

WEDDING POLICIES AND FEES

Welcome to the Donegal Presbyterian Church, of Mount Joy, Pennsylvania. The Pastor, Staff, and facilities of the Church are available to members of the Church and their children for weddings, as arranged by the Pastor. They are also available to non-members of the Church on a special privilege basis, as granted by the Session of the Church. In either case, no wedding shall be scheduled until the couple requesting to be married has spoken with the Pastor.

As you anticipate the possibility of a wedding at Donegal Presbyterian Church, please understand that marriage is an Ordinance of the Church, and that weddings are regarded as an act of Christian Worship. The Book of Order of the Presbyterian Church, (U.S.A.) says this about marriage:

W-4.9000 9. Marriage

W-4.9001 Marriage is a gift God has given to all humankind for the well-being of the entire human family. Marriage involves a unique commitment between two people, traditionally a man and a woman, to love and support each other for the rest of their lives. The sacrificial love that unites the couple sustains them as faithful and responsible members of the church and the wider community.

W-4.9002 In civil law, marriage is a contract that recognizes the rights and obligations of the married couple in society. In the Reformed tradition, marriage is also a covenant in which God has an active part, and which the community of faith publicly witnesses and acknowledges.

W-4.9003 If they meet the requirements of the civil jurisdiction in which they intend to marry, a couple may request that a service of Christian marriage be conducted by a teaching elder in the Presbyterian Church (U.S.A.), who is authorized, though not required, to act as an agent of the civil jurisdiction in recording the marriage contract. A couple requesting a service of Christian marriage shall receive instruction from the teaching elder, who may agree to the couple's request only if, in the judgment of the teaching elder, the couple demonstrate sufficient understanding of the nature of the marriage covenant and commitment to living their lives together according to its values. In making this decision, the teaching elder may seek the counsel of the session, which has authority to permit or deny the use of church property for a marriage service.

W-4.9004 The marriage service shall be conducted in a manner appropriate to this covenant and to the forms of Reformed worship, under the direction of the teaching elder and the supervision of the session (W-1.4004–.4006). In a service of marriage, the couple marry each other by exchanging mutual promises. W-4.9000: 2 Helv.Conf. 5.245–5.251; West.Conf. 6.131–6.139 Ordering Worship for Special Purposes W-4.9004–.10003 Book of Order 2015/2017 129 The teaching elder witnesses the couple's promises and pronounces God's blessing upon their union. The community of faith pledges to support the couple in upholding their promises; prayers may be offered for the couple, for the communities that support them, and for all who seek to live in faithfulness.

W-4.9005 A service of worship recognizing a civil marriage and confirming it in the community of faith may be appropriate when requested by the couple. The service will be similar to the marriage service except that the statements made shall reflect the fact that the couple is already married to one another according to the laws of the civil jurisdiction.

W-4.9006 Nothing herein shall compel a teaching elder to perform nor compel a session to authorize the use of church property for a marriage service that the teaching elder or the session believes is contrary to the teaching elder's or the session's discernment of the Holy Spirit and their understanding of the Word of God.

WEDDING POLICIES

The following policies have been adopted by the Session of Donegal Presbyterian Church:

PRESIDING PASTOR: It is expected that the Pastor of the Church will preside at all weddings in the Church. If there is a desire to have another Pastor participate in the service, the Session must give prior approval.

MUSIC: It is expected that the organist of the Church will play at all weddings. If another organist or instrumentalist is desired, his or her participation must be approved by the organist. All music in the ceremony must be selected in consultation with the Pastor and the organist and reflect the Christian nature of the service. Soloists may also be used, after consultation with the organist.

THE SERVICE: This must be arranged in consultation with the Pastor and in keeping with the provisions of the Book of Order of the Presbyterian Church (U.S.A.).

FLOWERS/DECORATIONS: It is important that the Church office know who the florist will be and whether or not you plan to use urns or vases which belong to the Church. This should be noted on the Wedding Information Form. No tacks or tape should be used in floral arrangements attached to the pews. Windowsills must be protected if used for floral arrangements. Flowers may be left for the use of the Church on Sunday. If the church windows are prepared for the liturgical seasons, those decorations will not be removed. If there are any existing seasonal decorations on the table in the Narthex, they may NOT be removed. The glass hurricanes belonging to the Church may be used; however, if any are damaged and/or broken, they are to be replaced at renter's expense. Nothing is permitted to be attached to the walls in Fellowship Hall.

CANDLES: If candelabra are desired, they are available at the Church. Candles may only be used in the pulpit area. Anyone using candles must make sure that the carpets and other Church property are protected from dripping wax.

PHOTOGRAPHY: Photography guidelines are at the discretion of the presiding Pastor.

BALLOONS: Inflated balloons are permitted within the Church buildings. However, they must not be released out of doors, because of the danger posed to animals who may eat them.

RICE AND CONFETTI: No rice, confetti, birdseed, etc., may be thrown. (Popular alternatives are ringing small bells, or blowing bubbles.)

WEDDING BULLETINS: The Church is not able to print special wedding bulletins. If desired, they must be printed privately.

PROHIBITED PRACTICES: Donegal Presbyterian Church is a smoke free facility. No smoking is permitted anywhere in the Church facility. The use of alcoholic beverages anywhere on the Church grounds is also prohibited.

Donegal Presbyterian Church
1891 Donegal Springs Road
Mount Joy, PA 17552

Matthew Randolph, Pastor

Phone (717) 653-1943
e-mail donpreschurch@embarqmail.com

WEDDING FEES

The following fees and regulations apply for use of the Church property, staff and equipment:

FOR CHURCH MEMBERS:

Use of the sanctuary/fellowship hall – no fee	
Pastor – no fee	
Organist (rehearsal plus soloist, ceremony)	\$150.00
(Consultation with guest organist)	\$100.00
Soloist (if arranged through the Organist)	\$ 40.00
Sexton (rehearsal and wedding)	\$ 40.00
<i>Plus additional if more than three hours</i>	
Security Deposit	\$300.00

FOR NON-CHURCH MEMBERS:

Use of the sanctuary/fellowship hall	\$400.00
Pastor	\$250.00
Organist (rehearsal plus soloist, ceremony)	\$175.00
(Consultation with guest organist)	\$100.00
Soloist (if arranged through the Organist)	\$ 50.00
Sexton (rehearsal and wedding)	\$ 50.00
<i>Plus additional if more than three hours.</i>	
Host (rehearsal and wedding)	\$125.00
Security Deposit	\$400.00

\$235 non-refundable deposit is due with the return of this application. (\$35 of which goes to the host.) The balance is due at the rehearsal.

An evaluation will be made the week following the wedding, and the security deposit, or a portion of it, will be returned at that time.

Reception: If the church facilities are used for a wedding reception, please see document entitled “Church Facility Use Policy & Agreement” which is available at the church office.

Sexton: Additional time will be charged at the rate of \$17.00 per hour.

WEDDING INFORMATION FORM

Anticipated date and time of the wedding _____

Anticipated date and time of rehearsal _____

Time and place of rehearsal dinner _____

- Place of Wedding: Back-Up Sanctuary Back-Up Fellowship Hall
 Sanctuary Fellowship Hall
 Grounds Home
 Other _____

Name of Presiding Pastor _____

If a second Pastor will share in the service, please give his name, address, phone: _____

The following information is requested for our historical records:

Marriage License No. _____

Witness Name _____ Witness Name _____

CEREMONY

Do you wish the Church Organist to play? Yes No

If you would like to invite someone else to play, please give his/her name, address, phone, for consideration and approval by the Church Organist: _____

Will you have a soloist? Yes No Other instrumentalists? _____

Size of Wedding party: No. of Bridesmaids _____ No. of Ushers _____

- | | | | |
|-----------------|------------------|-----------|-----------|
| Will there be a | Maid of honor? | Yes _____ | No. _____ |
| | Matron of honor? | Yes _____ | No. _____ |
| | Best man? | Yes _____ | No. _____ |
| | Flower girl? | Yes _____ | No. _____ |
| | Ring bearer? | Yes _____ | No. _____ |
| | Groomsmen? | Yes _____ | No. _____ |

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Will it be a single ring or double ring ceremony? Single Double

Who will give away the bride? _____

The sanctuary has two aisles, approximately 50 inches wide and 50 feet long.
Will you be providing one or more aisle cloths? _____

Florist _____ Photographer _____

RECEPTION

Do you wish to use Fellowship Hall for a reception? Yes No

If "yes", a separate "Use of Church Facility Policy" will be sent to you. Additional fees will apply.

Do you wish to use the kitchen for the reception? Yes No

Who will prepare the food? _____

If the reception is not held at the Church, provide name and address here: _____

BRIDE INFORMATION

Bride's Full Name _____

By what name do you wish to be called in the ceremony? _____

Address _____ Phone _____

Date of Birth _____ Place of Birth _____

Present Church Membership _____

Marital Status: Single Widowed Divorced

If divorced, what was the date of the final decree? _____

Father's name _____

Mother's name _____

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GROOM INFORMATION

Groom's Full Name _____

By what name do you wish to be called in the ceremony? _____

Address _____ Phone _____

Date of Birth _____ Place of Birth _____

Present Church Membership _____

Marital Status: Single Widowed Divorced

If divorced, what was the date of the final decree? _____

Father's name _____

Mother's name _____

BRIDE AND GROOM'S FUTURE ADDRESS: _____

STATEMENT OF AGREEMENT

I/We have read the Wedding Policies and Fees Schedule for the use of the Donegal Presbyterian Church. I/We understand that we and our guests must abide by the policies set forth. I/We also agree to the various fees stated in the fees schedule, and the timing stated in it. I/We also accept responsibility for any damage to Church property caused as a result of our violation of these policies.

Bride, or Family Representative _____ Date _____

Groom, or Family Representative _____ Date _____

APPROVAL

Pastor, or Church Representative _____ Date _____

Revised 05/19/2016