

WEDDING POLICIES AND REGULATIONS

FOR

ROCK SPRING PRESBYTERIAN CHURCH

1824 Piedmont Avenue, NE

Atlanta, GA 30324

404-875-7483

Fax: 404-875-1690

E-mail: office@rspc.org

Lindsay P. Armstrong, Pastor

Predrag Gosta, Director of Music Ministries

Ellen Henson, Wedding Coordinator

Welcome and Congratulations on your engagement and upcoming marriage! It is our pleasure to extend the facilities of Rock Spring Presbyterian Church to those who are planning to marry, members and non-members alike. Members are defined as “the bride, groom, or their parents, who have been active in Rock Spring for at least one year.”

The intent to marry should be announced sufficiently in advance of the marriage. Before the marriage, it is the duty of the minister to see that the parties (1) obey the proper laws established by the civil commonwealth to regulate marriages; (2) are of such years of discretion as to be capable of making their choices; and, if they be underage, that the consent of parents or guardians be obtained and certified to the minister; (3) their understanding of and commitment to Christian marriage is such as to give promise to God’s blessing upon their union; (4) that special instruction is given to prepare them for entering into their new relationship in the Lord.

Weddings performed at Rock Spring Presbyterian Church will follow an order of Christian Worship Service and Ceremony acceptable to the Worship Committee and Minister of the Church and must be consistent with current reformed theology. For further information, refer to section 5.0400, part II, The Book of Order, The Constitution of the Presbyterian Church (U.S.A.).

INITIAL ARRANGEMENTS:

It is necessary for arrangements to be made through the church office for the use of our facilities and it is suggested that you call as early as possible to set your wedding date on the church calendar. Approval must be given by the Minister, the Organist, and the Chair of the Worship Ministry. Please do not have invitations printed until all arrangements have been completed and approval given.

The Minister of the Church, the Church Organist, and the Church Wedding Coordinator are expected to participate in all wedding ceremonies. Requests for other minister(s) to participate in the ceremony will be considered by the Rock Spring minister and approved by the session. Requests to use an organist other than the Rock Spring organist will be considered only when the church organist is unavailable.

REHEARSAL:

Unless otherwise scheduled through the Wedding Coordinator, all rehearsals will begin promptly at 6:30 p.m. The wedding party should be instructed to arrive no later than 6:00 p.m. Up to one hour will be reserved for rehearsal. The minister and a wedding guild member will conduct the rehearsal. No outside consultant will be necessary.

PRE-MARITAL COUNSELING:

Pre-marital counseling sessions are required of the bride and groom. It is the responsibility of the bride and groom to make these arrangements with the pastor at least three months prior to the ceremony.

DATES:

Weddings and rehearsals may be conducted in any portion of the church on Sunday if they do not conflict or interfere with any of the church services; however, we cannot schedule weddings or rehearsals during Holy Week, Easter, the Living Nativity Scene or Christmas Eve. We will gladly do our best to accommodate your choice of dates.

WEDDING COORDINATOR, SERVICE, AND UTILITIES:

A Wedding Guild member of Rock Spring Presbyterian Church will act as coordinator for the bride and groom and will lend general aid to the wedding party. No consultant is needed for the wedding rehearsal. The Wedding Coordinator will conduct rehearsals.

For security as well as janitorial services, the custodian is on site during the entirety of the wedding.

GENERAL RULES:

The Bride and Groom should review all regulations and adhere to them, as well as make sure all involved in the wedding understand them.

Attached to this document are written instructions and information for your florist, photographer, videographer and caterer. The couple should distribute these sheets to those involved in the wedding for their information and/or file and keep an extra copy.

Smoking is not permitted in the church anywhere at any time.

Food or beverages are welcome in designated parts of the building but not in the sanctuary or parlor.

Alcoholic beverages may not be consumed anywhere on the premises, including the parking lot.

For safety purposes, only bubbles, rose petals or confetti are permitted in outside areas, including the front entrance.

DECORATIONS:

Flower arrangements may not be placed on the altar nor in the altar area. Two arrangements may be placed on wooden fern stands below the railing of the altar.

Decorations should be kept within the bound of simplicity and good taste. All equipment such as candelabra, baskets, etc., may be furnished by your florist.

For reasons of fire code safety, aisle runners are discouraged.

Please refrain from using pins, staples, or Scotch Tape as they damage the wood work in this historic sanctuary.

Furniture and fixtures may not be removed nor rearranged in any area of the church.

Adequate clear plastic mats or cloth must be placed beneath all candelabra and you must use dripless candles.

Exits must be left free of decorations because of fire code regulations.

During special seasons of the year such as Christmas and Easter, any decorations that the church may be using may not be removed from any area to make room for wedding decorations.

Decorations may be placed on window sills in front of the stained glass windows. No open flame candles are to be used on window sills. Hurricane or reflector style lamps are welcome.

The Bible on the lectern will remain open.

Payment for any damages occurring in excess of any security deposit will be assumed by the bride and groom.

The church reserves the right to restrict florists or decorators who violate the above rules.

PHOTOGRAPHS AND VIDEOTAPING:

Because of the occasion, no flash pictures may be taken during the ceremony. Time exposures (no flash) and videotaping with no special lighting are permitted from the balcony during the ceremony. (See photographer/ videographer instruction sheet for details.)

CHURCH RECEPTION:

A catering manager is available for receptions and rehearsal dinners. The bride may also furnish her own caterer who shall be responsible for the reception and surrounding details. The caterer is to bring his/her own help for serving, washing dishes, handling food and associated equipment. The church kitchen may not be used for cooking or for the preparation of food but merely as a room from which to serve.

The church will furnish the following space:

1. Fellowship Hall, Loudermilk Center or Courtyard
2. Serving tables
3. Chairs

Fellowship Hall, Loudermilk Center or Courtyard must be left as it was found. Requests for removal of any items must be made through the church office.

Smoking is not allowed in close proximity of the church. Smoking is allowed in parking area only with disposal of cigarette butts in proper receptacle.

FEES AND EXPENSES:

See Fee Schedule page on application.

**GIVE THIS SHEET TO YOUR FLORIST OR PERSON
IN CHARGE OF DECORATIONS**

Basic Instructions and Guidelines:

1. Altar: White Bible remains open and candlesticks remain in place. Flower arrangements may not be placed on the altar nor in the chancel area, but are permitted below the railing of the altar area.
2. No pins, tacks, staples or cellophane tape may be used to secure decorations to woodwork or walls. You may, however, use masking tape.
3. Adequate clear plastic mats or cloths must be placed beneath all candelabra. You must use dripless candles.
4. Flower petals, birdseed, rice and confetti are prohibited anywhere in the vicinity of the church.
5. Exits must be left free of decorations because of fire regulations.
6. Aisle runners are not allowed.
7. During special seasons of the year, such as Christmas and Easter, any seasonal decorations that the Church may be using will not be removed from any area in order to make room for wedding decorations.
8. Furniture and fixtures may not be rearranged nor moved from any area of the church.
9. Decorations may be placed on window sills in front of the stained glass windows. No open flame candles are to be used on window sills. Hurricane or reflector types are acceptable.
10. Decorations shall be picked up one (1) hour following the ceremony.
11. Payment for damages to objects of art, furniture or fixtures in the Bride's Room or Sanctuary will be assumed by the Bride.
12. The Church reserves the right to restrict florists who violate the above regulations.

GIVE THIS SHEET TO YOUR PHOTOGRAPHER AND/OR VIDEOGRAPHER

We understand that photographs are an important memento of any wedding, but first consideration must be given to the fact that a wedding is a worship service.

Before the ceremony:

1. Pictures may be taken in the sanctuary, the parlor, and outside the facility.
2. Pictures in the sanctuary and outside should be finished one (1) hour prior to the service.
3. Pictures in the parlor may be taken up to thirty (30) minutes prior to the service.
4. Groomsmen will not be available to the photographer one (1) hour prior to the service.

During the ceremony:

1. No flash pictures may be taken after the wedding begins.
2. One picture of the bride and her escort may be made as they begin to process.
3. One picture of the bride and groom may be made as they recess.
4. The wedding coordinator will instruct the photographer where to take these pictures.
5. A time exposure (no flash) from the balcony is permitted during the ceremony.

After the ceremony:

1. One half hour (30 minutes) will be allowed for picture taking.

POLICY FOR VIDEOGRAPHER

1. All videotaping (without special lighting) is permitted from the balcony only.
2. No videotaping is allowed in the sanctuary by anyone including family and friends during the ceremony.