

# WEDDING MANUAL



TABERNACLE PRESBYTERIAN CHURCH

418 EAST 34TH STREET

INDIANAPOLIS, INDIANA 46205

(317) 923-5458

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

## **The Art of Marriage**

Happiness in marriage is not something that just happens. A good marriage must be created. In the art of marriage, the little things are the big things...

- It is never being too old to hold hands.
- It is remembering to say, "I love you," at least once each day.
- It is never going to sleep angry.
- It is forming a circle of love that gathers in the whole family.
- It is at no time taking the other for granted; courtship should not end with the honeymoon, it should continue through all the years.
- It is doing things for each other, not in the attitude of duty or sacrifice, but in the spirit of joy.
- It is not expecting the husband to wear a halo, or the wife to have the wings of an angel. It is not looking for perfection in each other. It is cultivating flexibility, patience, understanding, and a sense of humor.
- It is having the capacity to forgive and forget.
- It is giving each other an atmosphere in which each can grow.
- It is finding room for the things of the spirit.
- It is a common search for the good and the beautiful.
- It is not only marrying the right partner, it is being the right partner.
- It is discovering what marriage can be, at its best, as expressed in the words Mark Twain used in a tribute to his wife: "Wherever she was, there was Eden."

Wilferd Peterson

"The Art of Living"

### **The Christian Marriage**

One of the great joys for the Church of Jesus Christ is when two of her members unite in the holy bond of marriage. Weddings are easy (any Justice of the Peace, or Wedding Chapel may perform the ceremony), but the marriage is not. It takes commitment and hard work. You have turned to the Lord and His Church as the foundation for this new relationship, indicating your desire for God's personal blessing on this great adventure of love and faith. That is why we at Tabernacle Presbyterian Church are committed to doing all we can to help couples prepare for their life together as husband and wife.

God has instituted marriage for the welfare and happiness of humankind. The Church through the years has been careful to keep the sanctities of the marriage bond inviolable. When two people exchange vows in the presence of God and before witnesses representing society at large, the Church places its seal upon such a union and is authorized by the state to declare such a couple husband and wife.

True marriage is the union of two people in a bond of love whereby they become one. Such a union is directly accomplished not by how we feel, what we say, or by what is done, but rather by God working through such a relationship to bring about in His way a bond of indissoluble union.

Marriage is the beginning of the basic family unit. The under girding strength of our society is the family, and the responsibilities of parenthood and the rearing of a family should be kept in mind. The family

most blessed by God is the family that is Christ-centered in its relationship.

Of the solemnization of marriage the Book of Common Worship properly states at the outset:

“God gave us marriage for the full expression of the love between a man and a woman. In marriage a woman and a man belong to each other, and with affection and tenderness freely give themselves to each other. God gave us marriage as a holy mystery in which a man and a woman are joined together, and become one, just as Christ is one with the Church.”

The wedding service states that holy marriage, “is instituted of God, regulated by His commandments, blessed by our Lord, Jesus Christ, and is to be held in honor among all.”

Recognizing that God ordains marriage will give you a clearer vision of what your wedding ceremony should be as you begin the planning process.

### **Marriage Policy Statement Adopted by the Session of Tabernacle Presbyterian Church – October 21, 2014**

“The Presbyterian Church has historically recognized the Biblical understanding that marriage is the union between a man and a woman. The Session of Tabernacle Presbyterian Church affirms this understanding of marriage; therefore, it has determined marriage ceremonies and worship services recognizing a civil marriage, other than between a man and a woman, shall not be performed within the confines of Tabernacle Presbyterian Church property.”

### **The Use of this Manual**

We are honored that you are considering Tabernacle Presbyterian Church as the place for your wedding. This booklet has been prepared by the church staff and the ministers with the belief that it will enable you to make your wedding arrangements with the least effort and greatest efficiency. *Please read this policy manual before you meet with the minister and Wedding Consultant.*

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### **Who May Use The Church For Weddings**

Your wedding is a personal statement about your identity as a couple as well as individuals. Church weddings are not for everyone. In the Church, the wedding is *a sacred service of worship that focuses on the Lordship of Jesus Christ*. Therefore, only couples who have made such a commitment to Christ and have demonstrated an active faith through regular participation in the life of Christ’s Body, the Church, should request a church wedding.

Therefore, church weddings at Tabernacle Presbyterian Church are reserved for:

- Couples who are presently regular participants in worship at Tabernacle Church.
- Couples who are regular participants of another Church Body and are requesting use of Tabernacle Presbyterian for their ceremony.
- Couples who become regular in their attendance at worship for at least three months prior to the wedding.

If divorced, a minimum of one year of legal divorce should pass before requesting to be remarried.

Throughout this manual, references will be made regarding members and non-members. *Members* are defined as a bride or groom *or* a bride’s parents or groom’s parents who have been on the official membership roles of Tabernacle Presbyterian Church for a minimum of one year prior to the date of the wedding. *Non-members* are defined as *all other persons* requesting the use of Tabernacle Presbyterian Church.

### **Who May Officiate At The Wedding**

Normally, all *member* weddings will be conducted by one of Tabernacle’s clergy, but upon the couple’s

request, Tabernacle Presbyterian Church may extend an invitation to a Christian minister not on Tabernacle's staff. *Non-members* are encouraged to invite a clergyperson of their choice to officiate their ceremony. An official letter of invitation will be sent to outside clergy inviting them to officiate and explaining the policies of Tabernacle Church. If the couple has no clergy, arrangements can be made through Tabernacle Presbyterian to secure an officiant for your ceremony.

*Honorariums for officiating pastors are the responsibility of the wedding party and will not be included in the final bill received from the church.*

### **Reserving your Wedding Date**

*Members:*

Members of Tabernacle Church may schedule their wedding date at any time following the couple's initial interview by returning the Wedding Information Sheet. Scheduling will be done through the church office and will be placed on the calendar so that conflicting activities will not be scheduled.

*Non-members:*

Non-members may also schedule their weddings at any time following the couple's initial interview. The Wedding Information Sheet along with a non-refundable deposit of \$100.00 will be required from all non-members wishing to use Tabernacle Presbyterian Church. This deposit will be credited to your final charges due to the church.

Weddings will not be scheduled later than 6:30 p.m. so that there is adequate time for the custodial staff to ready the building for the next day's activities.

### **Getting Started**

We recommend you begin the process six months before the requested wedding date (one year preferable) by *making an appointment with the Tabernacle staff member responsible for wedding scheduling* to go over this wedding manual and the church policies. *Note: No wedding date may be put on the church calendar until after this initial appointment and all appropriate deposits remitted.*

Next, the couple will begin premarital counseling to be done by the officiating pastor and/or a trained counselor. Areas to be covered should include communications, finances, faith, family, and marriage expectations. It is during this process you will also be meeting with the Wedding Consultant to actually plan the ceremony. She will be in touch with you approximately six to eight weeks before your scheduled wedding date.

### **Counseling**

The Pastor is more deeply concerned about and involved in your wedding than anyone else at the church. Through pre-marital counseling, provided by the Pastor or an approved counselor (which is required before the ceremony can be performed), through the rehearsal and the ceremony, he/she will seek to guide you to a meaningful and Christian consummation of your covenant with one another.

The Pastor will request consultations with the prospective bride and groom in order that the Christian meaning of marriage may be discussed. Appointments may be made directly with the Pastor or the Pastor's Secretary.

A marriage license is required and must be given to the Pastor *no later than the night of your rehearsal.*

### **The Wedding Rehearsal**

A rehearsal is advisable for all weddings. Rehearsals will not be scheduled to begin later than 6:00 p.m. It is very important that everyone participating in the wedding party be present. As a courtesy to the Tabernacle staff everyone should be prompt for the rehearsal. It is suggested that you have each person arrive at the church 15 minutes prior to the scheduled rehearsal time. The wedding license should be given to the officiating pastor *when the couple receives it, but no later than the evening of the wedding rehearsal.*

## **Music For Your Wedding**

An integral part of the wedding ceremony is music. The appropriate musical selections can help place the wedding in the proper context of worship and give meaningful expression to God's place in this special event. As with any worship service, music should be chosen with care and discrimination.

The Constitution of the Presbyterian Church (USA) requires that because the wedding service is first and foremost a worship service, all music used in the wedding must "direct attention to God and express the faith of the Church." (W-4.9005) Therefore, all music selections will be reviewed and approved by the officiating Pastor and/or the Minister of Music at Tabernacle Church. A pre-service program of organ music is generally used unless soloists or instrumentalists are desired. Soloists and/or instrumentalists should be chosen in consultation with the Minister of Music. If you are in need of instrumentalists or vocalists, Tabernacle maintains a list of quality musicians available for weddings.

Tabernacle Church will secure organists for *all weddings*. In addition to the established organist fee for the ceremony, there may be additional charges for rehearsals. The consultant can assist you in determining any additional fees. Recordings of appropriate organ selections are available at the church that will be helpful in deciding service music for your wedding. Please call the church office to make arrangements to receive one of these recordings.

If special music is requested that is unavailable from the wedding party and/or organist, music can be ordered from a supplier. There is no fee for this service other than the retail cost of music.

*Please note that Tabernacle Church does not permit the use of pre-recorded music for any part of the prelude, ceremony or recessional music.*

## **Sound Equipment**

Microphones are available for use by the minister, readers, and soloist as needed. Arrangements for use must be made with the Wedding Consultant during the initial interview. If necessary or desired, an Audio Technician can be provided at an additional cost.

## **The Wedding Consultant**

Tabernacle Church has a Wedding Consultant on staff to assist you with the plans specifically involving the use of the church, equipment, and staff. She will coordinate the arrangements surrounding the wedding service, including use of the building, custodial needs, arrangements for security and any other special needs according to the wishes of the bride and groom within the guidelines of the church. *The Pastor and the Tabernacle Wedding Consultant will conduct the wedding rehearsal and direct the wedding even if there has been an additional Wedding Consultant secured by the bridal party.*

The Wedding Consultant will contact you four to six weeks prior to your scheduled wedding.

## **Decorations**

A good rule of thumb is, "Simple is better." Tabernacle's Wedding Consultant will help you in selecting and arranging flowers and decorations if desired. The church can provide up to 10 aisle candles, two different styles of candelabras and pillar candles for use on the Communion Table.

The following policies should be made known to the florist by the bride:

- Flowers or other decorations placed on any wood surface need to have protective plastic placed underneath.
- Flowers or other decorations placed on the ends of the pews must have protective devices to avoid scratching. It is preferred that these decorations be secured with ribbon or florist's wire.
- Flowers or greenery placed on the floor must have protection under them to keep water and dampness from staining the floor. Protection should be placed under each candelabra used so that wax will not drip

directly on the tile.

- The church can provide all candles needed for a unity candle ceremony if desired. If the bride and groom prefer to use their own unity candle, a protective sheet of plastic must be placed underneath the arrangement.
- No decorations are to be placed on the piano.
- The church has no space for cool storage of floral arrangements, bouquets or boutonnières.
- We recommend you do not use an aisle runner, but if you do, only drafting tape may be used on the floor. The Sanctuary aisle requires a 75 foot aisle runner. McKee Chapel requires a 50 foot aisle runner.

*No live flower petals may be used in the Sanctuary or Chapel aisles or outside on the sidewalks of the building.*

### **Sexton Services**

The Wedding Consultant will make arrangements with the Sexton for his/her services that are needed. The Sexton is responsible for physical set-up and clean-up for the wedding, coordinating with the florist and opening and closing of the building for the wedding party. There is an additional charge of \$10.00 per hour if the Sexton is required to be available more than *two hours* prior to the wedding service.

*Please note that due to the number of activities in the building and set-ups, members of the wedding party for Friday evening weddings may not be able to access the building prior to 3:00 p.m.*

### **Photography and Video Recording**

If you desire wedding photographs, it is the responsibility of the bridal party to instruct the photographer that NO FLASH PICTURES ARE PERMITTED FOLLOWING THE PROCESSIONAL AND PRIOR TO THE RECESSIONAL. The ceremony begins immediately following the Processional and ends with the Benediction. Pictures of any part of the service may be posed, prior to or following the service. Time exposures of the ceremony may be taken unobtrusively from the back of the Sanctuary or McKee Chapel, or the back Sanctuary balcony. If pictures are taken prior to the wedding, no floral arrangements, candles or aisle runner may be moved or changed.

Arrangements may be made through the Wedding Consultant to have photographs taken in other parts of the building, but no furnishings are to be moved. *These arrangements must be made prior to the day of the wedding.*

Video recordings may be made of the service if desired, but NO VIDEO CAMERAS ARE ALLOWED IN THE FRONT OF THE SANCTUARY OR MCKEE CHAPEL. NO EXCEPTIONS WILL BE MADE. Video equipment must be used independently of the church amplifying system and church staff. Please inform your videographer that the camera mounted on the back Sanctuary balcony MUST NOT BE MOVED OR UNPLUGGED. It is for use by the musicians in the choir loft.

*Please ask your photographer not to place any equipment or other items on the piano in the Sanctuary.*

### **Church Reception**

If the Parlor or Dining Room of the church is desired for the wedding reception, its availability, use and cost can be discussed with the Wedding Consultant of Tabernacle Church. NO ALCOHOLIC BEVERAGES WILL BE SERVED.

### **Security**

It is a policy of Tabernacle Church that any event having more than 50 persons in attendance must have security on the grounds. This is for the protection of your guests and your peace of mind. The security guard will ensure that parking spaces will be reserved for your guests and wedding party as well as patrol the lot.

### **The Day of Your Wedding**

The church building will be available to the bridal party two hours prior to the time of the ceremony unless there are extenuating circumstances, and appropriate arrangements have been made with the Sexton, Wedding Consultant and office staff responsible for the Church calendar. The Parlor and McKee Chapel *may* be available for pictures if no other activities are scheduled during this time. Please check with the Wedding Consultant if you have questions.

### **Other Items of Importance**

NO SMOKING is permitted in the church building.

NO ALCOHOLIC BEVERAGES are permitted in the church building, in the parking lots or other church property prior to or following the wedding rehearsal or ceremony.

RICE, CONFETTI OR BIRD SEED ARE NOT PERMITTED inside or outside the building. This is for the protection and safety of the wedding party and their guest.

BABYSITTING AND/OR ROOM USE is available for members of the wedding party and guests of the wedding. All arrangements must be made through the Director of Children's Ministries. There is an additional charge for use of the room and hiring of approved sitters.

COMMUNION FOR YOUR WEDDING CEREMONY – All requests for communion to be served as part of your wedding ceremony must be approved by the Session of Tabernacle Presbyterian Church. According to the PCUSA Book of Order, communion must be served to all who are present and desire to receive this sacrament. All supplies related to the communion service will be the responsibility of the wedding party.

**Checklist for a wedding at  
Tabernacle Presbyterian Church**

Six months prior to the proposed wedding date

- \_\_\_ Fill out the Wedding Request Form and make an appointment with Tabernacle Staff member.
  
- \_\_\_ At the initial meeting, the couple will review the wedding policy manual and discuss plans for pre-marital counseling process. Only after this initial meeting may a date for the wedding be set, pending Session approval.
  
- \_\_\_ A \$100.00 non-refundable deposit is required for all non-members at the initial meeting.

One to two months prior to the proposed wedding date

- \_\_\_ The couple completes the counseling.
  
- \_\_\_ The couple regularly participates in worship.
  
- \_\_\_ An appointment is made with the Wedding Consultant and Minister of Music.

Two weeks prior to the wedding date

- \_\_\_ All fees are due to Tabernacle Presbyterian Church.

Day of the rehearsal

- \_\_\_ The license is brought to the rehearsal.
  
- \_\_\_ The rehearsal - entire wedding party to be present and punctual.
  
- \_\_\_ Finalize all details for the day of the wedding.



Wedding Fee Schedule

Personnel

	Amount	✓	
Organist (member)	\$240	_____	_____
(non-member)	\$350	_____	_____
(Wedding rehearsal)	\$70	_____	_____
(Additional rehearsals)	\$25/ea	_____	_____
Wedding Consultant, Sextons	\$450	_____	_____
Security	\$90	_____	_____
Audio Technician	\$175	_____	_____
Vocal Soloist	TBD	_____	_____
Instrumentalist(s)	TBD	_____	_____

*Honorariums for officiating pastors are the responsibility of the wedding party and will not be included in the final bill received from the church.*

Optional Charges

Aisle Candles (10 max)	\$10/ea	_____	_____
Seven Candle Candelabra	\$25/ pr.	_____	_____
Fifteen Candle Candelabra	\$45/ pr.	_____	_____
Communion Table Candles	\$75		

Room Charges (non-member)

Sanctuary	\$1000	_____	_____
McKee Chapel	\$275	_____	_____
Parlor	\$220	_____	_____

Total Charges

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All personnel, church room and optional fees are to be remitted two weeks prior to the wedding. You will receive a final billing from Tabernacle Presbyterian three to four weeks before your scheduled wedding date. Your check can be dropped off at the church office or mailed to the church, Attn: Wedding.

*Fees subject to change.*

*Revised 6/09*

Tabernacle Presbyterian Church  
418 East 34<sup>th</sup> Street  
Indianapolis, Indiana 46205  
(317) 923-5458  
[www.tabpres.org](http://www.tabpres.org)

**WEDDING INFORMATION SHEET**

Bride's name \_\_\_\_\_ Member?  yes  no

Street address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home telephone \_\_\_\_\_ Work telephone \_\_\_\_\_

E-mail address \_\_\_\_\_ Cell telephone \_\_\_\_\_

Parents \_\_\_\_\_ Member?  yes  no

Church Affiliation \_\_\_\_\_

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Groom's name \_\_\_\_\_ Member?  yes  no

Street address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home telephone \_\_\_\_\_ Work telephone \_\_\_\_\_

E-mail address \_\_\_\_\_ Cell telephone \_\_\_\_\_

Parents \_\_\_\_\_ Member?  yes  no

Church Affiliation \_\_\_\_\_

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Wedding date \_\_\_\_\_ Time \_\_\_\_\_ Sanctuary  McKee Chapel

Rehearsal date \_\_\_\_\_ Time \_\_\_\_\_

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Officiating Pastor \_\_\_\_\_ Church affiliation \_\_\_\_\_

Street address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Letter of invitation sent \_\_\_\_\_

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Photographer \_\_\_\_\_

Videographer \_\_\_\_\_

Florist \_\_\_\_\_

Reception location \_\_\_\_\_

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Date of initial call \_\_\_\_\_ Wedding booklet sent \_\_\_\_\_

Information sheet returned \_\_\_\_\_ Deposit collected \_\_\_\_\_ Check # \_\_\_\_\_

Sanctuary  McKee Chapel  Calendar confirmed \_\_\_\_\_

**Please return this form and \$100.00 deposit (for non-members) to Matt Kauffman, Tabernacle  
Presbyterian Church, 418 East 34<sup>th</sup> Street, Indianapolis, IN 46205**