FIRST PRESBYTERIAN CHURCH OF MOORESTOWN
P.O. Box 868
101 Bridgeboro Road
Moorestown, New Jersey 08079

CONGRATULATIONS on your engagement! We are looking forward to helping you to prepare for your wedding day and your new life together.

We want your wedding to be lovely and meaningful. Accordingly, the guidelines listed below have been established to help assure the beauty, dignity and reverence of the ceremony. It is your responsibility as the bride and groom together with your families and loved ones to understand our guidelines.

We hope that this information will help get you started with the planning process. Should you have any questions, please contact:

Jan Martin
(856) 235-1688, ext. 133
jmartin@fpcmoorestown.org

Wedding Ceremony

By requesting a wedding service to be held at our church, you express your mutual belief that marriage is a holy relationship for life, and that a wedding ceremony is an act of worship between one man and one woman. The wedding ceremony not only recognizes the love and commitment of two people, but is based on the fact that we gather to worship, to praise and thank God for these gifts, which we commit to use in accordance with God's will in the bonds of marriage.

Wedding Application and Contract

- **Weddings should be scheduled as early as possible with the church office and pastors, and STRONGLY encouraged no less than 6-12 months prior to the wedding date.** The administrator will indicate if the church and/or a pastor is available.

- Couples may come and view the sanctuary anytime Monday through Friday 9:00 am-5:00 pm by appointment. We encourage viewing the sanctuary "in action" for Sunday worship services to get a feel for the space. Sanctuary worship services times are available on our website. We encourage couples to attend worship together.

    - **For Members:** The Wedding Application shall be completed and returned to the church. The bride and groom must schedule and meet with the First Presbyterian pastor. After pastor approval, the date is approved and confirmed. The couple shall then sign and return the Wedding Contract (see page 10), with a $250 nonrefundable deposit.

- **For Non-Members:** The Wedding Application shall be completed and returned to the church. The bride and groom must schedule and meet with a First Presbyterian pastor. After pastor approval, he or she will present the request to the Session administrative body, which must approve the wedding. Upon receiving Session approval, the date is approved and confirmed. The couple shall then sign and return the Wedding Contract (see page 9), with a $250 nonrefundable deposit.

- **For Guest Officiants:** For those non-member couples wishing to provide their own clergy, the Wedding Application shall be completed and returned to the church. It is the couple's responsibility to ensure that the date is available on their pastor's schedule. The bride and groom shall schedule and meet with a First Presbyterian pastor. After pastor approval, the pastor will present the request to the Session administrative body, which must approve the wedding. Upon receiving Session approval, the date is approved and confirmed. The couple shall then sign and return the Wedding Contract (see page 9), with a $2,000 nonrefundable deposit.

- IMPORTANT: All applications for non-member and guest officiant weddings must first be approved by a First Presbyterian Church Pastor, then by the Session administrative body. No non-member/guest pastor wedding will be accepted unless approved by Session, which meets monthly. Please note it may take several weeks for approval to be officially received.

- Member and non-member weddings are weddings performed by a pastor from First Presbyterian Church of Moorestown. **All Guest Officiants must be contacted and approved by a Pastor and be recommended to the Session administrative body.**

- Non-member or Guest Officiant weddings may not be held on Saturday evenings or Sundays. Saturday afternoon weddings (no later than 5:00 p.m.) are permitted.

Wedding Music

- Wedding music, both instrumental and vocal, reflects the nature of the wedding as a Christian worship service. Care should be taken that music be of a worshipful nature.

- The engaged couple must contact the church office to schedule a consultation with the organist. Use of the First Presbyterian Church organ is solely at the discretion of the Director of Music. The grand piano in the sanctuary is also available.

- If it is requested for a vocal soloist or ANY other musicians to perform, it is the responsibility of the couple to contact the organist and officiating pastor for approval. The organist will coordinate rehearsal time and discuss appropriate music selections, in consultation with the officiating pastor and Director of Music.

Wedding Service

- A nice touch to the wedding is for the guests to be ushered down the side aisles, and the center aisle remain closed until the wedding party is to start. All will exit by the center aisle. Having someone who is not in the bridal party greet guests at the door and hand out the bulletins is a lovely gesture. This can often be an appropriate job for young people.

- Should they desire, a kneeling bench is available for the wedding couple to use during the ceremony.

Alcohol, Drugs or Smoking

NO alcoholic beverages, including champagne, are allowed in the building or on the church grounds at any time. No one under the influence of alcohol or drugs will be allowed to participate in the rehearsal or wedding. First Presbyterian Church of Moorestown is a smoke-free facility and smoking is not permitted within the building.

Wedding Costs

	Members	**Non-Members**	**Guest Officiant**
Itemized Wedding Costs			
Pastor Honorarium	$400	$650	N/A
Wedding Coordinator	$100	$100	$100
Custodial Services	$200	$200	$200
Building Usage	$100	$500	$1,500
Sound Technician	$75	$75	$75
Organist/Pianist (optional)	$225	$225	$225
Vocal Soloist (optional)	$150	$150	$150
Security Deposit	$0	$0	$2,000
TOTAL:	**$1,250**	**$1,900**	**$4,250**

	Members	**Non-Members**	**Guest Officiant**
Deposit, non-refundable	$250	$1,000	$1,000
Security Deposit due 30 days prior	$0	$0	$2,000
Balance due 30 days prior			

Security deposit fully refundable if no damage has occurred or additional charges incurred. NOTE: Live stream operator cost is additional and will be quoted as specific date is secured.

For member weddings, a $250 non-refundable deposit is due with the Wedding Contract (page 10) to reserve the date on the calendar. *This deposit will go towards the total.* Should the wedding not be approved by Session, the deposit will be returned. For non-member weddings, deposit is $1,000 and for guest officiant weddings, a $2,000 security deposit will be required. **Please see Wedding Application and Contract section for wedding application process.**

Wedding costs include building usage, pre-wedding counseling and assessment, pastor appointments, pastor honorarium, wedding coordinator (rehearsal and wedding), wedding management, wedding bulletin preparation and printing, organist and custodial services.

- There may be a $35 registration fee for the couple to register for the online premarital counseling assessment *Prepare/Enrich* (see page 7).

- Remaining fees may be included into one check, made payable to First Presbyterian Church of Moorestown. **Final payment is due a minimum of 30 days before the wedding.** All monies are cared for through the church office. Please send to:

First Presbyterian Church of Moorestown
ATTN: Jan Martin
P.O. Box 868
101 Bridgeboro Road
Moorestown, NJ 08057

Wedding Rehearsal

Rehearsals are an important part of preparation before a wedding. The rehearsal helps the wedding proceed smoothly and participants to be more relaxed and confident. Unless otherwise noted, the wedding rehearsal will be held in the sanctuary on the evening before the wedding, at a time arranged by the couple and pastor.

- The rehearsal should last approximately one hour. Please encourage members of the wedding party to be prompt and allow enough time for rush hour traffic.

- The pastor will have met with the couple to plan the service. This prior planning ensures that the rehearsal proceeds quickly and in an orderly fashion.

- The following should be present for the rehearsal - Best Man, Matron/Maid of Honor, bridesmaids, groomsmen, flower girls, ring bearers, parents, grandparents, readers, and vocalists/musicians. Participants are reminded that the rehearsal is in preparation for a worshipful celebration, so conduct and dress should be in keeping with a reverent atmosphere.

- All items the couple is providing (guest book, bulletins, wedding candle, bubbles, decorations) should be brought to the wedding rehearsal along with the marriage license. The items will be stored in the usher's closet.

- All fees must have been paid 30 days prior to the rehearsal (see Wedding Costs).

Wedding Coordinator

- Due to the nature of our church building, our Wedding Coordinator is necessary in order to ensure a smoothly run ceremony. Newcomers are unaware of our building, traffic patterns, lighting, security system, dressing areas – issues which can result in miscommunication and uncoordinated wedding services. The Wedding Coordinator is present at the rehearsal and wedding; before, during and after the ceremony.

- Particularly when outside clergy have been approved, it is expected that they will run an efficient rehearsal and wedding, and rely upon the expertise of an assistant who is familiar with the worship space.

Wedding Photography

Because the wedding is a service of Christian worship, distractions during the service are to be avoided. The couple is responsible for communicating the following instructions to the photographer and to other persons who bring cameras to the wedding. *Photographers must check in with the Wedding Coordinator upon arrival and review the guidelines of the church.*

1. Photographers should be unnoticed and should dress appropriately, keeping in mind that the wedding is a worshipful celebration.

2. NO FLASH PHOTOGRAPHY or video lighting equipment may be used during the ceremony.

3. The official photographer may take flash photos of the mothers, grandmothers, bridesmaids, ring bearer, flower girl, bride and her father as they start down the aisle. Flash photographs will also be permitted as the couple comes down the aisle during the recessional.

4. Official photographers may photograph without flash from the rear of the sanctuary under the balcony or from the balcony during the wedding worship service. There is usually sufficient light to capture pictures of the ceremony. The stairs to the balcony are located in the narthex (lobby) by the David Room.

5. The wedding party may return for photos after wedding guests have departed, and may restage any and all parts of the ceremony with the pastor. Staged photos and bridal party photographs may also be taken before the ceremony begins, should the couple desire.

6. Furniture may not be moved or used as a ladder for photography.

7. The wedding bulletin will include a brief note requesting that photographs/videos not be taken during the wedding ceremony. Individuals may be invited to the staged photo session following the wedding for pictures of the wedding party.

Videotaping

Videotaping is welcomed and may be done ONLY from the balcony. No videographers or photographers are permitted on the sanctuary floor during the marriage ceremony. No floodlighting or extra lighting of any kind is allowed.

Flowers and Florists; Decorations

The amount of floral decoration in the church sanctuary will naturally vary with each wedding. The size of the sanctuary, especially the chancel area, requires only a minimum of decoration for a beautiful setting. It is the couple's responsibility to inform their florist of the church policies.

1. We do not allow a cloth runner. It is an unnecessary expense and the richness of the natural wood floor provides a trouble free walkway and beautiful contrast for photographs. Flower petals are a safety hazard and may **NOT** be strewn on the floor.

2. The florist and/or decorators must call the church office to arrange the time of delivery and decorating of the church. Access to church facilities is available Monday through Friday, 9:00 a.m. to 2:30 p.m. by appointment. Three hours (3) before the service are normally allotted for decorating the church. *Please have anyone connected with your wedding contact the church office to indicate their time of arrival.*

3. Fresh greenery and/or flower arrangements should be prepared prior to arriving at the church.

4. Pew bows and pew floral arrangements should be secured with large rubber bands or specially-designed pew clips. **No nails, tacks, screws, staples, pins, putty or tape are to be used in any part of the building or on any furniture.** Pew clips that fit our pews may be borrowed from the church upon request.

5. There is a place for floral arrangements, which you will be shown on your tour. Flowers need to be placed where there will be no water damage or other stains. Floral arrangements may not be placed on the grand piano or communion table.

6. All decorations must be removed following the wedding worship service. If you would like to donate the floral arrangements for the church's Sunday worship service, that is a lovely gesture. Please let the church administrator know at least one month in advance. The celebration of your marriage will be announced in worship.

7. No rice, flower petals (real or artificial), potpourri, glitter, birdseed, balloons, confetti or biodegradable wedding confetti may be used inside or outside the church property. Bubbles and bells are permitted and make for lovely exit memories.

8. Window candles and candelabras are used mostly for winter or evening weddings.

Unity Candle

- If a Unity Candle is desired, the couple shall provide their own Unity Candle and base. Sets can be purchased online, and through local party supply stores and card shops. Two matching tapers in small candleholders and a white pillar candle in the center is also a simple way to use this custom.

- The Unity Candle should be brought for the wedding rehearsal and left at the church until the ceremony.

Dressing Areas

- The bridal party shall gather and dress for the wedding at an off-site location. Please coordinate with the wedding coordinator the estimated time of arrival.

- Separate staging areas are available at the church for the men (Lounge) and women (David Room) to gather before the ceremony. These areas will be pointed out on your initial tour. The pastor will come here shortly before the service is to start to pray with the wedding party.

Wedding Bulletin

- Generally, the church will provide the wedding bulletin and assist the couple in its preparation, layout and wording. A brief note will be included to indicate that no flash photography during the ceremony is permitted (see Photography Guidelines).

- If our church does not prepare the bulletin, it is requested that the pastor review it to ensure nothing is missing.

Marriage Preparation and Assessment

- Pre-wedding counseling is an important part of any wedding preparation. Each couple is required to participate in a Marriage Preparation Program consisting of 4-6 meetings with the pastor. This will be one of the most important things you will ever do in life. Preparation is essential.

- During these meetings you will discuss communication styles and relational strengths, and may utilize a standard marriage counseling inventory *Prepare/Enrich* ($35 fee) to better understand your relationship with each other.

- For guest officiant weddings, the officiating clergy must speak with a First Presbyterian Church pastor to ensure this required preparation is done. Please call the church office at 856-235-1688.

Marriage License

- A marriage license must be obtained from the town where the bride and groom reside. If the couple lives out of state, the license is obtained in the town where they are getting married.

- Following the wedding, the signed copies are returned to the Township of Moorestown where the wedding took place:

Office of Vital Statistics, Township of Moorestown
111 W. 2nd Street
Moorestown, NJ 08057
(856) 235-0912
www.moorestown.nj.us

- At the rehearsal, a signed copy of the marriage license application shall be provided to the officiating pastor at First Presbyterian Church of Moorestown for the church files. After the wedding, the pastor will submit the signed Certificate of Marriage to the Moorestown registrar.

- PLEASE NOTE: The couple is responsible for contacting the City of Moorestown registrar a few weeks after the wedding ceremony to obtain their certified copy of the marriage license. This application may be made by mail or in person. Appointments are suggested.

WEDDING DIRECTORY

First Presbyterian Church of Moorestown
101 Bridgeboro Road
Moorestown, NJ 08057
(856) 235-1688 phone
(856) 234-3666 fax
www.fpcmoorestown.org

Pastor Rev. Stuart Spencer	856-235-1688, ext. 103	sspencer@fpcmoorestown.org
Associate Pastor Rev. Wes Allen	856-235-1688, ext. 101	wallen@fpcmoorestown.org
Wedding Administrator Jan Martin	856-235-1688, ext. 133	jmartin@fpcmoorestown.org
Director of Administration Earl Gage	856-235-1688, ext. 106	egage@fpcmoorestown.org
Director of Music Spencer Domer	856-235-1688, ext. 109	sdomer@fpcmoorestown.org
Organist Sean Baker	609-969-3356 cell	bakers83@students.rowan.edu

Wedding Coordinators
Jen Allen
Alecia Connlain
Beth Lefferts
Joyce Wenzke

Township Clerk
Patricia Hunt, Certified Municipal Registrar
111 West Second Street
Moorestown, NJ 08057-2480
(856) 914-3015
www.moorestown.nj.us
phunt@moorestown.nj.us

FIRST PRESBYTERIAN CHURCH WEDDING CONTRACT

Bride's Name: _____

Address: _____

City, State, ZIP: _____

E-mail: _____

Phone: _____

Groom's Name: _____

Address: _____

City, State, ZIP: _____

E-mail: _____

Phone: _____

WEDDING DATE _____ Time: _____

Rehearsal Date: _____ Time: _____

Pastor officiating/requested: _____

Date of initial pastor meeting: _____

WEDDING PARTY

Parents of the Bride: _____

Parents of the Groom: _____

Number of Bridesmaids: _____ Groomsmen: _____

Flower Girl/Ring Bearer: _____

CONTACT INFORMATION FOLLOWING WEDDING

Married Names: _____

Street: _____

City, State, ZIP: _____

E-mail(s): _____

I have read these wedding guidelines and agree to abide by them.

Signed: _____ Date: _____

FOR OFFICE USE

Date Deposit Received: _____ Amount: _____

Date Balance Due: _____ Amount: _____

Date of Session approval: _____

(required for non-member and guest officiant weddings)