

BETHLEHEM PRESBYTERIAN CHURCH

**2446 Old Church Road
Mechanicsville, Virginia 23111
(804) 779-3775**

WEDDING GUIDELINES

Introduction

A service of Christian marriage is celebrated in the place where the community of faith gathers for worship. The focus of the service is upon marriage as a gift of God and as an expression of the Christian life. The wedding service will include appropriate passages of Scripture and prayers for the couple in the name of Jesus Christ through our Triune God.

Preparation

CLERGY

It is customary that the Pastor of Bethlehem Presbyterian Church performs all weddings. Other clergy (family/friends) may be invited by the Pastor to assist at your request. At least 120 days before the wedding date requested, the prospective bride and groom will make an appointment for a premarital interview with the Pastor. After that initial interview, the Pastor will confirm the wedding date and schedule three additional premarital sessions.

MUSIC

All wedding music must be approved by the Director of Music who will consult with you in advance and at your initiative to help you make selections that are appropriate for the worship setting. Music suitable for the marriage service directs attention to God, to Love as a gift of God and expresses the faith of the Church. The Director of Music will play for all weddings and in the event he is not available, he will recommend an accomplished colleague.

WEDDING COORDINATOR

Bethlehem has its own Wedding Coordinator. Any wedding that needs a rehearsal will need to work with our Wedding Coordinator. The Wedding Coordinator is responsible for meeting with you and/or your Mistress of Ceremonies prior to the rehearsal to organize the details surrounding the wedding service. The Wedding Coordinator will be at the rehearsal and the wedding service to provide direction to the wedding party, assist the pastor, and attend details connected with our facilities and parking.

AUDIO/VISUAL

We will provide a technician to monitor the sound and any videos used when the wedding service is held in the sanctuary. This will provide you with the assurance that multiple microphones will be set up for soloists, musicians, readers, pastors, and other speakers. If you have any videos to include for background images during the service, along with any bride and groom photos, these will need to be formatted on a thumb drive and submitted at in time of the rehearsal.

CHURCH SEXTON

Our Church Sexton is required to see that the facilities are cleaned before and after your wedding service. Access to our facilities will be arranged, and the portion of the building being used will be cooled or heated for your comfort. If you hold your reception at the church, it will be your caterer's responsibility to setup and decorate before the event and then to clean up the kitchen afterwards, leaving it as clean as they found it.

Facilities

SANCTUARY

The sanctuary of Bethlehem Presbyterian Church was built in 2012 and seats between 250-300 maximum capacity. It is a traditional setting with cutting-edge audio/video technology. The stained glass chancel window, vaulted ceiling and raised chancel provide an inspiring and worshipful environment for larger weddings. There is a center aisle and two side aisles. The Baldwin grand piano provides a celebratory quality to the music of any wedding and is a wonderful instrument for accompanying the most gifted soloist and/or musician.

CHAPEL

The Chapel, as the original sanctuary, was built in 1843. It is a quaint, historic setting for smaller weddings, seating approximately 150 maximum capacity. There is no center aisle. The large, arched windows, vaulted ceiling, small elevated chancel, limited balcony, hand-hewn pews and red-carpeted side aisles provide an environment that is intimate and charming. The upright piano and modest electric organ makes it ideal for simpler, smaller celebrations.

OUTDOOR CHAPEL

Bethlehem has an outdoor chapel in the woods at the rear of the gravel parking lot. It is a rustic, natural setting for small, informal ceremonies. A rough-hewn cross stands behind a small, elevated platform flanked by wooden benches. It has a gravel base with a slopping center aisle. There is no electrical outlet in close proximity, but industrial electrical cords may be used to access limited electrical power for amplification.

KRATZ PARLOR

The Kratz Parlor adjoins a large ladies room and is utilized by the bride and her attendants for dressing and make-up purposes at the rehearsal and on the wedding day. Its semi-formal décor makes a wonderful backdrop for some of those pre-wedding photographs.

FELLOWSHIP HALL

The Fellowship Hall is suitable for large standup receptions with heavy hors d'oeuvres or for smaller seated dinner receptions of approximately 120 guests. There is a motorized screen for projection of photos and/or videos of the wedding couple and their families. No Form Of Alcoholic Beverages Is Permitted On The Church Premises At Any Time.

KITCHEN

The medium-sized kitchen offers one large stovetop, two ovens and one microwave, along with residential style refrigerator and freezer to assist your caterer in in the preparation of food for your reception.

PARKING

There is a smaller, paved parking lot near the kitchen that can accommodate approximately 15 vehicles; also, there is a large, gravel parking lot near the sanctuary that can accommodate approximately 60 vehicles. If your wedding hosts 300 guests or more, parking will become a significant problem that carpooling may resolve. Contacting the Hanover Sheriff's Office for parking assistance and directing traffic for larger celebrations is strongly recommended.

The Wedding Event

REHEARSAL

The bride and groom will set the time of rehearsal in consultation with the Pastor. The bride and groom are responsible for notifying all members of the wedding party of the time for rehearsal. One hour is allocated for the rehearsal and it should begin promptly. The marriage license and wedding certificate must be submitted to the Pastor prior to the beginning of the rehearsal. All remuneration and honoraria is to be submitted in full at the time of the rehearsal.

WEDDING FLOWERS & DECORATIONS

Our Sanctuary and Chapel do not require elaborate decorations; however, the bride and groom are free to decorate with flowers, candles, candelabras, pew markers, aisle runners, kneeling bench, and unity candle. These items are available for rental at a local vendor; the church does not provide them. All precautions will need to be taken to protect the church

furniture and flooring from wax and water damage. If flowers are left for the upcoming Sunday worship service, please notify the office two weeks in advance. Birdseed, flower petals, bubbles, balloons may be used to cast on the bride and groom after the wedding service outside the sanctuary and chapel. No rice or spray-string is permitted.

PHOTOGRAPHS

The wedding ceremony is a service of worship of Almighty God and should reflect a spirit of reverent joy and worshipful celebration. Once the service begins, all guests and professional photographers are not allowed to use flash photography. Use of cell phone cameras may be permitted when used in an unobtrusive manner. No flash, no physical movement for videos and photos is allowed once the wedding service begins.

REMUNERATION

Please consult the Wedding Fee Structure below for the cost of your wedding. Fees are broken down along the lines of active member and non-member, as well as facilities used, services requested and the size and complexity of your wedding plans. These fees include the use of the facilities for both rehearsal and wedding.

Bethlehem Presbyterian Church		
Wedding Fee Structure <i>(Effective September 2013)</i>		
Facilities	Active Member	Non-Member
Chapel	No Fee	\$250.00
Sanctuary	No Fee	\$500.00
Outdoor Chapel	No Fee	\$100.00
Fellowship Hall & Kitchen	No Fee	\$200.00
Pastor's Honoraria	Small \$150.00 to Large \$300.00	
Director of Music	Small \$100.00 to Large \$200.00	
Wedding Director	Small \$50.00 to Large \$100.00	
Audio/Video Services	Without Videos \$50.00 With Videos \$100.00	
Church Sexton	Active Members and Non-Members alike are charged according to the facilities used, ranging from \$50.00 - \$150.00	