

*Bethpage Presbyterian Church welcomes you,  
your families, and friends for your upcoming nuptials  
and celebration.*



## *Bethpage Presbyterian Church*

*6020 Mooresville Road*

*Kannapolis, NC 28081*

*(704) 933-2209*



## *Wedding Services*

The Bethpage Presbyterian Church is pleased that you have chosen our church to host your wedding. Our campus can accommodate both small and large weddings. The Sanctuary can accommodate up to 350 guests, the Fellowship Hall can accommodate up to 200 guests, the Pavilion can accommodate up to 100 guests, and our Session House can accommodate up to 20 guests. The Church Yard may also be utilized for wedding services.

The marriage service is a worship service. It provides an opportunity for a couple to see God's blessing on their marriage, to praise God for their union, to pray for God's help in their future together, and to dedicate themselves to God as their vows are made before Him.

To encourage this reverent approach and that the details may be handled decently and in order, the following guidelines have been adopted by the Session of this church to govern weddings. The pastor, officers, members, and visitors of the church are expected to ensure that these guidelines are followed.

## *Scheduling Your Wedding*

Should you decide to be married at Bethpage Presbyterian Church, your first step is to schedule a meeting with the church minister through the church secretary. Weddings must be scheduled at least four months in advance. Non-members can place a request; however, members request take precedence until 6 months prior to the event. Once you've chosen a date and time, your rehearsal will be scheduled for the day prior to your wedding.

## *Ceremony Officiating*

The pastor of Bethpage Presbyterian Church will officiate all weddings unless otherwise requested at the time of scheduling your wedding date. If the couple desires a guest minister to conduct or assist with the service, the guest pastor should be approved by the Session and invited to participate by the pastor of the church.

The couple will engage in several counseling/planning sessions with the pastor.

## *Fee Schedule*

Listed below is the fee schedule for various components of your wedding. There is a deposit of ½ of the total fee for the location(s) to be utilized payable at the time of securing the date. The remainder owed and fees to individuals listed are due fourteen (14) days prior to the wedding.

	<u>Members</u>	<u>Non-Members</u>
*Sanctuary	\$0.00	\$300.00
*Fellowship Hall	\$0.00	\$300.00
*Pavilion	\$0.00	\$50.00
*Session House	\$0.00	\$50.00
*Church Yard	\$0.00	\$50.00
Pastor		
Premarital counseling and planning (to be scheduled with the Pastor)		
Wedding rehearsal & ceremony	\$300.00	\$400.00
Wedding Coordinator	\$150.00	\$200.00
Custodian	\$75.00 for Sanctuary OR Fellowship Hall \$125.00 for Sanctuary & Fellowship Hall	
Sound Technician	\$75.00 for Wedding & Rehearsal \$100.00 Wedding, Rehearsal & Reception	

\*Payable directly to Bethpage Presbyterian Church.

### Optional Services— Fees are Paid Directly to Performer

Organist	Negotiated	Negotiated
Instrumentalist	Negotiated	Negotiated
Vocalist	Negotiated	Negotiated

## *Wedding Coordinator*

Bethpage Presbyterian Church wants to make your wedding worry and hassle free. With that in mind, you will be assigned a Bethpage Presbyterian Church wedding coordinator to assist you with your needs and be present at your rehearsal and wedding. You must contact your wedding coordinator at least six weeks prior to the wedding rehearsal. Any additional time required must be arranged between you and your wedding coordinator. Your pastor and wedding coordinator will conduct your rehearsal. Outside wedding coordinators/planners are welcome; however, the Bethpage Presbyterian Church requires orientation with our wedding coordinator at least one month prior to the wedding service. It is your responsibility to contact the coordinator once one is assigned to you to set up the initial meeting. The Bethpage Presbyterian Church wedding coordinator is directly responsible for ensuring the fulfillment of all requirements and regulations in the Wedding Policy of Bethpage Presbyterian Church.

## *Music*

Your service of marriage is a service of worship. The wedding, therefore, should reflect the God-centered focus that characterizes all worship services. If someone other than the church organist is providing instrumental or vocal music for your service, please be sure to discuss possible selections with the pastor officiating your marriage. The pastor has final approval on all music. All music and guest musicians should be submitted for approval to the pastor at least six weeks prior to the service. It is your responsibility to make an appointment with the Bethpage Presbyterian Church Organist.

Guest organists are required to use either free registrations or the pre-programmed presets on the organ. The presets on the organ may NOT be changed in any way!

## *Photography*

Pictures may be taken prior to and after the ceremony. We ask that the photographers and videographers not be in the chancel area during the ceremony. Flash photography is prohibited during the wedding ceremony. Videographers are allowed to set up from the balcony during the service and preceding the service in the Narthex. A stationary camera without an operator may be placed inconspicuously in the Choir Loft. If desired, a recording of the wedding service can be made on the church's equipment by the Sound Technician. If a recording is to be made, the couple should notify the Wedding Coordinator at least six weeks prior to the service. A blank CD is to be provided by the couple prior to or at the rehearsal.

## *Decorations*

The Sanctuary is a place of dignified beauty, planned as a center where worship may be directed to God through Christ. Decorations should enhance, not detract from, the symbols of faith which are a part of the sanctuary.

Bethpage Presbyterian Church does not provide any decorations for weddings. If using pew decorations, please use caution on the wood, so not to scratch. Tacks, pins, nails, screws, tape or glue are not permitted to fasten any decorations to the furnishings or buildings.

Only Chace-type candles housed within a metal casing are allowed. The exceptions are (a) a 2"-3" diameter candle, previously burned, as the unity candle placed on an appropriate base, and (b) wax candles inside globes placed within the windows with full protection under holders.

We ask that all flowers, candles and decorations be removed immediately following your pictures. No decorations may block, disguise, or hinder access to any door or stair. The wedding party and/or décor vendor will be held responsible for damage to the furnishings and buildings.

The use of rice or confetti is not permitted.

## *Building Access*

In addition to the use of the Sanctuary for your wedding, you will also have space for the wedding party to dress. It is customary for the wedding party members to dress after arrival at the church.

The building and assigned rooms will be open for your use three hours before and one hour after your wedding. We ask that you promptly remove all decorations and belongings immediately following your ceremony.

## *Wedding Receptions*

Wedding receptions may be held in the Fellowship Hall following your ceremony. The use of the Fellowship Hall for your reception must be requested at the same time when scheduling your wedding service at Bethpage Presbyterian Church and will incur an additional fee.

## *Catering & Use of Kitchen Equipment*

Each wedding party is responsible for securing its own caterer and service. The caterer will be responsible for the cleaning of the kitchen and equipment utilized and for leaving the facilities in a clean and orderly condition.

## *General Information*

Smoking and the consumption of alcoholic beverages are prohibited in and on the Church grounds. Bethpage Presbyterian Church is not liable for items left on the property. No rice may be thrown inside or outside the church buildings. Birdseed, bubbles and/or wedding bells are recommended for the wedding "send-off." The host family will be responsible for any damage and/or loss to Bethpage Presbyterian Church property.