members and non-members include:

- Use of the sanctuary (both for the ceremony and rehearsal), music room for wedding preparations, and gardens for photographs
- Pastor consultation and pre-marital sessions
- FPCA wedding coordinator services (includes one organizational consultation session, either in person or virtual, attendance at the onsite rehearsal, and attendance at wedding)

- FPCA organist (one consultation session on music selections, either in person or virtual, attendance at the rehearsal and wedding day)
- Onsite Custodian services during the rehearsal and wedding day

Priority Use and Cost. It shall be the policy of the First Presbyterian Church of Annapolis that all defined members have priority for use of the sanctuary and facilities for the requested date of the wedding; and that the costs established for the wedding activities are defined by the member and non-member policy. As part of the annual budget preparation, the Board of Trustees shall review these costs to ensure that both income and expenses are defined in “other facility use.” Further, either the Pastors or the Session (represented by the Clerk) shall be the recognized decision-maker in the approval of either a non-member or member request for use of the FPCA facilities for a wedding event.

Size: It shall be the policy of the First Presbyterian Church of Annapolis that Sanctuary attendance is limited to three hundred persons in accordance with Fire and Safety Regulations.

Insurance: The wedding party is required to provide an event insurance policy naming FPCA as an additional insured to cover any damages occurring to the facilities. For member weddings with less than one hundred in attendance, this insurance requirement is waived. For non-member weddings with less than seventy-five people in attendance, this insurance requirement is waived.

Consultation. It shall be the policy of the First Presbyterian Church of Annapolis that any couple (member/non-member) and/or family member requesting the use of FPCA facilities for their wedding shall meet and consult with the FPCA pastor regarding their preparations and plan prior to approval.

Officiant: The wedding shall be officiated by a FPCA pastor, except under exceptional circumstances and with the permission of the FPCA pastor and Session.

Procedures

The following procedures for weddings and related activities shall be implemented in accordance with the approved policies of the First Presbyterian Church of Annapolis.

Requests for weddings using the FPCA sanctuary and/or facilities may be completed using the online application form on the website or by contacting the FPCA office to schedule an appointment with one of the Pastors. Following this consultation session, and authorized approval of the requested ceremony and activities, the pastor (and/or office secretary) will notify the designated persons of the approved/planned event: FPCA organist, wedding coordinator, facilities manager and choir director if requested.

First Presbyterian Church of Annapolis Member Donation and/or Active Military Duty, Deployable Reserve, or a First Responder

- Full Sanctuary Wedding with support services - \$1,200. Non-Refundable Deposit - \$600
- Small wedding party – Less than 20 participants (or use of Shaw Chapel or Garden) -\$200. Non-refundable Deposit - \$100

Non-Member Wedding Donation

- Full Sanctuary Wedding with support services - \$5,000. Non-refundable deposit \$2500.
- Small wedding party – less than 20 participants (or use of Shaw Chapel or Garden) - \$1500 Non-Refundable Deposit \$750.

Although the deposit is non-refundable, an allowance will be made for one change of date if it occurs prior to three months before the scheduled wedding date.

Separate fee services (not included in package)

- Music soloists and/or additional musicians to be provided by FPCA
- Special request for a guest organist
- Fellowship Hall & kitchen (separate application)
- Kinhart Courtyard/Garden for smaller ceremonies
- Use of the ZW historic rooms for wedding party preparations, small receptions, and lodging (separate application)
- Security and parking

Financial transactions/donations for wedding services and facilities use may be made through the FPCA website facilities use portal designated for weddings and managed by the FPCA business manager, or with a check made payable to the First Presbyterian Church of Annapolis.

Advance donations and pastor consultation (if applicable) shall be made once the pastor approves the request and confirms the wedding date. All remaining funds are due 30 days prior to the wedding date.

Payment for services provided by FPCA shall be made by the Business Manager within five days of the completed event date.

Services	Member	Non-Member
FPCA Pastor consultation	NC	NC
Clergy Officiant	NC	\$1200.00
Pre-marital sessions	NC	\$ 250.00
Organist	\$400.00	\$ 750.00
Wedding Coordinator	\$225.00	\$ 500.00
Custodian	\$175.00	\$ 300.00
Facilities Use	\$400.00	\$2000.00