

Your Wedding at The Presbyterian Church in Morristown



Are weddings available to members and non-members?

What will our wedding service be like?

Should I have the wedding in the chapel or the sanctuary?

What are the required fees?

Can a favorite piece of music be played?

Does the church have a policy about flowers?

Is photography permitted during the ceremony?

These questions and many others may be on your mind as you begin to read *Your Wedding*. It is the sincere hope of The Presbyterian Church in Morristown that the following information will be helpful in answering your concerns.

WEDDINGS AT THE PRESBYTERIAN CHURCH IN MORRISTOWN

Weddings at The Presbyterian Church in Morristown are open to both members and non-members who meet the legal requirements for marriage in the state of New Jersey. Ministers on our staff, or Presbyterian ministers approved by, and affiliated with, The Presbyterian Church in Morristown, perform Christian services only. At the invitation of the presiding minister, other clergy may be invited to participate in the ceremony.

“The Christian marriage ceremony is a service of worship before God... Reverence shall be expected of the part of all present, and the service shall be under the sole direction of the minister...”

All aspects of the wedding service should reflect this spirit of worship. However, we also appreciate that each wedding should be unique and special. Therefore, the officiating minister will discuss with you your ideas for a suitable and personalized service.

THE WEDDING CHAPEL AND SANCTUARY

Your ceremony may be held in either the chapel or the sanctuary. As you decide, the following considerations should be noted:

The chapel seats 150; it is equipped with an eight-rank pipe organ and has a center aisle. The ceremony takes place in front of the communion table one step up from ground level. There is a podium with a microphone for readers.



The Chapel



The sanctuary seats 900; it is equipped with a 76-rank organ. It has a double aisle so that the wedding party processes down the west aisle and recesses up the east aisle. In order to provide a reverent setting for the marriage ceremony, the service in the sanctuary will be conducted in front of the communion table. No services will be held on the chancel.

FEES REQUIRED BY THE CHURCH

The Session of the Presbyterian Church has approved the following fees for weddings.

	<u>Members</u>	<u>Non-members</u>
Use of the sanctuary	no charge	\$500.00
Use of the chapel	no charge	\$350.00
Minister's honorarium		\$350.00
Organist	\$350.00	\$350.00
Wedding Coordinator	\$250.00	\$300.00
Sexton	\$125.00	\$125.00

Non-members pay the building fee of \$500 or \$350 as a non-refundable deposit to secure the date for their wedding.

For members and non-members, the church requires that all remaining fees be paid two weeks in advance of the wedding. Please send checks, made payable to The Presbyterian Church in Morristown to:

The Presbyterian Church in Morristown
 Wedding Coordinator
 65 South Street
 Morristown, NJ 07960

THE MINISTER

“Any minister asked to marry a man and a woman shall participate with them in instruction and discussion of the privileges and obligations they shall assume in Christian marriage...”

The officiating minister will preside at your wedding and rehearsal. Prior to the wedding, couples meet with the minister for required pre-marital counseling and to discuss the service. Conferences are more than requirements, for it is the church's belief that they are important to the preparation for life as married persons. Typically, there are two or three sessions, each lasting approximately one hour and a half. Time and location will be decided upon mutually by the minister and couple. Most sessions take place in offices located at the Parish House at 65 South Street in Morristown.

THE ORGANIST

“Such music as accompanies the ceremony should direct attention to God.”

All music used in a wedding should be appropriate for the worship of God. In order to select music that is best for your wedding, every couple must schedule a conference with the Director of Music who will assist you with your music. During this conference, you will hear a variety of organ processionals, recessionals and pre-service music. For an additional fee, vocal solos with biblical and/or hymn texts, or other instrumentalists may be included, which should be addressed during your conference with the music director. The music director or a church-recommended alternate, only, may serve as organist for your wedding.



If you prefer not to have organ music, you may arrange for alternate and appropriate music on your own, such as strings. Please discuss your plans with your wedding coordinator. A copy of the musical selections should be provided to the minister at a counseling session. Although not required, it is recommended that musicians you schedule for your wedding participate in the wedding rehearsal to insure that all involved are fully apprised of the ceremony's timing and flow.

THE WEDDING COORDINATOR

The Wedding Coordinator will guide you through the process and logistics from beginning to end. The coordinator will check the availability of the sanctuary or chapel, minister and organist, meet with you in the sanctuary or chapel to discuss details of your wedding, and assist you and answer your questions during the planning period. Prior to the wedding, the coordinator contacts your florist and photographer to discuss delivery and guidelines and is the liaison with the church for final arrangements. The coordinator is present at the rehearsal and the wedding and files your marriage license with the Registrar of Vital Statistics.

THE SEXTON

The sexton is responsible for the building set-up, provides the florist with early access to the building, assists during the procession as needed, and restores the building after the ceremony. If requested, for an additional fee, the sexton will ring the bell at the conclusion of the ceremony. Please note: the church bell peals.

FLOWERS AND DECORATIONS



It is suggested that floral displays in the chancel area be limited to two flower arrangements. Vase sizes and additional decorations should be discussed with the wedding coordinator in advance. Approved decorations, flowers and pew ribbons shall not be tacked, nailed or taped to the walls or furniture. White runners are strongly discouraged as they tend to bunch and can cause tripping; however, runners *are* advised if silk flowers (please no fresh petals) are tossed by a flower girl.

Available to the couple at no fee are two communion table candleholders, a unity candle and two tall, free-standing brass candelabras. The church provides the candles for the candleholders and candelabras. If the unity candle is part of the ceremony, the couple needs to provide two tapers and one pillar candle.

Please notify the wedding coordinator in advance if you intend to leave your flower arrangements. Flowers used in the church are distributed to member shut-ins after our services.

PHOTOGRAPHY

Official photographers are permitted to take photos during a wedding at The Presbyterian Church in Morristown following these guidelines:

- Flash photography may be used during the processional. With consent of the presiding minister, one photographer may be permitted in the front of the church until the bride finishes processing. Using a side aisle, the photographer must immediately and discretely return to the rear of the church for the remainder of the ceremony.
- Only available light may be used during the ceremony.
- Flash photography may be used during the recessional if taken from the rear of the church.
- After the service, the minister can re-stage the ceremony for photographs.
- Video is permitted only if the camera operator remains in a stationary position throughout the service.
- The congregation is not permitted to take pictures during the ceremony.

PARKING

Parking is limited with handicap and special needs parking behind the church buildings. Public parking is available at Headquarters Plaza (one block away), around the Green and behind the Morristown Post Office on Morris Street.

CARE AND RESPONSIBILITY

In addition to the chapel and sanctuary, you are welcome to use the church narthex or courtyard for a receiving line after the ceremony. Please be mindful that these buildings are a setting of worship. No alcoholic beverages are permitted on church property, and nothing should be thrown (rice, bird seed) in celebration of the newly married couple indoors or outdoors. Persons using the facilities must assume full responsibility for any damage caused by carelessness. Please respect the church and what it represents.

SCHEDULING

To proceed with your interest in being married at The Presbyterian Church in Morristown, please contact weddings@pcmorristown.org.

Kindly leave your full name, phone number, the best time to be reached, requested date and a brief message. The wedding coordinator will contact you within 48 hours.

If you have not visited the church, we strongly suggest you accept our invitation to attend a church service before making your request. The schedule can be found at www.pcmorristown.org or by calling the church office at 973-538-1776. After business hours, a recorded message will provide the schedule of services for the upcoming week.

Before the church can commit to your wedding, the sanctuary or chapel and clergy must be available. In consideration of schedules, please allow five business days for confirmation and, during the holidays and summer months, five to ten business days. Please be aware that the church cannot commit more than a year in advance of the requested wedding date. Clergy do not meet with couples prior to pre-marital counseling or participate in off-site weddings. Weddings on or near holidays and Sunday weddings are discouraged. Late morning, afternoon and early evening weddings are acceptable.

Once the wedding coordinator confirms your date as available, non-members must send a deposit in the amount equal to the facility fee to secure the date (see FEES). After a date is confirmed, the coordinator will schedule a meeting with you at the church to discuss your wedding arrangements. Meetings with the minister and music director are generally scheduled a few months before the wedding.

PREPARATIONS AND SUGGESTIONS

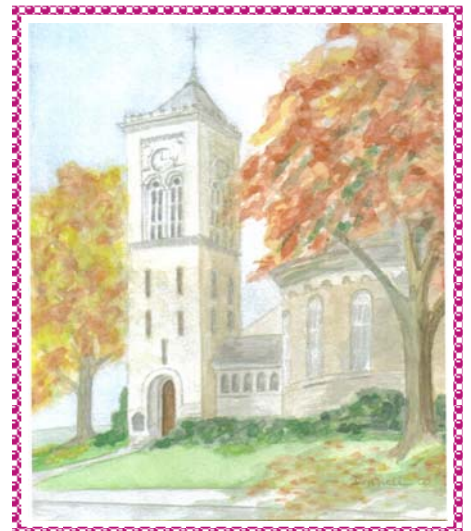
Invitations In printing invitations, the following formats are appropriate:

The Chapel of
The Presbyterian Church in Morristown
Morristown, New Jersey

or

The Presbyterian Church in Morristown
Morristown, New Jersey

PLEASE NOTE: The chapel and sanctuary address is 57 Park Place, Morristown, New Jersey, 07960. For mapquest/directions please use 57 East Park Place.



Bulletins With sufficient notice, bulletins can be printed at the church office for a fee of \$30. Please call 973-538-1776 to make arrangements. Please include the following request in your program:

The taking of photographs by family and guests during the sacred wedding ceremony is not permitted by The Presbyterian Church in Morristown. We appreciate your cooperation in making the wedding a meaningful and beautiful religious service.

License Your marriage license is obtained in the municipality where the bride lives. When you go to the office of the clerk to apply, someone who knows you both must accompany you. This witness may be a relative. After you apply for the license, there is a three-day waiting period before it is ready to be picked up. *Please bring the marriage license to the wedding rehearsal.*

REHEARSAL

The minister will direct the procedures for the arrival and recessional for the service and go over the ceremony and vows. The organist and wedding coordinator will be there to assist. An hour is allocated for a rehearsal, preferably within 24 hours prior to the wedding. The rehearsal should always be scheduled before the wedding rehearsal dinner and should start and end on time. It is important to plan the rehearsal at a time when all of the participants can be present so that everyone will know the specific arrangements for the wedding day. Typically, rehearsals are scheduled at 6:00 p.m.

The bride and groom, wedding party and both sets of parents should plan to be present. Because young children are often unpredictable at weddings, their participation as flower girls or ring bearers should be carefully considered. Non-participating observers should be discouraged from attending the rehearsal. Please bring programs, unity candles and readings, etc., that will be used at the wedding. *The wedding license must be brought to the rehearsal.* Witnesses who sign the license must be 18 years of age or over.

WEDDING

Groomsmen are expected to be available for ushering at least 45 minutes prior to the scheduled hour of the wedding. Others in the wedding party must be at the church at least 20 minutes before the wedding. Individual arrangements will be made with the bride in advance to best coordinate her arrival to the church. Kindly designate individuals not in the bridal party to assist with handing out programs and pinning boutonnieres and corsages.

At the conclusion of the service, a receiving line and/or re-staging of photos can be arranged. The wedding coordinator will file the marriage license in Morristown. To obtain a certified copy, please contact the Registrar of Vital Statistics in Morristown at 200 South Street or by phone at 973-292-6638.

We trust these guidelines and suggestions will help make the celebration of your wedding a very special and memorable event and provide a setting of worship within which to exchange the promises significant to a blessed marriage ceremony.

