



**First Presbyterian Church, Birmingham**

*A Home in the Heart of the City*

**Founded 1872**

# **Wedding Policy**

2100 Fourth Avenue North

Birmingham, AL 35203

205.322.5469

[www.fpcbham.org](http://www.fpcbham.org)

# First Presbyterian Church of Birmingham

## Weddings at First Presbyterian Church

We are happy that you have chosen to have your wedding here at FPC. Christian marriage is a solemn and public covenant between two people, entered into in the presence of God and lived out with the support of a community of faith. The wedding ceremony, therefore, is a service of worship of God that celebrates the couple's relationship and seeks God's blessing on it. Those who come to the church seeking God's blessing on their relationship should do so with a clear intention of maintaining an active participation in the life of a church. A wedding here is a religious ceremony and all preparations you make should be made with this in mind.

Our clergy and the session of the church have authorized the publication of the following regulations for the use of the church facilities for the wedding ceremony and related functions. No weddings will be scheduled until the pastor to perform the ceremony has given his or her approval.

## General Rules and Guidelines

- Weddings may be scheduled up to one year in advance, with the permission of the presiding pastor.
- Church members and their immediate families will be given priority use of the church.
- Non-member grandchildren of current members may schedule their wedding at FPC, however, non-member fees will apply.
- We are willing to work with non-member couples when it is not possible for them to be married in their home church, or if they do not have a church home.
- The wedding ceremony will be a Presbyterian Church (U.S.A.) ceremony.
- In accordance with our Book of Order, one of our pastors will perform the ceremony. Any other minister that you may wish to have included in the service may do so at the invitation of the FPC pastor performing the ceremony.
- FPC requires that couples receive pre-marital counseling. Arrangements with the minister must be made as soon as possible. Up to 3 hours of premarital counseling are included in the pastor's fees. Additional sessions may be added at a rate of \$100 per hour. Pastors reserve the right to refuse to marry couples who forego these counseling sessions.
- Please see the fee schedule on page 9 for further explanation of member and non-member fees.
- Dates and Times Excluded:
  - New Year's Eve and Day
  - Martin Luther King, Jr. Birthday weekend
  - Palm Sunday weekend through Easter
  - Memorial Day weekend
  - Independence Day
  - Labor Day weekend
  - Thanksgiving weekend

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- Christmas Eve through New Years
- All Sundays of the year
- **The use of alcohol or illegal drugs on church premises is strictly forbidden except as provided in this document.**
- **Smoking is not permitted on church grounds.**
- It is the policy of FPC to assign a staff **Wedding Director** for all weddings, even if you have secured the services of an outside paid Wedding Planner/Coordinator. If you have an outside Wedding Planner/Coordinator they must meet with the staff Wedding Director, adhere to church policy, and defer to the staff Wedding Director concerning all issues. This person will work with the church staff to make certain that all rules and regulations are followed. Once the wedding is approved, a Wedding Director will be assigned to you and will be the point person for your wedding. A fee will be charged for these services.
- The church will not store wedding dresses or apparel on the premises. The church is not responsible for any lost or stolen articles or equipment. All personal belongings are the responsibility of the wedding party. Items accidentally left behind after the wedding will be retained for 30 days. After that point, they may be donated to the appropriate community partner.
- Fixtures, furniture, and seasonal decorations may not be moved.
- Only candles provided by FPC may be used in the candelabras.
- Weddings on Saturday may not be scheduled later than 6:00pm.
- Rehearsal Dinners or Wedding Receptions held in Matthews Hall (our Fellowship Hall) on a Saturday evening must end no later than 9:00pm in order to allow time to clean and set-up for use on Sunday.
- A parking deck is available at the corner of 4<sup>th</sup> Ave N and 22<sup>nd</sup> Street for use by your guests but they are subject to fees set by the Birmingham Parking Authority.
- A deposit must be submitted along with a completed application before the wedding is placed on the church calendar. This security deposit will be refunded within one month following the wedding provided there has been no damage to church property or additional cleaning services needed. Please see page 9 for further details on fees.
- All fees are due in the church office at least one month prior to the wedding date. Failure to pay fees on time will result in the forfeiture of security deposit. Please indicate "Wedding Fee" on the check to ensure correct disbursement is made.
- The completion of the marriage license is the responsibility of the couple. A copy of the completed and notarized form must be submitted to the pastor at the wedding rehearsal.
- Please send a copy of the rehearsal and wedding invitation for our files.

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## Facilities

Every effort will be made to arrange for the wedding date and time you prefer, however, church-wide use of the facilities must take precedence.

- Sanctuary: Seats 275
- Matthews Hall Rehearsal Dinner or Reception: Depending upon set-up, approximately 200 – 250.
- Our facilities are not conducive to the wedding party getting dressed on site. The Wedding Director will assist the wedding party in determining where best to gather prior to the start of the ceremony.
- If the rehearsal dinner and/or reception will be held in Matthews Hall, access to the church kitchen is only available after 3pm on the day of the rehearsal/wedding. All supplies must be provided by the caterer and the kitchen and fellowship hall must be returned to the set-up of the diagram provided. Failure to do this will result in loss of deposit. The kitchen may only be used as a staging area for caterers and not for food preparation.
- With prior approval by the Wedding Director, wine or champagne may be served in moderation during the reception in Matthews Hall only. The sound and/or lighting system may not be used, moved or adjusted except by the church's approved operator(s). If alcohol is to be served, security must be provided for the event at an additional cost.

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## Wedding Music

Because the wedding service is an act of worship, music is provided or approved by musicians of First Presbyterian Church. Musical instruments in the sanctuary include the 1951 three-manual Aeolian-Skinner pipe organ and the seven-foot Steinway grand piano, which provide music for seating of the guests and close relatives, tolling of the hour (from the organ--optional), processional and recessional music, as well as other solos and hymns within the service (optional). The historic 1924 Rushton Carillon in the FPC bell tower is also available to announce your wedding to the outside world before and after the ceremony. Music included in the service must be appropriate for worship, yet also needs to be personally meaningful to you and reflect the tone you wish to create in the service. Pre-recorded music, including accompaniments, is not consistent with the aesthetic of the sanctuary service at FPC.

If desired, the organist can make arrangements for additional musicians such as vocal soloists and instrumentalists. (Vocal soloists and instrumentalists contracted by the organist will set their own fees, which are additional to the organist's and carillonist's fees.) The organist/pianist can also serve as accompanist for soloists that you suggest. Soon after your wedding application is complete, the organist will contact you about music plans. It is highly desirable for all of the arrangements and decisions about music to be finalized at least one month before the date of the wedding.

Check the appropriate boxes:

- I would like the FPC organist/pianist to help me plan music and play for our wedding. (The organist will contact you at the number/email listed below.) Fee: \$325.00 for non-members, free for members
- I would like an FPC carillonist to play for our wedding. (Thirty minutes before the service and fifteen minutes after the service is standard.) Fee: \$100.00 for non-members, free for members
- I would like the organist/pianist to accompany a soloist of my choice.  
Specify: \_\_\_\_\_
- I would like the organist to secure additional vocalists / instrumentalist.  
Specify: \_\_\_\_\_
- I would like approval to use an outside musician in place of the FPC organist/pianist.  
Specify: \_\_\_\_\_
- I would like approval to use an outside carillonist to play for our wedding  
Specify: \_\_\_\_\_

Your Name: \_\_\_\_\_

Phone(s): \_\_\_\_\_

# First Presbyterian Church of Birmingham

Email: \_\_\_\_\_

Date and time of rehearsal: \_\_\_\_\_ Date and time of wedding: \_\_\_\_\_

## Floral and Decorating

The following policies have been found to be practical and useful. They are given for your guidance to assure that the church and its furnishings will not be defaced or damaged and that the church can be easily prepared for the next function or service.

- The Baptismal Font, Pulpit and Lectern may not be moved. The Communion Table may be moved back toward the clergy seats in order to make room for the wedding party in the chancel area.
- If the wedding takes place during Advent, no Christmas decorations may be moved with the exception of poinsettias that may be located on the chancel steps.
- No aisle runner may be used for safety reasons.
- No live flower petals may be dropped in the sanctuary. Only silk flowers may be used by the flower girl(s).
- No tacks, nails, screws, fasteners or tape may be used on furniture or pews in the church. The Wedding Director will advise you how to attach any pew markers you may wish to use.
- Placing anything on the piano or organ is strictly prohibited.
- The church paraments will be white for the wedding ceremony.
- It is the responsibility of the florist to remove any debris as arrangements are brought into and placed in the church.
- No rice, confetti, birdseed or similar material may be thrown inside or outside the church.
- The florist will need to make arrangements with the Wedding Director regarding the time that they may get into the church to bring the flowers.
- All decorations, ferns, or other material you bring in must be removed immediately after the wedding. Anything that you move must be put back exactly as you found it. Unless there are specific instructions for the flowers to be left in the church, they must be removed. When flowers are to remain for church use, it is understood that they will be utilized at the church's discretion.
- Although the florist is hired and paid by the wedding party, he/she is subject to the direction of the minister and Wedding Director in the event such direction is necessary.

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## Photography / Videography

The following policies have been found to be practical and useful. They are designed to ensure that the wedding ceremony is conducted in an atmosphere of reverence.

- All professional photography and videography during the ceremony must be made without flash, floodlights, or external lighting. Professional photographs and video made during the service are only permitted from the balcony of the sanctuary or from the narthex. There should be no photography from the aisle during the ceremony.
- It is the responsibility of the wedding party to ensure that the photographer and/or videographer understands and abides by these policies. Non-conformity or unwillingness to abide by these policies will mean forfeiture of the deposit.
- Although the photographer / videographer is hired and paid by the wedding party, they are subject to the direction of the minister and Wedding Director in the event such direction is necessary.
- Posed pictures may be taken before or after the ceremony, as long as they fall within the timeframe agreed upon in the contract.
- It is the responsibility of the couple to notify friends and relatives attending the service that **no cellphone photography or videography is allowed during the service.** This is a **distraction to the minister and to the wedding party.**

# First Presbyterian Church of Birmingham

## How It Works – Step by Step

- The couple should read the entire wedding policy making certain that they will be able to adhere to the guidelines set forth in this document.
- The couple will check with the Church Administrator to see if the date on which they wish to have the wedding is available.
- Applicable forms need to be completed and submitted to the attention of the Church Administrator along with the deposit of \$500. Checks should be made payable to First Presbyterian Church and noted “Wedding” on the check.
- The couple will be contacted by one of the ministers to schedule a time to meet.
- A wedding director will be assigned and will contact the couple to schedule a time to meet.
- The wedding director will:
  - Review the wedding policy and fee structure with the couple.
  - Provide a form for detailed information about the wedding party and ceremony.
  - Be available by phone or email for additional consultation, questions, or guidance leading up to the wedding date.
  - Collect **all** fees at least one month prior to the wedding.
  - Coordinate plans for the rehearsal in consultation with the minister in charge and ensure that the facilities are available to the wedding party at that time.
  - The minister, in cooperation with the wedding director, will conduct the rehearsal.
  - On the day of the wedding, the director will make sure that the facilities are accessible to vendors – florist, photographer, etc. – at the predetermined and agreed upon time.
  - The wedding director will coordinate and direct the wedding party in fulfilling their duties to ensure that the ceremony goes smoothly.
  - The wedding director will coordinate with the wedding party, vendors and custodial staff to assure that the facility is cleaned prior to and following the ceremony and made ready for subsequent church use.

## Contact Information

Church Office  
205.322.5469  
church@fpcbham.org



# First Presbyterian Church of Birmingham

## FEES

### Wedding

Deposit	\$ 500	Members and Non-Members
		+ additional \$100 deposit if alcohol is served
Sanctuary	\$2000	Non-Members
2 total hours for rehearsal		
4 total hours day of wedding		
Minister	\$ 900	Non-Members
Director	\$ 350	Members and Non-Members
Organist	\$ 325	Non-Members
Carillonneur	\$ 100	Non-Members
Sexton	\$ 300	Members and Non-Members
Sound/Lighting	\$ 100	Members and Non-Members
Candles	\$ 50	Members and Non-Members

### Reception in Matthews Hall – these fees are in addition to those listed above

Sexton	\$ 200	Members and Non-Members
Kitchen as staging area	\$ 150	Members and Non-Members
Use of space & furniture	\$275	Members and Non-Members

### Rehearsal Dinner in Matthews Hall – these fees are in addition to those listed above

Sexton	\$ 200	Members and Non-Members
Kitchen as staging area	\$ 150	Members and Non-Members
Use of space & furniture	\$275	Members and Non-Members

*All fees must be paid in full by thirty days prior to the wedding date.*

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*If the wedding is canceled within 60 days prior to the reserved date, the deposit will be forfeited.*

## Wedding Information Form

Wedding Date Requested: \_\_\_\_\_ Time [no later than 6pm]: \_\_\_\_\_

Rehearsal Date Requested: \_\_\_\_\_ Time [no later than 6pm]: \_\_\_\_\_

### Spouse 1's Information

Full Name: \_\_\_\_\_ Email: \_\_\_\_\_

Current Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Church Affiliation: \_\_\_\_\_ City/State: \_\_\_\_\_

### Spouse 2's Information

Full Name: \_\_\_\_\_ Email: \_\_\_\_\_

Current Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Church Affiliation: \_\_\_\_\_ City/State: \_\_\_\_\_

### Facilities Requested

Sanctuary: \_\_\_ Matthews Hall [Rehearsal Dinner]: \_\_\_ Matthews Hall [Reception]: \_\_\_

If you are not a member of First Presbyterian Church, please state briefly why you are requesting approval to marry here:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### CHURCH USE ONLY

Deposit Received: \$ \_\_\_\_\_

Master Calendar: \_\_\_\_\_

Minister: \_\_\_\_\_

Guest Minister Ltr.: \_\_\_\_\_

Director: \_\_\_\_\_

Musicians: \_\_\_\_\_

Total Fee: \$ \_\_\_\_\_

Balance: \$ \_\_\_\_\_

It is our policy that one of our clergy will officiate at all weddings at FPC. If you are requesting an outside minister to assist in the ceremony, it is at the discretion of the officiating pastor. Please provide the contact information for the outside minister.

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Name: \_\_\_\_\_ Church Affiliation: \_\_\_\_\_  
Church Address: \_\_\_\_\_ Church Phone: \_\_\_\_\_  
Relationship to Bride and Groom: \_\_\_\_\_

## Professional Services

All wedding vendors will be mailed a copy of the wedding policy. They are required to sign and return an acknowledgment that they will adhere to regulations set forth. Please provide the information below for each vendor.

### Florist:

Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

### Photographer:

Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

### Videographer:

Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

### Musicians:

Organist / Pianist: \_\_\_\_\_ Phone: \_\_\_\_\_  
Other Musician: \_\_\_\_\_ Phone: \_\_\_\_\_  
Other Musician: \_\_\_\_\_ Phone: \_\_\_\_\_  
Soloist: \_\_\_\_\_ Phone: \_\_\_\_\_

### Outside Wedding Planner / Consultant

# First Presbyterian Church of Birmingham

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## Other Information

Couple's Address after Marriage: \_\_\_\_\_

\_\_\_\_\_ Is this the address where the security deposit is to be mailed?

Will you be leaving a floral arrangement for church use? Yes \_\_\_\_ No \_\_\_\_

Is there additional information that you believe may be useful for the church to know?

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## AFFIDAVIT

We, the undersigned, being the couple whose wedding is proposed to be held at First Presbyterian Church of Birmingham, Alabama, do hereby state and affirm that we have received a copy of the wedding policy of the church, and that we have read and understood it in detail. We solemnly pledge that we will abide by it in full and will assure that all members of our wedding party, families, guests, vendors and representatives will comply with the policy in all of its particulars. We pledge to see that our vendors understand and will follow the policy set forth.

\_\_\_\_\_

Spouse 1

\_\_\_\_\_

Spouse 2

Date: \_\_\_\_\_