

Weddings at First Presbyterian Church, Hattiesburg, MS

Therefore shall a man leave his father and his
mother, and shall cleave unto his wife: and they
shall be one flesh. Genesis 2:24

*Policies and
Procedures*

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NOTES

Checklist (Numbers 1 and 2 you will have already done – dates are for your record)

1. Called church office regarding date availability. Date_____
2. Returned completed application and \$100 application fee to church office. Date_____
3. Once application approved, officiating pastor contacted to schedule dates for counseling.
(pastor's name)_____on Date_____
4. Arrange meeting with wedding coordinator to review the FPC Wedding Policy.
Contacted_____on Date_____
5. Arrange meeting with organist / pianist or music minister for music advice and/or approval at least **two months before the wedding date.**
Contacted_____on Date_____Meeting Date_____
6. Securing services such as florist, caterers, equipment rental, photography, etc. are solely the responsibility of the bride. Policies governing each of these services are included in The First Presbyterian Church Wedding Policy.
7. Complete Appendix A in the wedding policy and give to wedding coordinator **one month before wedding date.**
8. Return applicable signed contracts (florist, caterer, photographer, videographer) to wedding coordinator **one month before the wedding.**
9. **All remaining fees are due two weeks before the wedding.** Please prepare applicable payments according to the Fee Schedule (pages 10-11) and give to the wedding coordinator.
Checks given to_____on Date_____
10. Complete and return the Facility Manager Form (page 29) to wedding coordinator **two weeks before the wedding.**
11. Bride and Groom – remember to designate someone to retrieve bridal party's personal items and straighten the respective dressing areas.
12. If reception is being held at FPC, a Facilities Use Form is required. Complete and return to wedding coordinator **two weeks before the wedding.**

Order of Service and Ceremony

(Completed Order of Service and Music Selections to be approved by Officiating Minister)

Prelude _____

Seating of Grandmothers _____

Seating of Mothers _____

Processional _____

Call To Worship _____

Hymn _____

Scriptural Basis For Marriage _____

Vows of Commitment _____

Giving of Bride _____

Hymn / Special Music _____

Homily _____

Special Music _____

Marriage Vows _____

Special Music _____

Exchange of Rings _____

Declaration of Marriage _____

*Kiss (optional – FPC Minister) _____

Benediction _____

Recessional _____

Approved By _____ Date _____

The couple **will not** be introduced beyond the declaration.

Music

Since a wedding at FPC is a worship service, the same policy for music during a wedding ceremony shall be that which applies to any worship service of First Presbyterian Church therefore **it must be approved by the FPC Minister of Music and/or the FPC organist / pianist.** Careful selection of the music will assure a service that is pleasing to the bride and groom yet maintains the propriety of the glory of God.

In addition to the selection of music, the Minister of Music and/or organist must approve all soloists and instrumentalists. **PLEASE DO NOT ENGAGE A SOLOIST OR INSTRUMENTALIST BEFORE CONSULTATION WITH THE MINISTER OF MUSIC OR THE ORGANIST / PIANIST.**

FPC organist/pianist shall play at all weddings. Fee is listed in the Fee Schedule.

Soloists shall provide the music and shall have their music thoroughly prepared and coordinated before meeting with the organist.

The use of recorded music for vocal or instrumental accompaniment **may not** be used in our services.

Photography, Video Production and Sound

At FPC a wedding is a worship service. Policies have been adopted that help establish and assure the ceremony's worshipful nature is maintained.

Please refer to **APPENDIX B-1** and **APPENDIX B-2 (pages 15-16)** for complete information and instructions for both you and your photographer

Refer to **APPENDIX C-1** and **APPENDIX C-2 (pages 17-18)** for information and instructions for both you and your videographer.

SOUND – Must use sound technician from FPC – Fee included on Fee Schedule.

Flowers and Decorations

The Session and the Worship Committee of First Presbyterian Church have established policies that govern the use of floral arrangements and all other decorations. Please refer to **APPENDIX D-1 and APPENDIX D-2 (pages 19-22)** for the complete floral/decoration policy. Your, and especially your florist's understanding of this policy, will eliminate the possibility of confusion or misunderstanding at the time of the wedding.

Dressing Areas

- A. **The bride and bridesmaids** will dress in the Church Parlor. A hanging rack will be provided for your convenience. Please do not hang garments on sconces or furnishings.
- B. No food or beverages are allowed in the parlor. The library will be made available for refreshments.
- C. Use hairspray only in bathrooms – not over and around the furnishings.
- D. All personal items must be removed immediately after the wedding. Suggestion to bride: Provide individual bags for each lady and designate someone to be responsible for clearing them from the church property.
- E. **The groomsmen** will dress in Leonard Lowery classroom or an assigned room in Currie Hall (will depend on whether or not a reception is planned in Fellowship Hall and/or size of wedding party).
- F. Refreshments may be provided in Fellowship Hall or Currie classroom.
- G. Suggestion to groom's family: Assign someone the responsibility of removing all personal items as soon as wedding is over.

Rehearsal

- A. All weddings require a rehearsal.
- B. The officiating minister, the wedding director and the FPC wedding coordinator will conduct the rehearsal
- C. The wedding party is reminded they are in a holy place dedicated to the worship of God. All behavior must reflect that understanding.
- D. Entire wedding party should attend; however rehearsal will begin on time regardless of who is or is not there.
- E. The couple should give the wedding license to the officiating minister at the rehearsal.

Reception

The Fellowship Hall and McIntosh Hall are possible venues for a reception. If you desire to use one of these facilities, you must check availability and reserve ASAP. Policies governing the use of both of these facilities are addressed in **APPENDIX E-1** and **APPENDIX E-2. (pages 24-27)** Please review carefully. Be sure your caterer is apprised of all policies so that he/she can be adequately prepared.

Dancing is not allowed in the Fellowship Hall. Dancing in McIntosh Hall must be approved by the Session.

The Ministerial staff, especially if there is to be a playlist for dancing, must approve all music.

Security

Security personnel from a First Presbyterian approved company are required at all weddings. Two guards must report one hour before the wedding service and stay until the ceremony and/or reception are completed and concluded.

The company sets fees and minimum hours required. Fees shall be paid directly to security company.

Fees Due FPC And/Or FPC Staff Members

Fee Type	Amount	Date Due	Payable To	Refundable
Application	\$100	Due With Application	FPC	No, unless wedding not approved
Property Use/Damage Deposit	\$200	Two Weeks Before Wedding Date	FPC	Yes, if no property damage or additional cleanup required
Sanctuary	Members – No Fee	Two Weeks Before Wedding Date	FPC	Yes, If Wedding Is Canceled
	Non-Members - \$300			
Fellowship Hall	Members – No Fee	Two Weeks Before Wedding Date	FPC	Yes, If Wedding Is Canceled
	Non-Members - \$200			
McIntosh Hall	Members – No Fee	Two Weeks Before Wedding Date	FPC	Yes, If Wedding Is Canceled
	Non-Members - \$200			
Kitchen	Members – No Fee	Two Weeks Before Wedding Date	FPC	Yes, If Wedding Is Canceled
	Non-Members - \$50			
*Wedding Coordinator (FPC Guild)	\$100	Two Weeks Before Wedding Date	FPC Women's Ministry	No
Organist	\$350 Fee Includes: *1 Hr Planning Session w/ Bride *Time/Services For Wedding Rehearsal *Time/Services For Ceremony *If add'l musicians or rehearsal time required, added fees will apply and will be determined on case by case basis - negotiated by wedding coordinator	Two Weeks Before Wedding Date	Individual	Yes, If Wedding Is Canceled

Fee Type	Amount	Date Due	Payable To	Refundable
Custodian (Sanctuary Set up & Cleaning)	\$200	Two Weeks Before Wedding Date	Individual	Yes, If Wedding Is Canceled
Custodian (reception, if applicable)	\$200	Two Weeks Before Wedding Date	Individual	Yes, If Wedding Is Canceled
Sound Technician	\$100	Two Weeks Before Wedding Date	Individual	Yes, If Wedding Is Canceled
Minister (Counseling and Ceremony)	Up to Groom	Two Weeks Before Wedding Date	Individual	Yes, If Wedding Is Canceled
Security	Company Rate	Per Company Requirement	Company	Company Standard

Special Instructions

1. No smoking or chewing gum is permitted in the church buildings during the rehearsal or the ceremony.
2. **No food or drinks of any kind may be brought into Sanctuary.**
3. Poems, readings, testimonials are not included in the service. Couples may not write their own vows.
4. No sparklers permitted. No confetti, bubbles, rice, bird seed or anything hard may be thrown on church property.
5. It is the responsibility of the wedding party to remove all food and drink from the wedding party refreshment areas. Soon after the wedding is over, the custodian will be available to put the rooms in order for Sunday morning; **the rooms should be “broom clean” when he arrives.**
6. If programs are to be used, it is the responsibility of the bride to have them printed at her expense at the printer of her choice. Programs are not printed in the church office.
7. If a flower arrangement is to be left in the sanctuary for the Sunday morning worship service, the bride must complete the Flower Memorial Form and return to church office at least two weeks prior to the wedding date. (page 23)

APPENDIX A: WEDDING DETAILS FOR THE BRIDE AND COORDINATOR

WEDDING OF _____

Rehearsal date: _____ Doors opened : _____ Rehearsal time: _____

Wedding date: _____ Doors opened: _____ Wedding time: _____

Will you have candles in your wedding? Yes / no (circle one)

When do you want the candles to be lit? _____

Where in choir loft will the candelabras and/or candleholders be placed?

Who will light the candles? _____

A. Seating of the family:

-- _____ will escort groom's grandmother _____

_____ will escort bride's grandmother _____

_____ will escort groom's mother _____

_____ will escort bride's mother _____

B. Are there special conditions or requests, such as divorced parents who might need special seating arrangements? _____ seated

_____ escort _____

_____ seated _____ escort _____

C. Is there to be an aisle runner? Yes / No When will it be pulled? (Suggestion: after mothers are seated) By whom? _____ and _____

D. How will the bridesmaids and groomsmen enter? There are three basic ways: 1) Come down center aisle together from the back, 2) come down center aisle separately from the back with the men coming first, or 3) all the men come as a group from the front side entrance and the ladies enter from the back.

E. Wedding Party:

Appendix A Continued

Honor Attendant: _____ Best Man _____

Names in order of height from SHORTEST TO TALLEST

PLEASE BLOCK PRINT FULL NAMES

Ladies

Gentlemen

- | | |
|----------|----------|
| 1. _____ | 1. _____ |
| 2. _____ | 2. _____ |
| 3. _____ | 3. _____ |
| 4. _____ | 4. _____ |
| 5. _____ | 5. _____ |
| 6. _____ | 6. _____ |
| 7. _____ | 7. _____ |
| 8. _____ | 8. _____ |

A. Ushers

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |

G. Where do you want the ushers to be during the ceremony: In the front of the sanctuary as a part of the wedding party or in the narthex? _____

H. Flower girl: _____

I. Ring bearer: _____

Appendix A Continued

J. Attendant for guest book: _____

(Note: Because a long line inevitably forms behind the guest book just before the ceremony, consider having the guests sign the book at the reception.)

K. Attendant for gift table: _____

L. Number of guests expected: _____

M. Will you need tables for snacks in the men's dressing areas?

N. Rehearsal dinner location: _____ Time: _____

O. Reception location: _____ Time: _____

P. Are you having the wedding videotaped? _____

Q. Who is responsible for cleaning out the bride's room and the men's dressing room after the ceremony? _____

R. What is to be done with the flowers after the ceremony? _____

S. You are expected to be out of the church 1 hour after the ceremony (unless the reception is held at the church). This time will be approximately when? _____

*Please remind the bridesmaids to clear the bride's room of all personal items, including the bride's belongings, or even better, ask a friend to be responsible for this. It is helpful for each maid to drop all of her items in a shopping bag, etc., so that nothing is misplaced. The same applies to the men's dressing room.

APPENDIX B-1

Photographer Copy

The following are policies established by the Session and Worship Committee of First Presbyterian Church. Your understanding of these policies will eliminate the possibility of confusion or misunderstanding at the time of the wedding. We know it is of utmost concern to all parties that the wedding ceremony proceed smoothly and in keeping with the worship service it is intended to be.

A. Cameras with flash bulbs are not to be used in the sanctuary from 45 minutes before the ceremony until the end of the wedding ceremony (benediction) (exception - see E below).

B. It is inappropriate for the photographer to be in evidence during any part of the ceremony. (Exception - see E below).

C. During the ceremony, photographs by time exposure are permitted **ONLY** from the room adjacent to the sound room on the upper level of the sanctuary. No flash pictures are allowed before the benediction. (Exception see E below).

D. Pre-wedding pictures may be taken in the parlor, Leonard Lowery classroom, narthex or sanctuary (see F below). Following the ceremony, the wedding party may return to the sanctuary for photographs.

E. Flash pictures of the wedding party and bride entering for the ceremony may be taken as far down as six pews from the back of the sanctuary. At no time during the ceremony is the photographer to be in the sanctuary. For the recessional, flash photographs may be taken from the last row in the sanctuary.

F. Sanctuary and narthex pictures prior to the service must be completed at least 45 minutes before the scheduled ceremony begins so that the ushers are available to seat guests and the wedding party can be ready for the ceremony.

Your careful consideration of the above and your cooperation will be gratefully appreciated. If there are any questions, please contact the bride's Wedding Coordinator. The Coordinator will make a courtesy call to you the week of the ceremony.

Sincerely,

The Worship Committee
First Presbyterian Church
4901 Hardy Street
Hattiesburg, MS 39402 (601-268-0303)

APPENDIX B-2: Policy for Photographer (Bride must return this copy (signed) to church office one month before the wedding)

Bride _____ Coordinator _____

The following are policies established by the Session and Worship Committee of First Presbyterian Church. Your understanding of these policies will eliminate the possibility of confusion or misunderstanding at the time of the wedding. We know it is of utmost concern to all parties that the wedding ceremony proceed smoothly and in keeping with the worship service it is intended to be.

A. Cameras with flash bulbs are not to be used in the sanctuary from 45 minutes before the ceremony until the end of the wedding ceremony (benediction) (exception - see E below).

B. It is inappropriate for the photographer to be in evidence during any part of the ceremony. (Exception - see E below).

C. During the ceremony photographs by time exposure are permitted ONLY from the room adjacent to the sound room on the upper level of the sanctuary. No flash pictures are allowed before the benediction. (Exception see E below).

D. Pre-wedding pictures may be taken in the narthex, or the sanctuary (see F below). Following the ceremony, the wedding party may return to the sanctuary for photographs.

E. Flash pictures of the wedding party and bride entering for the ceremony may be taken as far down as six pews from the back of the sanctuary. At no time during the ceremony is the photographer to be in the sanctuary. For the recessional, flash photographs may be taken from the last row in the sanctuary.

F. Pictures prior to the service must be completed at least 45 minutes before the scheduled ceremony begins so that the ushers are available to seat guests and the wedding party can be ready for the ceremony.

Your careful consideration of the above and your cooperation will be gratefully appreciated. If there are any questions, please contact the bride's wedding coordinator. The coordinator will make a courtesy call to you the week of the ceremony.

I understand and agree to conform to the above policies.

Photography Studio (please print) _____

Photographer Name (please print) _____

Signature _____

Number _____

Photographer's
Cell

APPENDIX C-1: POLICY FOR VIDEOGRAPHER

Videographer Copy

The following are policies established by the Session and Wedding Guild of First Presbyterian Church. Your understanding of these policies will eliminate the possibility of confusion or misunderstanding at the time of the wedding. We know it is of utmost concern to all parties that the wedding ceremony proceed smoothly and in keeping with the worship service it is intended to be.

Video pictures and photographs may be taken anywhere in the sanctuary at any place prior to 45 minutes before the scheduled time of the ceremony. If video equipment is to be used during the wedding ceremony, it must be set up at least 60 minutes prior to the scheduled time of the ceremony in a designated area only (back corner of the sanctuary). No cameras are to be set up along the side isles.

Your careful consideration of the above and your cooperation will be appreciated. If there are any questions please call the bride's Wedding Coordinator.

Sincerely,
The Worship Committee
First Presbyterian Church
4901 Hardy Street
Hattiesburg, MS 39402
601-268-0303

APPENDIX C-2: POLICY FOR VIDEOGRAPHER

Church Copy – The bride is to return this copy (signed) to the church office one month before the wedding.

Bride _____

Coordinator_____

The following are policies established by the Session and Wedding Guild of First Presbyterian Church. Your consideration of and compliance with these policies will be gratefully appreciated and will eliminate the possibility of confusion or misunderstanding at the time of the wedding. We know it is of utmost concern to all parties that the wedding ceremony proceed smoothly and in keeping with the worship service it is intended to be.

Video pictures and photographs may be taken anywhere in the sanctuary at any place prior to 45 minutes before the scheduled time of the ceremony. If video equipment is to be used during the wedding ceremony, it must be set up at least 60 minutes prior to the scheduled time of the ceremony in a designated area only (back corner of the sanctuary). No cameras are to be set up along the side isles.

Your careful consideration of the above and your cooperation will be gratefully appreciated. If there are any questions, please contact the bride’s Wedding Coordinator.

Sincerely,
The Worship Committee
First Presbyterian Church
4901 Hardy Street
Hattiesburg, MS 39402
601-268-0303

I understand and agree to conform to the above policies.

Name of Company (please print) _____

Videographer’s Name (please print)_____

Videographer’s Signature _____

Cell Number _____

APPENDIX D-1: POLICY FOR FLORIST

The following are policies established by the Session and Wedding Guild of First Presbyterian Church. Your understanding of these policies will eliminate the possibility of confusion or misunderstanding at the time of the wedding. We know it is of utmost concern to all parties that the wedding ceremony proceed smoothly and in keeping with the worship service it is intended to be.

Sanctuary -Arrangements of flowers or greenery may be placed in the choir loft, on the chancel and/or on the flower pedestals located on main floor to left and right of chancel steps. **The floor must be protected** with felt pads or plastic sheeting if there is any danger of being scratched by rough surfaces. No decorations are to be placed on the piano.

Pews – A small floral bouquet (no candles) may be placed on the pew ends. Only ribbons should be used to secure the pew markers. These must be free of any water or water-bearing material. Felt pads are required under pew end decorations.

Narthex - A flower arrangement may be placed on a table in the narthex.

Front Doors – Wreaths may be placed on these doors using the hooks provided.

Outside – Flower arrangements may be placed on a table on the walkway leading to front doors.

Candles – Candles may be placed **only in choir loft**. With all use of candles, wide plastic sheets must be used beneath to protect the floor.

Clean-Up – Removal of all decorations, boxes, etc. must begin immediately following the service (or following pictures if pictures taken following ceremony).

The florist or bride's family must provide a crew sufficient to adequately remove decorations. Person responsible for clean-up is _____

The sanctuary and narthex must be left "broom clean." **The custodian on duty is not expected to do the cleanup work for the florist.** The custodian or duty deacons will put the pulpit furniture in place after the florist crew has finished.

Appendix D-1 Policy for Florist Continued

General Information and Reminders:

There is a center aisle and two side aisles. There are nineteen pew rows on each side of the center aisle and ten pew rows on the far side of both the right and left side aisle. The center aisle is sixty-five feet long.

Capacity seating in the sanctuary is 600.

Nails, tacks, tape, wires, screws, or fasteners that leave any marks, holes, or coloring are not to be used to fasten decorations on any furniture, pews, pews ends, or the building. NO tape is allowed on the carpet. Felt pads must be placed under any bows or decorations placed on the pew ends.

If an arrangement is being left in the sanctuary for the Sunday morning worship service, the bride must fill out the appropriate form (page 23) and return to church office.

Your careful consideration of the above and your cooperation will be gratefully appreciated. If there are any questions please call the bride's Wedding Coordinator.

Sincerely,
The Worship Committee
First Presbyterian Church
4901 Hardy Street
Hattiesburg, MS 39402
601-268-0303

APPENDIX D-2: POLICY FOR FLORIST

Church Copy – The bride is to return this copy (signed) to church office one month prior to wedding date.

Bride _____ Coordinator _____

The following are policies established by the Session and Worship Committee of The First Presbyterian Church. Your consideration of and compliance with these policies will be gratefully appreciated and will eliminate the possibility of confusion or misunderstanding at the time of the wedding. We know it is of utmost concern to all parties that the wedding ceremony proceed smoothly and in keeping with the worship service it is intended to be

Sanctuary -Arrangements of flowers or greenery may be placed in the choir loft, on the chancel and/or on the flower pedestals located on main floor to left and right of chancel steps. **The floor must be protected** with felt pads or plastic sheeting if there is any danger of being scratched by rough surfaces. No decorations are to be placed on the piano.

Pews – A small floral bouquet (no candles) may be placed on the pew ends. Only ribbons should be used to secure the pew markers. These must be free of any water or water-bearing material. Felt pads are required under pew end decorations.

Narthex - A flower arrangement may be placed on a table in the narthex.

Front Doors – Wreaths may be placed on these doors using the hooks provided.

Outside – Flower arrangements may be placed on a table on the walkway leading to front doors.

Candles – Candles may be placed only in choir loft. With any use of candles, wide plastic sheets must be used beneath to protect the floor.

Clean – Up – Removal of all decorations, boxes, etc. must begin immediately following the service (or following pictures if pictures taken following ceremony).

The florist or bride’s family must provide a crew sufficient to adequately remove decorations.

The sanctuary and narthex must be left “broom clean.” **The custodian on duty is not expected to do the cleanup work for the florist.** The custodian or duty deacons will put the pulpit furniture in place after the florist crew has finished.

Appendix D-2 Policy for Florist Continued

General Information and Reminders:

There is a center aisle and two side aisles. There are nineteen pew rows on each side of the center aisle and ten pew rows on the far side of both the right and left side aisle. The center aisle is sixty-five feet long.

Capacity seating in the sanctuary is 600.

Nails, tacks, tape, wires, screws, or fasteners that leave any marks, holes, or coloring are not to be used to fasten decorations on any furniture, pews, pews ends, or the building. NO tape is allowed on the carpet. Felt pads must be placed under any bows or decorations placed on the pew ends.

If an arrangement is being left in the sanctuary for the Sunday morning worship service, the bride must fill out the appropriate form (page 24) and return to church office.

Your careful consideration of the above and your cooperation will be gratefully appreciated. If there are any questions please call the bride's Wedding Coordinator.

I understand and agree to conform to the above policies.

Name of Company (please print) _____

Florist's Name (please print) _____

Florist's Signature _____

Phone: Cell Number _____

FLOWER MEMORIAL

WEDDING FLOWERS LEFT FOR SUNDAY SERVICE

If you are leaving your Wedding Flowers for the Sunday Worship Service, you need to fill in the information requested below and return this form to the church office two (2) weeks prior to your wedding.

Date of the Wedding: _____

“The flowers in the sanctuary are from the wedding of:

_____ and _____

In loving (circle one): MEMORY or HONOR

Of _____

(Names– Please print)

and

_____ of the _____

(Relationship)

(Bride or Groom)

APPENDIX E-1: POLICY FOR CATERER

The following are policies established by the Session and Wedding Guild of First Presbyterian Church. Your understanding of these policies will eliminate the possibility of confusion or misunderstanding at the time of the wedding and reception.

Your cooperation will be gratefully appreciated. If there are any questions please call the bride's Wedding Coordinator.

Sincerely,
The Worship Committee
First Presbyterian Church
4901 Hardy Street
Hattiesburg, MS 39402
601-268-0303

General Information Regarding Catering, Kitchen Use, Cleanup

- A. Kitchen use must be coordinated with FPC wedding coordinator and Facilities Manager. If either the oven or dishwasher is required, the Facilities Manager must be notified two weeks prior to the wedding date in order to secure someone to operate the equipment. There will be a \$150.00 charge to caterer for this service payable two weeks prior to wedding date.
- B. Caterers are responsible for providing all refreshments, dishes, serving trays, linens, candles, cleanup materials and any other supplies deemed necessary
- C. All food and beverage must be prepared off the premises of the church and brought in ready to be served.
- D. No alcoholic beverages in any form may be served on the church property at any time.

Reception

1. **Set-up**: Two weeks prior to the wedding the caterer must provide the wedding coordinator the following information. (Wedding Coordinator is responsible for getting information to Facilities Manager)
 - a. Will there be rental equipment ____ If yes, company name_____,
Delivery date and time_____
 - b. Will caterer bring anything early_____, If yes, when_____
 - c. Tables (60 inch round and six foot rectangle) are available. Notify wedding coordinator two weeks prior to wedding date if tables needed. If yes, indicate number of tables and the desired placement. Complete Facilities Use Form and give to Wedding Coordinator.

2. Post Reception

- a. All sinks and countertops are to be left clean
- b. All food, utensils, and other items are to be removed immediately after reception
- c. Leave kitchen as clean and orderly as you found it.

I understand and agree to the above policy.

Name of Company _____

Caterer Signature _____

Phone Number _____

Date _____

APPENDIX E-2: POLICY FOR CATERER

Church Copy – The bride is to return this signed copy to the church one month before the wedding.

The following are policies established by the Session and Wedding Guild of First Presbyterian Church. Your understanding of these policies will eliminate the possibility of confusion or misunderstanding at the time of the wedding and reception.

Your cooperation will be gratefully appreciated. If there are any questions please call the bride's Wedding Coordinator.

Sincerely,
The Worship Committee
First Presbyterian Church
4901 Hardy Street
Hattiesburg, MS 39402
601-268-0303

General Information Regarding Catering, Kitchen Use, Cleanup

- A. Kitchen use must be coordinated with FPC wedding coordinator and Facilities Manager. If either the oven or dishwasher is required, the Facilities Manager must be notified one week prior to the wedding date in order to secure someone to operate the equipment. There will be a \$150.00 charge to caterer for this service payable two weeks prior to wedding date.
- B. Caterers are responsible for providing all refreshments, dishes, serving trays, linens, candles, cleanup materials and any other supplies deemed necessary
- C. All food and beverage must be prepared off the premises of the church and brought in ready to be served.
- D. No alcoholic beverages in any form may be served on the church property at any time.

Reception

- 1. **Set-up:** Two weeks prior to the wedding the caterer must provide the wedding coordinator the following information: Wedding Coordinator is responsible for getting information to Facilities Manager.
 - a. Will there be rental equipment _____ If yes, company name _____, Delivery date and time _____
 - b. Will caterer bring anything early? ___ If yes, When _____
 - c. Tables (60 inch round and six foot rectangle) are available. Notify wedding coordinator two weeks prior to wedding if tables will be needed. If yes, be

prepared to give number of tables and the desired placement. Complete Facilities Use Form and give to wedding coordinator.

2. Post Reception

- a. All sinks and countertops are to be left clean.
- b. All food, utensils, and other items are to be removed immediately after reception.
- c. Leave kitchen as clean and orderly as you found it.

I understand and agree to the above policy.

Name of Company _____

Caterer Signature _____

Phone Number _____

Date _____

Appendix F – Wedding Notes For Facility Manager and Custodian

Church Copy – Return this form with your custodial fee two weeks prior to the wedding date.

Wedding of _____

1. REHEARSAL:

- _ Date: _____
- _ Time to open doors: _____
- _ Time of Rehearsal: _____
- _ Open doors for Florist: _____

2. WEDDING:

- _ Date: _____
- _ Time to open doors for Florist: _____
- _ For Caterer: _____
- _ For Wedding Party _____

Time of the wedding: _____

Time expected to be out of the church after wedding: _____

3. Rooms to be prepared for use:

- ___ Leonard Lowery classroom or Currie Hall classroom (TBD – dressing area)
- ___ Bride’s Room (Parlor)
- ___ Fellowship Hall
- ___ Kitchen
- ___ Other: Room number(s) _____

4. Wedding Accessories:

- ___ Stand for guest book.
- ___ Stand for reader or musician.
- ___ Other _____

5. Sound Equipment:

- ___ # of microphones needed
- ___ Other _____

***Saturday evening weddings must be finished and out of the sanctuary by 9:00 p.m.**

Custodian Duties

A. SET-UP: Adjust the mechanical (heating/cooling) systems and sound system. Remove and replace the furniture in the front of the church: pulpit, communion table, chairs, steps, etc. This work requires two trips to the church.

B. CLEANING: After the florist has removed the flowers and the decorations, the Custodian will pick up papers from pews, sweep the carpet, bag and take trash to outside storage, turn off lights, and lock doors. Included in this is cleaning the narthex, bathrooms and cleaning other rooms that have been used.

C. RECEPTION: If a reception is held in the church fellowship hall, labor is required for initial setup of the hall, sweeping floor, disposing of trash, and set-up of chairs and tables for Sunday morning service after the reception. Also, the Custodian will stay at the church during the reception.