

UPC WEDDING HANDBOOK

PREMARITAL COUNSELING

Any minister asked to marry a man and a woman shall participate with them in instruction and discussion of the privileges and obligations they will assume in Christian marriage.

The Presiding Minister will meet with the couple prior to the wedding to review the Christian understanding of marriage, the bride and groom's readiness for marriage to each other, and the wedding service. At this time, arrangements for the wedding will be discussed.

Appointments for premarital counseling should be scheduled well in advance of the wedding. It is the responsibility of the bride and groom to make the appointments. After the first meeting, the minister will set requirements regarding the number of appointments with the couple and whether or not additional professional counseling is recommended. It is part of UPC's ministry to the couple to help them consider carefully their suitability to one another.

A SERVICE OF WORSHIP

The Christian marriage ceremony is a service of worship before God, normally conducted within the house of God. Reverence shall be expected on the part of all present, and the service shall be under the sole direction of the minister.

A minister from the staff of University Presbyterian Church (UPC) will preside at all weddings held at UPC. Guest ministers, priests, other religious leaders may be invited by the UPC minister to participate; however, all rehearsals and arrangements for the service are to be under the direction of the UPC staff minister.

All music arrangements for the service are made under the direction of UPC's Director of Music or Church Organist.

PLANNING THE WEDDING

The couple should arrange the date and time for the wedding and rehearsal before making any further arrangements. These dates need to be cleared with

- the Presiding Minister
- the Church Secretary
- the Church Organist

All dates and times will be scheduled on a first-come, first served basis. Only in very unusual circumstances will two weddings be scheduled the same day.

A tentative date may be arranged by phone with the Church Secretary; however, the final date will not be confirmed until the dates and times are approved by the Presiding Minister and Church Organist, basic wedding papers are completed and in the case of non-members, a deposit received.

The bride and groom should return all papers to the church office within two weeks of booking the ceremony. All other wedding papers (florist form, catering form, photographer form) and remaining fees must be returned to the church office at least two (2) weeks before the wedding.

Weddings may not be scheduled for the following times:

- Thanksgiving Day and weekend
- Christmas Eve or Christmas Day
- New Year's Eve or New Year's Day
- Palm Sunday weekend, Holy Week, Easter weekend

The UPC sanctuary seats 200 people. It is available to both members and non-members of UPC.

THE REHEARSAL

The Presiding Minister is responsible for directing the wedding rehearsal. Rehearsal normally takes 1 hour. Plan accordingly when making rehearsal dinner arrangements.

Rehearsals should start promptly at the appointed hour (normally between 5 and 6 pm). All members of the wedding party are expected to be present and on time. The mothers of the bride and groom need to attend as well. Other family members to be seated in a particular way prior to the service need not attend as long as they are aware of the arrangements. Others attending the rehearsal dinner but not in the wedding party are welcome to attend if they wish.

The bride and groom should have filled out the Wedding Information Form, listing their attendants, etc, prior to the time of rehearsal. It is also helpful if the bride and groom can decide before the rehearsal the order in which they want their attendants to enter (usually based on height, with the tallest entering first) and appropriate persons to escort family members. It is also helpful to decide who will sit where, particularly in the case of grandparents and stepparents. This expedites the rehearsal and eliminates confusion on the day of the ceremony.

MARRIAGE LICENSE

The marriage license must be in the church office the day before the rehearsal. You may wish to bring it to the church office as soon as you pick it up so as not to misplace it. Be sure to give it to the Church

Secretary of the minister. The minister cannot marry you without it. (More detailed information about obtaining the marriage license to follow later in this booklet.)

DECORATIONS

The beauty of the UPC sanctuary is the perfect compliment to simple elegant decoration with flowers and other appointments. Either fresh or artificial greenery and flowers may be used. No nails or screws are to be used. Adhesive materials are not to be applied to any furniture or woodwork. Furniture and other existing decoration in the sanctuary may not be moved.

A form detailing the regulations regarding decorations must be given to the florist, signed by the florist, and returned to the church office at least 2 weeks prior to the wedding.

If the flowers are to be left for the Sunday service, the church urns may be used upon request of the florist. If the flowers are to be removed from the sanctuary (except to be moved to the reception on site) the florist will use his/her own urns.

Many couples do leave the wedding flowers for the Sunday morning worship service and for distribution to sick or homebound members of the congregation; however, this is not required. Arrangements to leave the flowers and appropriate acknowledgment for the Sunday bulletin can be made with the church office.

All wedding decorations, other than flowers left for such purposes, must be removed from the building immediately after the service.

CANDLES

Candles are to be provided by the bride and groom and their florist as part of the decorations. Candles must be the non-drip variety. Proper precautions for safety must be taken.. **Be sure that the florist supplies two lighting tapers.**

The unity candle is not normally part of the liturgy of the Presbyterian church.

RUNNER

Aisle cloths or runners prohibit easy movement of the wedding party down the aisle and are not permitted.

PHOTOGRAPHY

No photography or additional lighting is permitted during the service. Flash pictures, the movement of photographers and the sound of camera shutters disturb the worshipful atmosphere. Flash pictures may be taken in the hallway before the bride enters the sanctuary, or as the bride and groom leave the

sanctuary so long as they are taken from behind the last row of pews.

All photography in the sanctuary must be completed 30 minutes before the service begins.

Ushers will be instructed to advise any guest with a camera that photography is not permitted during the service. As many flash pictures as desired may be taken in the sanctuary, courtyard, or Parks Wilson Room before or after the service.

A form stating the regulations regarding photography must be given to the photographer, signed and returned to the church office at least 2 weeks prior to the wedding.

VIDEOTAPE

Videotaping of the service is allowed providing no additional lights are used. The video camera may be placed on the balcony only so that it does not interfere with the worshipful atmosphere of the service.

A form stating the regulations concerning videotaping must be given to the videographer, signed and returned to the church office at least 2 weeks prior to the wedding.

WEDDING MUSIC

The Christian marriage ceremony is a service of worship before God, normally conducted within the house of God. Such music as accompanies the ceremony should be taken to assure that it is suitable and reverent. If desired, the congregation may be invited to join in the singing of hymns at the beginning and conclusion of the service.

Music is an important part of the marriage service. It accompanies the arrival and departure of the wedding party, sets the mood for worship as the guests arrive, and enables the congregation to participate in the marriage service.

The music for worship services at UPC is the responsibility of the Director of Music; therefore the music of the marriage service must be planned in conference with her or the Organist. This includes the use of soloists or instrumentalists and the selection of their music, as well as the music to be used for the processional, recessional and prelude. The Organist at UPC will play for all weddings held in the church unless other arrangements have been made by the Organist or Director of Music.

The couple may select from a wide repertoire of sacred music. Music for the weddings should be of a nature that will promote worship, praise God in asking for blessing upon the bride and groom, and shall be in accordance with the Christian faith.

In arranging for music for the wedding the bride and groom should:

- As soon as the wedding date has been confirmed and following the initial conversation with the minister about the wedding service, contact the Organist and make an appointment to discuss the wedding
- This must be done before making any arrangements with other musicians, such as soloists or instrumentalists.

ASSISTANCE AT THE REHEARSAL AND WEDDING

While the content of the wedding service and the conducting of the rehearsal is the responsibility of the presiding minister, the presence of an individual to assist the wedding party as they enter the sanctuary for worship and to respond to last minute needs of the party before the ceremony is very helpful.

Wedding coordinators or planners may be engaged for such services providing they read and understand the wedding policies of UPC.

THE DAY OF THE WEDDING

Brides, if they are to be dressing at the church, should arrive no earlier than 3 hours before the wedding in order to dress and have photographs taken. It is highly recommended that as many photographs as possible be made before the ceremony, as long as the photography session is completed at least 30 minutes prior to the service.

The Parks Wilson Room and Women's Restroom in the Education Building are available for you to use. The is equipped with large mirrors and lighting. An iron and ironing board are available upon request.

The minister will arrive 45 minutes prior to the service. If you wish to include the minister in your photographs, please inform the minister and arrange to have them done during the last 15 minutes of the photo time.

You are welcome to bring softdrinks and sandwiches for members of the bridal party; however, the party must be aware that **NO ALCOHOLIC BEVERAGES** are permitted on the premises. Use of alcoholic beverages just prior to the wedding is inconsistent with the religious nature of the ceremony and is not acceptable.

Do not leave valuables of any kind in the rooms after dressing. We recommend that you remove valuables, as well as clothing, hair curlers, etc. to your cars so that following the service you get to the reception quickly.

The groom, groomsmen and ushers usually come to the church in their wedding attire. Should they wish

to dress at the church, suitable space will be provided; please inform the Church Secretary of this need prior to the day of the wedding.

THE RECEPTION

Wedding receptions may be held at the church in either the Parks Wilson Room or the Fellowship Hall. A reception can be held in the Parks Wilson Room for about 50 people, and in the Fellowship Hall for about 100 people. All fees must be paid in full to UPC 2 weeks prior to the wedding and reception.

FOR NON MEMBERS:

The Church provides facilities only, though tables and chairs are available for use. The kitchen is to be used by licensed caterers for food preparation and presentation only. Use of stove, oven, refrigerator, dish washer or other appliances is not permitted. The bridal couple or caterer must provide all other items (including table linens, kitchen towels, soap, dishes, silverware, glassware, plastic bags, foil, disposable containers, etc.) necessary for the dinner/reception. The facilities must be left in a clean and orderly condition. If facilities are not left as found, your security deposit will not be returned. Upon inspection, the deposit will be returned within 10 days. The church does not provide disposable paper products such as: plates, cups, napkins, and silverware.

Additional guidelines: (members and non-members)

1. Food and drinks must be kept in the reception or rehearsal dinner area and not carried to other parts of the building.
2. Alcoholic beverages or drugs of any kinds are not permitted on the premises. This includes parking lots and dressing rooms and restrooms.
3. Smoking is not permitted at any time or place within the church buildings. This includes dressing rooms and restrooms. Smoking only outside on paved surfaces near approved receptacles is accepted.
4. The use of rice, confetti, etc., is strictly prohibited on church property. Only birdseed may be used in "rice bags," and its use must be outside and away from building doorways. Bubbles may be used outside.
5. The church will not be responsible for any personal items lost, damaged, or stolen at the wedding, rehearsal, or receptions.
6. See Guidelines for flowers and decorations.
7. The bridal couple and caterer will be held financially responsible for any damage to the building or kitchen equipment.

Set up:

For rehearsal dinners, set up can begin on Friday at 3:00 p.m. For receptions, set up can begin Saturday at 9 a.m. Cleanup must be completed the same day. All equipment and decorations should be picked up no later than one hour after the completion of the dinner or reception.

Clean up:

All garbage is to be placed in cans provided.

All overflow garbage is to be bagged and placed in dumpsters.

MARRIAGE LICENSE PROCEDURES

ID Requirement:

Picture ID such as a driver's license along with a certified copy of your birth certificates. You should know your Social Security numbers. You should both also know your parent's full name, mother's maiden name, and the states in which you were born.

Residency Requirement:

Do not have to be a resident of Louisiana.

Waiting Period:

72 hours. The waiting period can be waived by a judge.

Covenant Marriage:

Both parties must apply in person for this license, and premarital counseling is required.

If Divorced:

If previously married, you will need to show proof of how the marriage ended, I.E.; a divorce judgment or a death certificate. These must be certified copies.

Fees:

\$25+ They vary from parish to parish. Some will only take cash.

Other Tests: No blood test requirement.

Under 18:

If either party to the marriage is between the ages of 16 and 18, the presence and signatures of both parents are required. If a parent has legal custody in a divorce, a certified copy of the judgement must be presented. If either party is under the age of 16, a court order is required in order to obtain a license.

Proxy Marriages: No. However, in the East Baton Rouge Parish website, the County Clerk mentions that it is ok for one party to be absent. (#7)

Miscellaneous: License is good for 30 days anywhere in Louisiana.
Louisiana has passed a Covenant Marriage Act.

WEDDING CHECK LIST

- Clear date and time with Church Secretary, Presiding Minister and Organist
- Pick up and complete Basic Wedding Papers
- Pay the refundable deposit and confirm the date and time with the Church Secretary
- Schedule premarital counseling sessions for the bride and groom with Presiding Minister
- Schedule an appointment with the organist
- Confirm all fees have been paid to the church at least 2 weeks before the wedding
- Confirm with the Church Secretary that all necessary forms have been properly signed and returned.
- Bring these forms to the church office at least 2 weeks before the wedding:
 - Florist Photographer
 - Videographer Caterer
- Are you leaving the flowers for Sunday services? If yes, give wording for dedication to the Church Secretary as soon as possible.
- Bring the marriage license to the church the day before the rehearsal.

WEDDING FEES

USE OF THE FACILITIES FOR MEMBERS

Sanctuary	No Charge
Custodial/Maintenance*	\$75.00
Organist (includes consultation, prep, rehearsal, wedding)	\$200.00
Minister	at the discretion of the groom
Parks Wilson Room or Fellowship Hall (3 hours)	\$100.00

**If reception facilities are used please add \$50 to the custodial/maintenance fee.*

USE OF THE SANCTUARY FOR NON-MEMBERS

Refundable Deposit	\$50.00
Sanctuary	\$125.00
Custodial/Maintenance**	\$100.00
Organist (includes consultation, prep, rehearsal, wedding)	\$250.00
Minister	\$200.00
Parks Wilson Room or Fellowship Hall (3 hours)	\$200.00

***If reception facilities are used please add \$75 to the custodial/maintenance fee.*

*Deposit, for non members to be paid when date is confirmed.
in full 2 weeks prior to the wedding date.*

All other fees to be paid

*Checks should be made payable to University Presbyterian Church, with the exception of
fees paid to the Church Organist, soloists, and in the case of non-member weddings, the
minister, which are to be made out to the individuals.*