

**FIRST PRESBYTERIAN CHURCH
KNOXVILLE, TENNESSEE
WEDDING HANDBOOK**

The *Book of Order* of the Presbyterian Church (U.S.A) sets the following direction for marriage at First Presbyterian Church, Knoxville, Tennessee.

W-4.06: The Covenant of Marriage

W-4.0601: Christian Marriage

In Baptism, each Christian is claimed in the covenant of God's faithful love. Marriage is a gift God has given to all humankind for the well-being of the entire human family. Marriage involves a unique commitment between two people, traditionally a man and a woman, to love and support each other for the rest of their lives. The sacrificial love that unites the couple sustains them as faithful and responsible members of the church and the wider community. In civil law, marriage is a contract that recognizes the rights and obligations of the married couple in society. In the Reformed tradition, marriage is also a covenant in which God has an active part, and which the community of faith publicly witnesses and acknowledges.

W-4.0602: Preparing for Marriage

If they meet the requirements of the civil jurisdiction in which they intend to marry, a couple may request that a service of Christian marriage be conducted by a minister of the Word and Sacrament in the Presbyterian Church (U.S.A.), who is authorized, though not required, to act as an agent of the civil jurisdiction in recording the marriage contract. A couple requesting a service of Christian marriage shall receive instruction from the minister of the Word and Sacrament, who may agree to the couple's request only if, in the judgment of the minister of the Word and Sacrament, the couple demonstrate sufficient understanding of the nature of the marriage covenant and commitment to living their lives together according to its values. In making this decision, the minister of the Word and Sacrament may seek the counsel of the session, which has authority to permit or deny the use of church property for a marriage service.

W-4.0603: Order of Worship

The marriage service shall be conducted in a manner appropriate to this covenant and to the forms of Reformed worship, under the direction of the minister of the Word and Sacrament and the supervision of the session (W-2.03). In a service of marriage, the couple marry each other by exchanging mutual promises. The minister of the Word and Sacrament witnesses the couple's promises and pronounces God's blessing upon their union. The community of faith pledges to support the couple in upholding their promises; prayers may be offered for the couple, for the communities that support them, and for all who seek to live in faithfulness.

The Session has adopted the following additional guidelines for weddings at First Presbyterian Church.

- ✠ All weddings at First Presbyterian Church require authorization by the Session at least three months prior to the service. No wedding will be scheduled without this authorization.
- ✠ Those who have been members of First Presbyterian Church for more than one year or their immediate family are encouraged to seek authorizations for their weddings to be held at the Church. Weddings for non-members or non-related parties are ordinarily not authorized by Session.
- ✠ One of the Pastors of the First Presbyterian Church, or an ordained minister of the Presbyterian Church (U.S.A.) approved by the Session, officiates at all weddings. The Officiating Pastor arranges the order of worship, conducts the wedding, and signs the marriage license. The Officiating Pastor must approve any invitation of a relative or close friend to participate in the ceremony.
- ✠ Couples will prepare for marriage by participating in multiple counseling sessions with the Officiating Pastor or an approved substitute. Plans for the wedding service will be completed during these sessions.

Confirmation of the wedding date will be made upon receipt by the church office of the completed Wedding Information Form and the authorization of the Session. No wedding announcement is to be issued until the wedding date is verified by the Pastor and the date is placed on the church calendar. Adherence to these procedures is the responsibility of the couple, both for themselves and all others involved.

OTHER PROCEDURES AND KEY INFORMATION

The Officiating Pastor, ordinarily one of the church Ministers, will direct the rehearsal and the wedding with the assistance of the Wedding Guild. Guest ministers, lay readers, and all other participants will serve by invitation of the Officiating Pastor.

Upon authorization of the wedding by the Session, a member of the Wedding Guild will contact the bride to discuss plans for the rehearsal and the wedding. No event planner is necessary for a wedding at First Presbyterian Church. If one is engaged, she/he will work under the direction of the Wedding Guild in all matters.

The couple is responsible for making an appointment with the church Organist/Choirmaster. With authorization by the Organist/Choirmaster, the couple may engage other musicians. All music selections must be appropriate for a service of worship. The Organist/Choirmaster must approve all wedding music.

The church office will coordinate custodial staffing for the wedding, the rehearsal, and building access. The presence of custodial staff is required for all pre-wedding deliveries and preparations, as well as for the rehearsal and wedding service.

Photography and floral decorating may involve outside parties. Included in this handbook are guidelines for those parties. The couple is responsible for giving these guidelines to those involved. The Officiating Pastor will be the final arbitrator in regard to any questions about the church procedures.

Approximately one hour should be scheduled for the rehearsal. Promptness is imperative. The Officiating Pastor, assisted by members of the Wedding Guild, will direct the rehearsal.

The wedding service is planned with the Officiating Pastor and will be discussed with the couple during counseling. The wedding party should arrive at the church at least an hour and a half before the ceremony is due to start. Ushers should be ready to perform their duties one hour before the wedding ceremony begins. The wedding party may dress at the church, and the Wedding Guild will assist with these arrangements. A member of the Wedding Guild will be present for the wedding.

The Minister must have possession of the marriage license before the day of the wedding rehearsal.

Please pay particular attention to the following items:

- ✠ No fixtures or furnishings in the Sanctuary or Chapel may be moved. Advent, Lent, or Easter seasonal additions will remain.
- ✠ Ministers will refuse to perform a wedding for anyone under the influence of alcohol or other drugs.
- ✠ First Presbyterian Church is a smoke-free facility. No smoking is allowed.
- ✠ No alcoholic beverages are allowed on the premises.
- ✠ The couple will be charged for any damages to church property resulting from actions of the wedding party, guests, or other outside personnel engaged for the occasion.

✠ No photography or videography by wedding guests is allowed during the service. If there is an order of worship, the following statement **must be included**:

The worship of God invites our total attention and respect. Therefore, no photography or videography is allowed during the service. As a matter of courtesy and respect, please silence all electronic devices.

All arrangements for a wedding reception at the church must be approved by the Officiating Pastor and the Wedding Guild. All wedding party members and guests must observe the following guidelines:

- ✠ No smoking is permitted. First Presbyterian Church is a smoke-free facility.
- ✠ Alcoholic beverage consumption is permitted only for a toast to the couple.
- ✠ No rice, bird seed, confetti, bubbles, sparklers, or other materials may be thrown inside the church buildings or on church property.
- ✠ Outside caterers may use the church kitchen according to church procedures. The kitchen must be left clean and orderly.

Payments for services provided by the staff of First Presbyterian Church should be paid before the rehearsal.

Pastor(s)	Honorarium
Custodial Services	Minimum of \$150. A bill will be issued for additional custodial costs for a reception or non-standard services. Make check payable to First Presbyterian Church.
Organist/Choirmaster	Minimum of \$250. This fee may increase if extra rehearsals are required and/or non-standard music demands. Make check payable to the Organist/Choirmaster.

**FIRST PRESBYTERIAN CHURCH
KNOXVILLE, TENNESSEE
CHURCH STAFF LISTING**

Rev. Mark Curtis
Senior Pastor
mark@fpcknox.org
865-546-2531 Ext 105

Rev. Meredith Loftis
Associate Pastor
meredith@fpcknox.org
865-546-2531 Ext. 106

Mr. Mark Pace
Organist/Choirmaster
mark@fpcknox.org
865-546-2531 Ext. 102

Ms. Jane Holland
Church Business Administrator
jane@fpcknox.org
865-546-2531 Ext. 101

Ms. Katie Norrell
Director of Communications
katie@fpcknox.org
865-546-2531 Ext. 103

Ms. Laura Harmon
Administrative Assistant
laura@fpcknox.org
865-546-2531 Ext. 100

Mr. Victor Lenoir
Custodian
865-546-2531

**FIRST PRESBYTERIAN CHURCH
KNOXVILLE, TENNESSEE
WEDDING GUIDELINES FOR FLORISTS**

(The couple keeps a copy of this form; a copy must be given to those handling floral arrangements. Please refer any questions to the Wedding Guild)

First Presbyterian Church is a house of worship. Excessive floral displays and elaborate greenery which detract from the beauty and dignity of the Sanctuary and Chapel are discouraged. Please abide by the following guidelines:

- ✠ Church fixtures may not be moved. Floral arrangements may be used on each side of the chancel cross. No floral arrangements may extend above the horizontal arms of the cross (28 inches). No floral arrangements are permitted on the communion table or the organ console.
- ✠ Excessive use of candles is not permitted. No wax candles are allowed, and tube candles must be provided by the florist. Pew candles are not permitted, and no candles may be placed in the windows or in the aisles.
- ✠ No tacks, nails, screws, or other materials may be used.
- ✠ Bouquets, boutonnieres and corsages should be delivered to the Flower Room.
- ✠ The florist's decorating and removal time in the sanctuary should be coordinated with the Church Office.
- ✠ White paraments are used for weddings.
- ✠ All decorations, debris, and floral supplies must be removed from the church property by the florist immediately following the ceremony on the same day of the wedding except for flowers remaining in place for Sunday worship.

**FIRST PRESBYTERIAN CHURCH
KNOXVILLE, TENNESSEE
WEDDING GUIDELINES FOR PHOTOGRAPHY AND VIDEOGRAPHY**

(The couple keeps a copy of this form; copy must be given to those handling photography and/or videography. Please refer any questions to the Officiating Pastor or Wedding Guild)

A Christian wedding is a sacred service of worship. Photographers/videographers are welcome to take pictures before and after the wedding, but **not during the service itself**, with the following exceptions:

- ✠ Photography **without flash** and **with a silent shutter** is permitted only from the balcony of the Sanctuary.
- ✠ Videography is permitted only from the balcony of the Sanctuary with no additional lighting beyond the Sanctuary lighting.

These guidelines are to be honored by all photographers and guests.

If there is a printed order of worship, the following statement **must be included**:

The worship of God invites our total attention and respect. Therefore, no photography or videography is allowed during the service. As a matter of courtesy and respect, please silence all electronic devices.

**FIRST PRESBYTERIAN CHURCH, KNOXVILLE, TENNESSEE
WEDDING INFORMATION FORM**

*In order to receive approval by the Session of First Presbyterian Church,
this form must be completed and returned to the church office.*

WEDDING DATE: _____

THE COUPLE

NAME (1) _____ AGE _____

ADDRESS _____ CITY _____ STATE ____ ZIP _____

TELEPHONE (cell) _____ (work) _____ (home) _____

EMAIL: _____

OCCUPATION _____ CHURCH AFFILIATION _____

PARENTS (include name(s), address, phone, and email)

NAME (2) _____ AGE _____

ADDRESS _____ CITY _____ STATE ____ ZIP _____

TELEPHONE (cell) _____ (work) _____ (home) _____

EMAIL: _____

OCCUPATION _____ CHURCH AFFILIATION _____

PARENTS (include name(s), address, phone, and email)

FINANCIAL RESPONSIBILITY Please indicate from one of the names listed above or give an alternative here

REHEARSAL AND WEDDING

LOCATION: Sanctuary Chapel Other _____

REHEARSAL DATE _____ TIME _____

PREFERRED TIME TO OPEN CHURCH DOORS _____

WEDDING DATE _____ TIME _____

PREFERRED TIME TO OPEN CHURCH DOORS _____

WEDDING PARTY

BEST MAN _____

MAID/MATRON OF HONOR _____

OTHER ATTENDANTS (list category and number)

Category (e.g., bridesmaids, groomsmen, flower girls, ring-bearer, etc.)	Approximate number

WEDDING GUESTS _____ (Approximate number)

WORSHIP LEADERS

Officiating Pastor _____

Organist _____

Other participants _____

OTHER

Bride will dress at church

Groom will dress at church

Flowers will remain in the sanctuary for Sunday*

*It is hoped you will leave the flowers for Sunday worship service. They will be acknowledged in the Sunday order of worship that they “are given to the glory of God and in celebration of the wedding of (names of the couple).”

FLORAL DECORATING – Please give one copy of the *Wedding Guideline for Florists* (in Wedding Handbook) to your florist and retain the second copy for your use in planning.

Name _____

Address _____

Email _____ Phone: _____

PHOTOGRAPHY – Please give one copy of the *Wedding Guidelines for Photography and Videography* (in Wedding Handbook) to your photographer and videographer and retain the second copy for your use in planning.

Name _____

Address _____

Email _____ Phone: _____

RECEPTION LOCATION _____

If you will be using the church Fellowship Hall, please provide contact information (name, address, email, and phone) for the caterer and any other outside staffing involved.

Name _____

Address _____

Email _____ Phone: _____