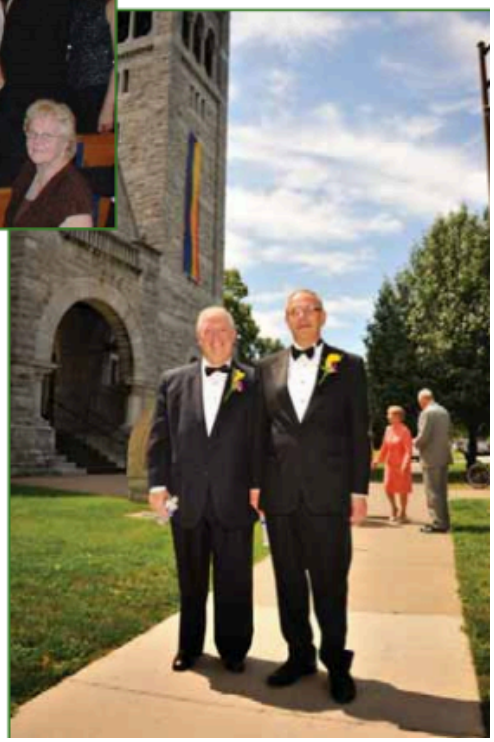
# Wedding Ceremonies

## AT THIRD PRESBYTERIAN CHURCH



Third Presbyterian Church

*Seeking the Light*

4 Meigs St. (at East Ave.), Rochester, NY 14607 thirdpresbyterian.org

# Welcome

Congratulations on your impending wedding! Third Presbyterian Church is pleased to share this joyful occasion, which in the Presbyterian tradition calls upon the community to witness as a couple makes covenantal promises to one another before God. As Presbyterian church leaders, we have certain guidelines and requirements that you will find in this booklet.

As the ceremony itself is a special worship service and a sacred occasion, weddings are ordinarily celebrated in the space where the community gathers for worship. (You are welcome to contact one of our ministers if you'd like them to officiate at a wedding at another location.) Reverence is expected of all present, and each element of the service—including music, flowers, and other adornments—should be appropriate to the worship space, should direct worship toward God, and should reflect the integrity and simplicity of Christian life.

The service is conducted under the sole direction of the officiating minister, who will guide you in planning the ceremony. The information in this booklet will also be helpful as you make plans for this special day.

*Wishing you every happiness,*

## The Pastors & Session

Third Presbyterian Church

# Planning your Ceremony

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# Setting the Date

This is an active congregation with many programs that make use of our building. Our Office Assistant/Receptionist maintains the official church calendar to properly coordinate events and building use.

We can confirm the availability of a particular date, but we must receive a completed copy of your Ceremony Information Form before making final confirmation of that date.

We do not schedule ceremonies on Sundays, on Christmas Eve or Christmas Day, during the week before Easter, or on Park Avenue Festival Weekend (the first weekend in August). The church is typically closed on national holidays, so these dates may not be available.

For non-church members, we will reserve the ceremony date 180 days (six months) prior to the service date, and no earlier. For members, we will reserve the ceremony date upon receipt of the Ceremony Information Form.

# Helpful Contacts


Rose Fletcher
Office Asst/Receptionist
585.271.6537 ext 100
rfletcher@thirdpresbyterian.org

Rebecca Segers
Pastor/Head of Staff
585.271.6537 ext 105
rsegers@thirdpresbyterian.org

Tedd Pullano
Associate Pastor
585.271.6537 ext 106
tpullano@thirdpresbyterian.org

# The Officiating Minister

It is our policy that one of the Third Church pastors will preside at all weddings ceremonies. If the couple would like other clergy to participate in the service alongside the Third Church minister, the officiating minister is the person who issues that invitation.

The officiating minister, in accordance with the guidelines of the Presbyterian Church (U.S.A.), is expected to meet with the couple for counseling and consultation prior to the ceremony. The couple is responsible for scheduling these counseling sessions and should make these arrangements quickly after receiving confirmation of the officiating minister. ✠

# Our Pastoral Staff

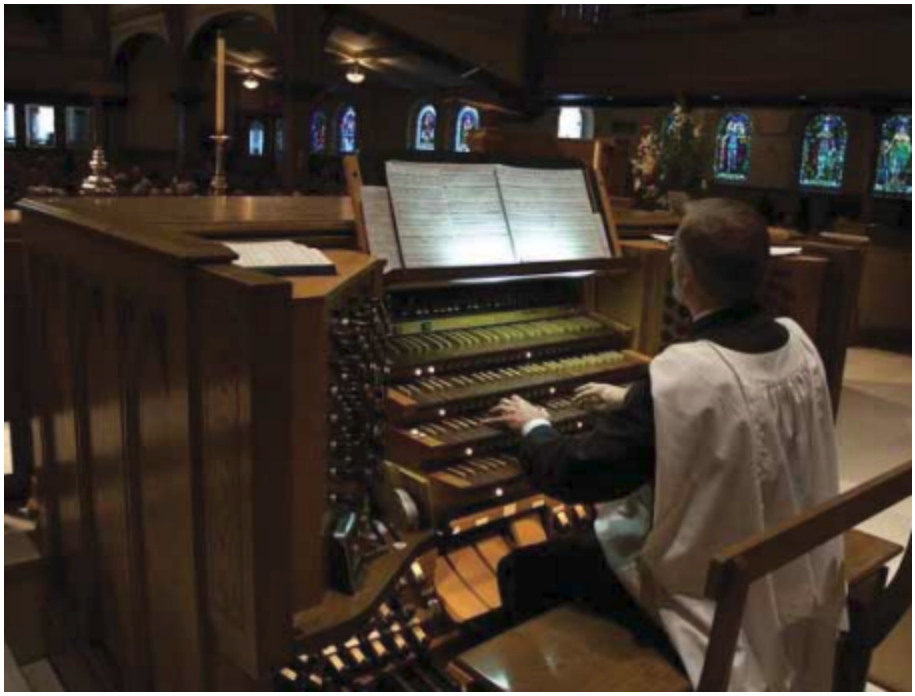
Rev. Rebecca Segers
Pastor / Head of Staff

Rev. Tedd Pullano
Associate Pastor

# Planning the Music

The Third Church sanctuary and chapel are both equipped with organ and piano. It is the policy of Third Church that one of its musicians play for all weddings ceremonies that use the organ.

Because music plays such an important part in the service, we ask couples to schedule a consultation with the organist who will play for the ceremony. We recommend that this consultation come early in the process — soon after the couple receives their letter of confirmation for the service date.

At the consultation, you will choose music for the processional and the recessional, and make arrangements for any other vocal or instrumental music that will be played during the service. ✠

# A Word About Music

## Hymns

Hymns can be a wonderful part of your ceremony, and involve the congregation in the ceremony in a unique way. There are a number of hymns that are especially appropriate for use at weddings, which you might discuss during the music consultation or with the officiating pastor.

## Instrumental Music

It is also possible to include instrumentalists in the service music. For example, trumpets might be used during the processional or recessional. Other instruments such as flute, oboe, or strings might play before the service or during the ceremony.

## Vocal Music

Vocal solos can add a meaningful element to the ceremony, and Third Church has a number of talented soloists available. It is important to remember that the service music— especially vocal solos—should be sacred in nature and in keeping with a service of worship. All repertoire must be discussed and agreed upon in advance of the service. Additional professional musicians incur an additional fee.

**We hope that these guidelines** will help you in planning music for your ceremony. Certainly, many details can be worked out during the consultation. If you have questions, please contact the Director of Music Ministries & Organist at 585.271.6513 ext 109. ✠

# Photography & Videography Guidelines

Because this ceremony is also a service of worship, we have developed the following guidelines for photographers, videographers, and guests to ensure that there are no distractions during the ceremony.

1. Photographs and video may be freely recorded in the worship space before and after the service.
2. During the service, only the official photographer and/or videographer may record images of the ceremony. Members of the congregation should refrain from taking photos or video.
3. Flash photographs and video may be taken during the wedding party's entrance and exit (processional and recessional). Photographers and videographers may stand in the cross aisle in the sanctuary or (counting from the back) at the seventh pew in the chapel. But in no case should the sight lines of the worshippers be broken.
4. Photographers and videographers are not allowed in the chancel area at the front of the worship space once the opening music begins, and may not return to the chancel until after the service ends.
5. During the worship service, photographers and videographers may not move about or change locations and are restricted to one of the balconies in the sanctuary or to the narthex in the chapel.
6. Flash photography is prohibited during the worship service, but official photographers may take photos using available light.
7. After the service, the participants may reassemble for photographs or video in the chancel.
8. Photographers and videographers are expected to follow the directions of the minister and the wedding coordinator at all times.

We ask that you share these guidelines with your photographer and/ or videographer, and we thank you for your cooperation. ✠

# Guidelines for Decor

### Flowers

Flowers may be placed on the pedestal in the chancel using the containers provided by your florist. Floral arrangements may also be placed next to the pulpit and lectern. You may also place arrangements of flowers, greens and/or ribbons on the ends of the pews along the aisle; however, nothing can be nailed or taped to church pews (large rubber bands work well).

The church will be open one hour before the service so that the florist can place the arrangements. ✠

### Candles

The use of candles in the sanctuary and chapel is limited. If desired, Third Church can provide two seven-branched candelabra and candles for the ceremony. If a unity candle is desired, Third Church will provide those candles and candleholders as well. Any additional candelabra and/or candles incur an additional fee. ✠

# Other Service Items

### Marriage License

The couple should provide the license to the officiating minister at or before the rehearsal. For renewal of vows, Third Church can provide documentation of the ceremony. ✠

### Bulletin/Program

Third Church may prepare bulletins in standard format appropriate for a service of worship upon request. ✠

# Worship Space & Building Use

Ceremonies may be held in either the Third Church sanctuary or chapel. **The sanctuary,** completed in 1893 and most recently renovated in 2010, is the central worship space for the community. The sanctuary seats 600. The central aisle is 60 feet with 14 pews per side.

**The chapel,** completed in the 1950's, also serves the community as a weekly worship space. The central aisle is 60 feet with 14 pews on each side, and it seats 110 people.

**Wedding Coordinator:** Third Church will provide a wedding coordinator who, with the officiating minister, handles the logistics at the rehearsal and during the service. The wedding coordinator is happy to work with outside wedding planners. ✠

**Receptions:** Third Church members may use church facilities for receptions. Arrangements, including compensation for the sexton, must be made through the church office. The church does not provide catering services. Alcoholic beverages are prohibited on church property, and there is no smoking in the church buildings. ✠

**Time Expectations for Rehearsal and Service:** The rehearsal is allotted two hours on the church schedule, and the service is allotted three hours beginning one hour before the service. Couples must emphasize promptness for both events to avoid potential schedule conflicts. ✠

**Other Customs:** None of the following items may be dropped or thrown or used inside or outside the building: rose petals, confetti, rice, bird seed, bubbles, or any similar item. ✠

# Next Steps

## Ceremony Information Form

Complete the attached information form as thoroughly as you are able and return it to the church office. Receipt of this information is required before the church will schedule the service. ✠

## Consultations

When you receive confirmation of your service date, you will need to schedule consultations and counseling sessions with the music director and with the officiating minister no later than one month prior to the wedding date. ✠

## Photography & Videography

Provide a copy of the photo and video guidelines (page 7) to your photographer/videographer. Please ensure that they understand the boundaries for their work during the service. ✠

## Fee Payment

The church office will send a statement to you upon confirmation of your wedding date. Fee payment is required at least one week prior to the service.

Remember to bring the license to your rehearsal and encourage everyone to be on time. ✠

## Before the Ceremony

The worship space will be open one hour in advance so that florists, decorators, photographers, and videographers may set up. If there is a need for more time, it may be possible to arrange in advance. ✠

## Parking

Parking is available in the church parking lots behind the chapel off Arnold Park, and at Meigs Street and East Ave. Additional parking is available

behind the Rochester Area Community Foundation.

Please tell your guests not to leave their cars in the Meigs Street lot after the service. Because there is no overnight parking, cars parked in the lot after midnight are subject to towing. ✠

## Questions

If you have additional questions, please contact the Church Office (271.6537 ext 100) ✠

# Ceremony Honoraria & Fees

## FOR CHURCH MEMBERS & FAMILY

There is no fee to church members for use of the sanctuary or chapel for wedding ceremonies. Other fees and honoraria compensate staff and musicians for their time and cover the cost of providing optional items like bulletins and candles. Checks for church staff and musicians should be made payable to the individual. Checks for candles and bulletins should be made payable to “Third Presbyterian Church.”

### Baseline Items

Suggested Honorarium for Officiating Minister ..... $350

Organist Fee for Consultation and Ceremony ..... $250

Sexton Fee..... $150

Wedding Coordinator Fee .....$150

### Optional Items

Worship Bulletins..... $25

Candelabra Candles ..... $30

Unity Candles ..... $30

Vocal Soloist Fee (varies) ..... $150

Instrumentalist Fee (varies) ..... $150-200

Carillonneur ..... $100

# Ceremony Honoraria & Fees

## FOR NON-CHURCH MEMBERS

Checks for building use should be made out to Third Presbyterian Church. Checks for church staff and musicians should be made payable to the individual. Fee payment is due to the church office at least one week before the ceremony. Our office will invoice you approximately one month before your wedding.

### Baseline Items

Facility Use (Sanctuary or Chapel): ..... $1,000

Officiating Minister ..... $500

Organist Fee for Consultation and Ceremony ..... $350

Sexton Fee..... $150

Wedding Coordinator Fee .....$200

### Optional Items

Vocal Soloist Fee (varies) ..... $150

Instrumentalist Fee (varies) ..... $150 - 200

Carillonneur ..... $100

Worship Bulletins…….. $30

Candelabra Candles……$100

Unity Candles……. $30