

Congratulations on Your Engagement!

*Welcome to Norcross Presbyterian Church
A Place to call Home*

Your wedding is one of the most important days of your life, and we rejoice with you in it! As we come by God's providence to the wedding ceremony, which you are planning, be assured that everyone at Norcross Presbyterian Church wishes you abundant joy and happiness. A wedding is a spiritual ceremony as one of the great services of worship in the church.

We offer the following services and personnel to help you plan and execute your wedding in the most reverent and efficient manner possible.

Your Pastor – The Reverend Matthew M. Fry

The Pastor will work with you to schedule conferences between you and your fiancée before the wedding rehearsal day. The conference(s) should take place at least one month before the wedding. If either the groom or bride lives out of town, we can arrange for convenient times for each of you to meet with the Pastor. The Pastor's interest in you will not end with the completion of the wedding but will remain throughout your life. The Pastor will always be available and will want to share your joys and sorrows. No weddings will be scheduled unless the NPC Pastor and the Director of Music are both available. Guest pastors who are ordained ministers may participate in the service along with the host Pastor.

Director of Music – Jeremy Wirths

The Director of Music will meet with the bride and groom before the day of the wedding rehearsal. During this meeting, you will discuss the music that you would like to use during the rehearsal and other services. You will also discuss the equipment that is available to you. To prepare for this meeting, make a list of the music suggestions you would like to incorporate. This list should include the music that you want played and/or sung prior to the wedding ceremony and during the ceremony itself.

The Director of Music will be able to recommend soloists if you have that need. Please remember that if you want to use an outside soloist that they must arrange a rehearsal with the Director of Music. Only the Director of Music and trained and designated musicians are permitted to play the church organ, piano and keyboard. Trained and designated sound technicians who are authorized by the Director of Music are the only persons who may use the sound equipment.

Wedding Assistants – Norma Badeaux, Duck Ae Karasek and Sandra Murray

Contact one of the wedding assistants to discuss all your plans and to outline all the arrangements that need to be made.

Church Secretary

Contact the church secretary to confirm that the church calendar is open on the desired dates of your rehearsal and wedding as well as for all photo shoots.

Details About Our Facilities

The maximum seating capacity for a wedding service with a center aisle using the red cloth chairs is 220. The maximum-seated reception is 128. Candle arches and greenery may be used in the choir loft. Nothing may be placed on the organ or on the piano. No rice or confetti may be thrown on church grounds or inside the church. Birdseed or flower petals may be thrown on the church grounds only. Bubbles are also acceptable.

Florist

Your florist must arrive and complete the set up 2 hours prior to the wedding.

Instructions for Your Photographer

You must arrive at least two hours before the service. This gives you, at best, one and one-half hours to dress, do make-up, and take pictures prior to the service. Pictures may be taken before or after the service. Do not take pictures during the ceremony, with the exception of time exposures taken from the rear of the sanctuary. No flash equipment is to be used during the service. From the beginning of the music until the end of the recessional, we consider this time to be a worship service and strongly suggest that all photographers adhere to the rules governing a worship service. After the ceremony and the recessional are over, the entire wedding party may reassemble and re-enact any parts of the wedding. All of your guests should be advised that there are to be no pictures taken during the ceremony. Our wedding assistants have been instructed to ask that cameras be either left outside the church or in the back of the church. After the ceremony, friends and family may take all the pictures that are necessary. A video recorder in a fixed position may be used, preferably set up in the rear of the sanctuary.

Furniture, Fixtures, and Equipment

The implements of worship may not be moved or re-arranged. The organ, piano, pulpit, baptismal font and communion table must remain in their appointed places.

Rehearsals

Rehearsals must begin no later than 7:30PM and are covered in your Sanctuary Use fee for the first one and one-half hours.

Custodial / Sexton Services – Perry McLendon

We will confer with the church calendar and arrange cleaning services prior to and following your rehearsal, wedding and reception.

Additional Building Use Policies

NPC is a non-smoking facility. No alcoholic beverages are allowed on church premises. For additional information on securing the use of NPC's facilities for your wedding we refer you to our Building Use Policy. The policies contained therein in addition to the policies in this Wedding Policy apply to all rehearsal, wedding and reception services.

Programs

If you would like programs for the ceremony, you are responsible for ordering them and having them printed. You are also responsible to make sure that they are at the church in time for the rehearsal.

Personal Property

The wedding party is responsible for ensuring that all personal items are collected and taken home after the service or following the reception, if the reception is on site. The church nor its staff or wedding committee volunteers are responsible or liable for any lost or missing items used during the rehearsal, the wedding, the reception or other visits, such as photo shoots.

Presbyterian Weddings

For additional information we refer you to the Book of Order section W4.90001.

Cost Sheet			
Essential Items		Non-Essential Options	
Description	Cost	Description	Cost
Custodian/Sexton Fee (\$100 to clean before and after rehearsal, and \$100 to clean before and after wedding)	\$200	Rehearsal Dinner at Church	\$250
Damages 100% of repair costs			
Deposit (to hold the date. Refundable if cancelled 30 days prior to event. If cancelled within 30 days of the schedule date there is a \$150 non-refundable cancellation fee)	\$300	Reception at Church	Add \$150 to Custodian fee Add \$100 for use of Covenant Room Add \$50 for Wedding Coordinator
Minster's Honorarium	\$200- \$500	Sound & Light Technician (If you want microphone use, audio recording, lights, etc.)	\$50
Musician	\$150		
Sanctuary	\$300		
Wedding Coordinator	\$150		
Total	\$1,600		