

FIRST PRESBYTERIAN CHURCH

Sunday Worship Services

8:30 A.M. Traditional Service

Sanctuary
With Organ and Choir Ensemble

9:30 A.M. Contemporary Service

Fellowship Hall
(Temporary Main Entrance on Colonial Avenue)
With Instruments and Praise Team

11:00 A.M. Traditional Service

Sanctuary
With Organ and Chancel Choir

Child Care

Child care is available during all three services
for children in kindergarten and younger.



**First Presbyterian
Church**

820 Colonial Avenue
Norfolk, Virginia 23507

Phone: 757-625-1697
Fax: 757-625-1288

Email: fpc@fpcnorfolk.org Web site: www.fpcnorfolk.org

August, 2008



**FIRST PRESBYTERIAN
CHURCH**

*Seeking Christ;
Sharing His Love*

**Wedding
Services**



Pastors

James M. Wood, Jr., Senior Pastor
Valena Hoy, Associate Pastor
James E. Gates II, Associate Pastor

Susan Brown, Wedding Guild Coordinator 482-1422

Your Church Wedding

We are delighted that you plan to be married at First Presbyterian Church. Our church and our pastors want your wedding to be a holy and reverent event that you, your families, and your friends will cherish as you participate in it and as you remember it in years to come. First Presbyterian Church is pleased to participate in the establishment of a Christian home and welcomes the opportunity to join you in this commitment. Our hope is that your wedding day will be the first day of a long-lasting Christian marriage.

A wedding is one of the happiest and holiest moments in life. It is the time when both the social world and our faith affirm and acknowledge the love that two persons share. Marriage is not only a civil contract between a man and a woman. The Book of Order, Presbyterian Church USA clearly states that marriage is a gift God has given to humankind for the well being of the entire family.

For Christians, marriage is a covenant through which a man and a woman are called to live together their lives of discipleship in covenant with God and before God. This covenant is grounded in God's promise to be our God, and God's claiming us as his people. God's covenant is a covenant of love and grace, of commandments and responsibilities. In a service of Christian marriage, a lifelong commitment is made by a man and a woman to each other, publicly witnessed and acknowledged by the community of faith.

Christian marriage is normally celebrated in the place where the community gathers for worship. As a service of Christian worship, the marriage service is under the direction of the pastor and the supervision of the Session. The marriage ordinarily takes place in a special service, which focuses upon marriage as a gift of God and an expression of the Christian life.

Our church is eager to help make your wedding beautiful and meaningful. In the excitement and mounting pressures that precede a wedding, many questions may arise and must be answered.

To assist in planning for your wedding ceremony and to insure the sacredness of the service itself, the Session of First Presbyterian Church offers the following guidelines for couples planning a Christian marriage in this church.

Scheduling Your Wedding at First Presbyterian Church

- The first step in scheduling your wedding ceremony is to **call the church office** (625-1697) and speak with our Wedding Coordinator. She will check date availability for you.
- Next, **speak to one of the pastors**. Our Senior Pastor is The Reverend Jim Wood; the Executive Associate pastor is The Reverend Valena Hoy; and the Associate Pastor is The Reverend Jim Gates. You may contact any of them by calling the church office. **As a courtesy, a pastor of First Presbyterian Church must be contacted even if you intend to ask a pastor from another church to officiate.** Another pastor may officiate only at the invitation and under the authority of one of our pastors.
- After your initial contacts with the pastor and Wedding Coordinator, you should receive a copy of this booklet and **your date will be marked tentatively** on the church calendar. For scheduling your date, the next step is critical.
- Please **read this booklet** thoroughly and carefully. If you, the bride and groom, are in agreement with and wish to abide by the policies of First Presbyterian Church and its governing body (the Session), please **sign the accompanying Wedding Reservation Form and return it to the church office with your reservation fee of \$50.00.**
- **Receipt of your check and your signed Wedding Reservation Form officially secures your wedding date on the church calendar. It is no longer tentative.**
- Please note that the \$50.00 reservation fee is non-refundable and does not apply to any other fees.

Notes

- We recommend that you schedule as early as possible. Members of First Presbyterian Church may schedule up to one year in advance; non-members may schedule up to eight months in advance.
- For planning purposes, it is important to note that weddings **will not** be performed on the following days:

Any Sunday
Annual Church Retreat weekend
Thanksgiving Day
Christmas Eve, Christmas Day
New Year's Eve, New Year's Day
Palm Sunday weekend
Good Friday
Easter weekend
Fourth of July

Premarital Conferences

Prior to the marriage service, your officiating pastor will meet with you as a couple for several premarital conferences. Premarital conferences provide an opportunity for pastoral counsel and a time for the pastor and couple to become better acquainted, to discuss the meaning of marriage within the Christian context, and to plan the marriage service.

During this process should the pastor discern that there are significant problems or deem the union to be unwise, he or she may decide not to perform the ceremony.

After your wedding is scheduled, you will receive a letter from your officiating pastor, reminding you to call and schedule your first conference.

Occasionally, a couple may desire that a pastor of another church assist in the wedding. The courtesy of our church shall be extended to pastors of the Presbyterian Church, U.S.A. and other clergy desiring to officiate at weddings involving members and/or friends within our facilities as long as the officiating clergy follows the procedural ethics of the Presbyterian Church

U.S.A. as outlined in the Book of Order and abides by the policies of First Presbyterian Church.

The pastor of another church may officiate only at the invitation of one of our pastors.

It is also the policy of our church that couples enroll in one of the scheduled premarital seminars conducted by Tidewater Pastoral Counseling Services (TPCS). You will receive a TPCS schedule and informational brochure.

If you (both bride and groom) live in an area outside Hampton Roads, you may attend a premarital seminar conducted by another Christian counseling organization as approved by the officiating pastor.

Planning & Coordinating Your Wedding Ceremony

A pastor, by virtue of his or her office, is required to approve all portions of the church wedding ceremony. It is the pastor's responsibility and commitment to maintain your ceremony as a holy and reverent event.

Our Wedding Coordinator and a member of the Wedding Guild will be involved in helping you specifically with your plans for the ceremony and use of the church facility. The Wedding Coordinator is trained by the church and is required for all weddings. **Therefore, a Mistress of Ceremony is not required.**

The Wedding Coordinator will begin communicating and working with you about six to eight weeks before the wedding. She will assist you with planning and answer questions before the wedding, and a member(s) of the Wedding Guild will be present for the rehearsal and the ceremony. Their participation and direction will relieve you of many burdens and help you combine your personal taste with wedding etiquette and church policy.

Music for Your Wedding

Our church organist, Dr. Jean Thiel, will play for all weddings. If she is unable to play she will find a replacement. Please call Dr.

History of First Presbyterian Church

Records show that there were Presbyterians worshipping as a congregation on the Elizabeth River as early as 1684, long before there was a City of Norfolk. Norfolk Presbyterians established the First Presbyterian Church in the late 1700's after the Revolutionary War and the enactment of the Virginia Statute for Religious Freedom. The Presbyterians sought their first minister in 1788 and petitioned to use the courthouse as a place of worship in 1789. The first church was constructed in 1802. The present sanctuary was built in 1912, with subsequent expansions in 1928, 1971 and 1989.

The stained glass windows are as rich and diverse as the history of our congregation. The tower window, depicting Christ at the home of Mary and Martha, is original to the sanctuary and was constructed of opalescent glass by J & R Lamb Studios of New York. Other windows prior to those dedicated in 1978 were constructed of mouth-blown pot-metal glass imported from Europe, designed and executed by Willet Stained Glass Studios of Philadelphia. The newest windows were designed by Ann Willet of Springhouse, Pennsylvania. All of the stained glass windows are donated memorials from members of our congregation over a period of eight decades.

The magnificent Chancel Organ, dedicated in May, 1993, was built in England by J.W. Walker & Sons Ltd. Constructed at their workshop at Brandon in Suffolk, Walker's superb instrument was then completely disassembled before making the voyage across the Atlantic to Norfolk.

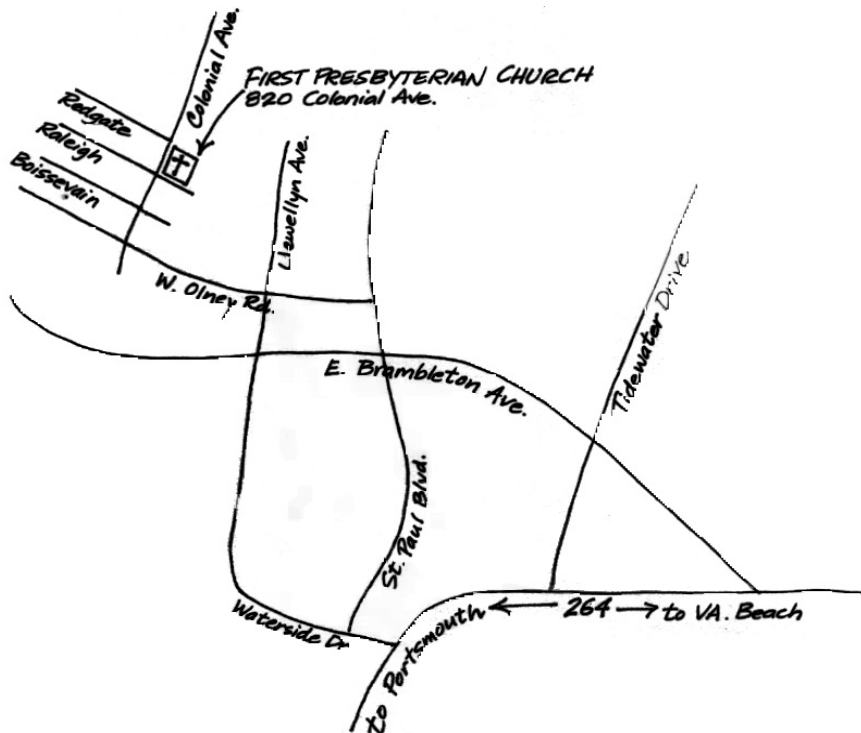
The four copper-clad bells in the bell tower were cast at the Paccard Fonderie de Cloches in Annecy-le-Vieux, France, under the coordination of Van Bergen Bellfoundries, Inc. of Charleston, South Carolina. The bells were dedicated in a morning worship service in January 2000.

The beautiful tapestries on the Elders' Bench, pulpit chairs, and wedding and baptismal kneelers were sewn by the Presbyterian Women and dedicated in 1990.

† † †

We have included this information because so many wedding guests ask about the history of our church and its beautiful amenities. You may use this text on the back of your wedding program if you so desire.

Map to
First Presbyterian Church



First Presbyterian Church is located at the corner of Colonial and Redgate Avenues in the historic Ghent Section of Norfolk.

The mailing address is:

First Presbyterian Church
820 Colonial Avenue
Norfolk, Virginia 23507

Thiel as soon as possible to discuss and designate your choices.

Our organist is also responsible for approving all arrangements for music and musicians for the marriage service, and she is available to help you with your music selection. Again, as your worship service is under the direction and authority of the pastor, the pastor is ultimately responsible for ensuring the sanctity of the service and will give final approval to the music selection and the order of worship.

There will be 30 minutes of pre-nuptial organ music on the wedding day. The use of the organ alone is usually sufficient for the church wedding; however, the use of soloists or other instrumentalists can greatly enhance the service. If requested, a soloist must be selected or approved by the organist, in which case there will be a soloist's fee and an additional charge for the organist's rehearsal with the soloist. (Please see "fee schedules" for specific fees.)

When selecting music for your church wedding, it is important to remember that the wedding service is a service of worship. Music is an integral part of the liturgy; it should glorify God and edify all participants.

Music with taped accompaniment is discouraged. Music with a secular association – Broadway tunes, ballads, popular and sentimental favorites – may be used at the reception following the service, but it is not allowed in the church service. Hymns sung by the congregation can add meaning to the service.

To prepare for selection of music, you may wish to order a copy of the "Wedding Music Sampler" cassette from John Siderius. The "Sampler" allows you to hear excerpts of 80 selections with narration. You may also read about it at: www.weddingcentral.com/weddingmusic.

The following accessories are available for use at your wedding:

- 6 seven-branch wrought iron candelabra
- 12 window candle holders
- Unity candle stand and 2 tapers
- Clamps to hold bows or small bouquets on ends of pews

Fees

Reservations for use of any and all accessories must be made with the Wedding Coordinator.

The church will furnish candles for the candelabra, but the couple must furnish the unity candle.

NO nails, tacks, or tape may be used or driven into a wall, woodwork, pews, or carpet. NO decorations are permitted that will mar the pews, walls, carpet, floors, or other property of the church.

Cloths, tracking or flower petals are not allowed in the aisle.

The time of arrival of any other floral arrangements or accessories should be made known to the Wedding Coordinator; otherwise, entry into the church cannot be assured.

Flowers, decorations and other appointments should not be unduly elaborate. It is requested that the bride discuss decorations with the Wedding Coordinator.

Flowers and other decorations must be removed from the sanctuary immediately after guests have departed. Arrangements for this should be made with the florist or a friend of the couple.

The sanctuary will be decorated with fresh greenery and poinsettias for all December weddings. Note: It's also possible that the sanctuary may be decorated for part of November depending on the number of Sundays in the month of December. If your wedding is scheduled during this time period (except for Christmas Eve and Christmas Day), these decorations may be used free of charge by the wedding party. Additional floral arrangements are unnecessary and may not be used, nor may existing decorations be removed.

Your floral arrangements may be used for worship services on Sunday. Please inform the Wedding Coordinator of your intentions at least two months ahead of time.

All fees are to be paid one week prior to the rehearsal. If there is no rehearsal, fees must be received at the church one week prior to the wedding. Please make checks payable to First Presbyterian Church. Fees are subject to change within 90 days prior to the wedding. Please see the following fee schedules for Sanctuary weddings.

It is customary that an appropriate honorarium be given to the officiating pastor and the assisting pastor. If neither the bride nor the groom nor their parents are members of First Presbyterian Church, the fee for the pastor is \$200.00. Checks should be made payable to the individual pastor.

Church Sexton—The Sexton's time includes set-up before rehearsal and clean-up after the wedding. If the time required is in excess of the allotted time (i.e. florist clean-up delays), there is an additional charge of \$40.00 per hour.

Organist— The organist fee includes a thirty-minute consultation prior to the wedding, and it includes the rehearsal and wedding. Additional consultations or rehearsals with vocal musician (soloist) or other instrumentalist is \$50.00 per-half hour with a half-hour minimum.

SANCTUARY Wedding Fee Schedule*

Church Sexton (includes 6 hours)	\$ 180.00
Wedding Guild	275.00
Organist	350.00
Use of Sanctuary by nonmembers	\$1,500.00

*Fees updated July 25, 2008

pastor(s) and assisted by a Wedding Guild Member from our church.

The Wedding Day

The bride may dress in the **Bride's Room**. Her attendants may dress in the **Armstrong Room**. Please let the Wedding Coordinator know if you wish to use either of these rooms and what time you will arrive.

Those rooms are equipped with ironing board and iron, sewing kit, and a few accessories. Any clothing and personal effects brought into the **Bride's Room** must be removed before departing the church on the day of the wedding.

The groom and his attendants typically dress in one of the rooms in the education wing. The wedding coordinator will inform you of which room will be used.

The wedding attendants may arrive 2 hours before the wedding.

Ushers will begin seating guests no more than 30 minutes prior to the hour of the wedding. Please remember that you should allow one usher for every 50 guests.

Grandparents and special guests should be in the narthex at least 10 minutes before the wedding.

If you choose to provide a guest registry at the ceremony, a stand is available. Please designate a friend or family member to oversee this book and take it to the reception.

If the narthex gets overly crowded the book will be closed in order to get guests seated.

Photography and Video

Once again we remind you that the wedding is a worship service and is not intended to be a photographic production. In that regard, we share with you these policies of First Presbyterian Church.

NO FLASH PICTURES MAY BE TAKEN DURING THE SERVICE. Specifically, this means from the end of the Processional to the beginning of the Recessional. Non-flash pictures are permitted from the back, if they do not intrude into the worship. If the camera has a motor drive, we ask that it be disengaged.

Videotaping of the service is permitted only if it does not interfere with the worship experience. Camera locations are fixed in the Sanctuary. Discreet remote control taping may be approved in the rear of the church. Audio feeds from the PA system for this purpose may be available in the Sanctuary. Check with the Church Sexton or Wedding Coordinator well in advance of your date.

Pictures of the wedding party will be taken before the wedding or by reassembling the wedding party at the conclusion of the ceremony. Photography should be completed thirty minutes prior to the start of the wedding service.

Photography following the service should be limited to thirty minutes. You should plan ahead with your photographer the exact sequence, types, and number of photographs to be taken after the ceremony. This will enable you to join your guests at the reception in a timely fashion.

Any questions about videotaping or photography should be directed to the Wedding Coordinator or Guild Member.

It is your responsibility to discuss the church policies with the photographer and to see that no photographs are made by wedding guests during the ceremony. You may even want to print a reminder about this in your program or bulletin.

Other Important Information

- The family of the bride/groom will be responsible for any property damage or cleaning expense incurred due to failure to comply with the guidelines of the church.
- Please, no rice, confetti, birdseed or flower petals on church property.
- We recommend a reminder in your program for guests: turn off cell phones and beepers, and no photography during ceremony.
- The parking lot is accessed from Redgate Avenue and there is a small lot with handicapped spaces in front of the church with entry from Raleigh Ave. There is also on street parking available.
- Have the groomsmen check the tuxes the day before the wedding to make sure that they fit and are complete with accessories.
- We suggest a starting time of 5:00 or 5:30 for the rehearsal. Emphasize punctuality to your wedding party because we start on time.
- There are 25 rows of pews on each side of the sanctuary, accommodating about 450 people comfortably.
- The sexton lights the candles before the service begins.
- We discourage the participation of young children in the wedding party. A child younger than four years of age rarely participates as planned and may detract from the dignity of your ceremony.
- We suggest that the wedding party include not more than fourteen (14) people, including the bride and groom, due to the size of the transept area.
- The church's insurance does not cover personal items and will not be liable for such items that you bring with you to use at the wedding. (e.g. articles of clothing, purses, cameras)

- A map is enclosed and may be photocopied to assist guests in locating the church.
- **Neither smoking nor alcohol consumption is permitted in any of the church facilities or on church grounds.**
- The marriage license may be purchased for \$30.00 at City of Norfolk Circuit Court, 100 St. Paul's Boulevard. The phone is 664-4380 and they are open from 8:30 a.m. to 4:30 p.m., Monday through Friday. If you are divorced and it has been final less than one year, you must bring these papers with you. Of course, all parties must have a valid I.D. The license is valid for 60 days. To get a copy, you must apply at the same office.
- Arrangements or matters not covered in this wedding booklet must be discussed with the Wedding Coordinator.

Wedding Rehearsal

All fees are due one week prior to the rehearsal. If fees have not been received, no rehearsal will be scheduled.

We suggest a starting time of 5:30 p.m.

Bring the marriage license to the rehearsal if you have not already given it to the pastor before this time.

PLEASE BE PROMPT.

Rehearsal usually lasts about 45 minutes and never more than one hour under normal circumstances. It should begin promptly and proceed in a dignified manner.

DO NOT bring the wedding gown or any other clothing or accessories to the Rehearsal to remain at the church.

You may bring programs and leave them at the church.

Rehearsals will be conducted exclusively by the officiating