

# Weddings At Highland



Highland Presbyterian Church  
111 Highland Avenue  
Fayetteville, NC 28305  
910-485-2147  
[www.hpchurch.org](http://www.hpchurch.org)



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## Reminders

### The Wedding Guild of Highland Presbyterian Church

Sue Wampler  
Chairperson (910-864-8391)

Becky Ensley  
Judy Gainer  
Orion Gaynos  
Kay Godwin  
Bettie Kidder  
Judy Lennon  
Jolene Maxwell  
Luanne Nicholson  
Virginia Oliver  
Kay Jones  
Pinky McInville

The wedding party should remove all articles of apparel, personal items, boxes, etc. from the Bride's and Session Rooms after the wedding.

The church will not be held responsible for valuables left unattended during the rehearsal, wedding or reception.

As a rule of thumb one (1) Usher is required per fifty (50) people at the wedding ceremony.

Family pews – 10 to a pew (pew cards if necessary).

No rice, birdseed, confetti or bubbles are allowed inside or outside of the church.

Please no food or drink in the Session Room, Bride's Room, Parlor, Chapel or Sanctuary; however, you may have food and drink in the Library.

Please have your florist let the church office know when they will arrive to decorate so that the custodian will have the building open. Remember to call Michelle McMillan at 485-2147 to inform her about what you would like done with your flowers after the wedding.

The bridal couple is responsible for setting up counseling sessions with the minister and he will discuss order of service.

### The Sanctuary of Highland Presbyterian



# Wedding Fees Schedule

## Facility Fees

Rehearsal and wedding \$50.00-Chapel  
 \$100.00-Sanctuary

## Rental of Fellowship Hall

Receptions \$100.00

## Wedding Guild Director

\$50.00-Chapel  
 \$100.00-Sanctuary  
 \$150.00-Sanctuary

(if 500 or more guests expected)

Fees should be paid to the Business Manager at least one week prior to the wedding. Checks should be made payable to Highland Presbyterian Church.

# Honorariums

## Minister

\$100.00 - \$150.00

## Organist

\$200

## Organist

\$200 - when additional musicians are utilized, such as, a string quartet or an instrumental ensemble. This does not include vocals.

These honorariums are paid directly to the minister and the organist.

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 910-485-2147



Dear Friends,

It is my hope that your wedding day in this church will be a special day in your life; and that its beauty and inspiration will linger and give strength for a lifetime.

Our Wedding Guild is a group dedicated to helping you make your wedding all that you want it to be. They are prepared to work with you and acquaint you with the policies of this church for all weddings held here. I am grateful for these women who give of their time in this special ministry. They serve as a special sub-committee of the Worship Committee of our Session.

Again, it is my hope that your wedding will be a pleasant and memorable experience. May God bless you and keep you as you make this very important step in your lives.

With every good wish, I am

Your pastor and friend,

J. Ernest Johnson  
 Minister  
 Highland Presbyterian Church

# Worship at Highland Weddings

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## Fees

There is no fee for use of the church facilities (Chapel, Sanctuary, Church Fellowship Hall) by members of Highland Presbyterian Church or their immediate family.

Fees should be paid to the Business Manager at least one week prior to the wedding. Checks should be made payable to Highland Presbyterian Church.

Since vocal or instrumental music is not absolutely essential to a wedding, the bride and groom who desire this must select the musicians and arrange the fees. The minister and organist will be happy to suggest possible soloists.

A suggested honorarium for the Minister and the Organist is found on the Fee Schedule.

Highland's Custodial Staff and Wedding Guild must be used for all weddings. (See Fee Schedule)

Kitchen Staff is required at receptions. (See the Fee Schedule on the next page.)

## Rehearsals

More than likely, you will desire to have a rehearsal in order that the wedding service might be one of dignity. By means of a rehearsal, those persons participating will know of their responsibilities adding to the meaning of the wedding service.

Since marriage is a worship service, the Minister will be in charge of the rehearsal and direct the wedding. The Constitution of the Presbyterian Church states that “the Minister shall have entire responsibility for the direction of the service.” A member of the Wedding Guild will be present at the rehearsal and the wedding service to assist the Minister, to insure the dignity of the seating of the guests, and to aid in the processional and recessional.

The bride and groom are urged to make every effort to have the wedding party at the Church at the hour set for the rehearsal. The Church personnel involved, minister, organist and wedding guild member, often times have other engagements during the evening. The bride and groom are encouraged to be considerate of the schedules of Church personnel.

It will help considerably if the bride will arrange the bridal party as to height, etc. prior to rehearsal. The side door (handicapped ramp) will be open for rehearsal.

## Your Wedding

All of us at Highland Presbyterian Church are delighted at your coming wedding. We know it is an exciting and happy time for you as you prepare for your life together under God. Each of us wants to be of the greatest possible assistance to you as you make your plans . . . in order that the occasion of your marriage will not only be a happy one, but also of deep spiritual meaning. We are looking forward to sharing in the wedding with you. As you make your plans, please consider carefully the following suggestions approved by the Session of Highland Presbyterian Church:

As Christians and Presbyterians, we believe that Christian marriage is a solemn and sacred covenant. A Christian marriage, as contrasted with a civil marriage regulated by State laws, is governed by the laws of Christ, the head of the church. A wedding in the church indicates the public sanction and approval by the church upon the marriage performed. The church pledges its loyalty and prayers to the couple being married and the couple, requesting to be married in the church building, publicly promises their loyalty to Christ's Church and announces their intentions to live in marriage as Christians.

# Presbyterian Church Statements

(From the Constitution of the Presbyterian Church,  
USA - The Book of Church Order)

Since marriage is a divine institution, established by God in creation, the church solemnizes marriage in holy worship, with prayer and blessings, bearing witness to its nature, and also requires vows concerning their obligation to God from those who engage in it.

As they are enjoined to marry in the Lord, Christians should have their marriage solemnized by a lawful Minister of the Word, ordinarily in the building set apart to the worship of God in the presence of God's people.

The intent to marry should be announced sufficiently in advance of the solemnization of the marriage. Before the marriage, it is the duty of the Minister to see:

- (1) that the parties obey the proper laws established by the civil commonwealth to regulate marriage;
- (2) that the parties are of such years of discretion as to be capable of making their own choice; and, if they be under age, that the consent of parents or guardians be previously obtained and certified to the Minister;
- (3) that the parties understanding of a commitment to Christian marriage is such as to give promise of God's blessing upon their union;
- (4) that special instruction is given to prepare them for entering into their new relation in the Lord.

# Receptions

The Church Fellowship Hall is available for receptions following a wedding rehearsal or wedding services. Capacity of the Church Fellowship Hall is unlimited.

If a reception is desired at Highland, the arrangements must be made through the Church Hostess. We remind you that no alcoholic beverages may be served at anytime on church property. Fire laws prohibit smoking anywhere in the building. In addition, no rice, bird seed, or confetti may be thrown anywhere within the church.

The Highland Presbyterian Church Kitchen Staff will be in the kitchen to supervise all kitchen activities for receptions using outside catering. The Caterer is generally responsible for providing all linens, silver, and serving pieces. The Caterer must leave the church facility in proper order.

## Kneeling Bench

The bride and groom may decide to include kneeling as a part of their wedding service. The church does provide a kneeling bench, which is of the same architectural decor, for this purpose. The matter of using the kneeling bench is to be worked out with the Minister during counseling sessions.

## Pictures and Videos

A wedding is one of the most important events in the life of two individuals. Pictures, which capture this important event, are important. For many weddings, a photographer is secured to record the event in pictures.

It is important that the bride and groom inform the photographer, and other guests as well, as to when pictures are to be taken. Since the wedding is a Worship Service, no pictures (flash or time) are to be taken during the ceremony. Exception will be time exposure photos or videos from the balcony. A picture may be taken as the bride starts down the aisle, and again as the bride and groom are coming out of the church. All other photographs should be taken before and after the service.

The Minister should instruct those planning marriage in this Church's understanding of marriage as set forth in The Confession of Faith and in The Director of Worship. He may counsel with them on all important aspects of marriage, especially those where problems may arise. He should assist them to lay firm foundations for the establishment of a Christian home, and should encourage them to develop the Christian graces of understanding, patience, generosity, repentance, and forgiveness as the basis of harmony with their union.

### **The order for a marriage service shall include the following.**

- a statement of the nature of Christian marriage as set forth in Scripture
- prayers for the parties and for their new estate
- the undertaking of the covenant between them
- a declaration that the parties have been joined in marriage, and
- the Minister's pronouncing the benediction of God upon their union.

Any further elements of the order shall be at the discretion of the Minister, who shall have entire responsibility for the direction of the service. Such music as accompanies the service should be to the glory of God who sanctifies marriage, to which end the use of hymns by the congregation is appropriate.

## Minister

The wedding arrangements are to be discussed with the Minister. The date of the wedding, including time of the wedding and rehearsal, as well as other plans, should be made after this consultation with the Minister and placed upon the church calendar.

The Minister will want to meet and talk with the couple together. Counseling session will be arranged by the Minister in consultation with the couple. In addition, the Minister will work with the couple in the development of their wedding worship service.

One of the Ministers of Highland will officiate at all weddings. If the bride and groom desire another minister to assist in the service, they will make known their desire to the Minister. The invitation to a visiting minister will be extended by the Minister on behalf of the Session.

In all circumstances the Senior Minister shall have final authority to determine the nature of what may or may not be done in this church in regard to wedding ceremonies. He will insure reverence and good taste in all procedures.

## Authorization (License)

Your marriage license may be obtained from the Office of the Register of Deeds. It is located in the Cumberland County Courthouse, 117 Dick Street. Office hours are from 8:30 a.m. - 5:30 p.m., Monday through Friday. There is no waiting period, and the license is good for sixty days. The cost is \$40.00.

Pews may not be changed in any way, and platforms are not to be used. If pews are to be marked, they must be done with great care. No tacks, scotch tape, nails, or wires may be fastened to any part of the Sanctuary furnishings. Upon request, the flags may be removed from the Sanctuary. If bridal registers are to be used in the Narthex, it is suggested that a book be placed on each small table to promote quicker seating of guests.

In the event that flowers are to remain in the Sanctuary for the Sunday Worship Service, as many weddings take place on Saturday, the Church Secretary should be notified four (4) weeks prior to the wedding so that the Flower Chairman may be contacted. Such will prevent duplication of flowers for a Sunday Worship Service.

If the family is large, please have pew cards (number pew cards) 10 to a pew.

## Sanctuary Weddings

The Sanctuary is extremely beautiful in its appointments and there is little else that need be done to add to its beauty. Additional decorations, such as flowers and candles should enhance, not detract from, the symbols of faith, which are a part of the Sanctuary.

In the Sanctuary, flowers and candles may be placed on the Gradin at the base of Reredos (where the flowers and candles are placed each Sunday for worship). In addition, there are flower wells on each side of the Chancel (one at the Lectern and one at the Pulpit) in which flowers, palms, and ferns may be used. Arrangements may also be placed on the two tables in the Narthex if desired.

Standing candelabra may not be used. Arrangements for the use of hurricane lamps in the ten Sanctuary windows may be made with the Wedding Guild Director. The lamps require 8-inch dripless candles, which your florist can provide. In the event Unity Candles are used, they must be provided by your florist, and placed on the Communion Table with plastic coverings underneath to protect the table. There can be no other decorations on the Communion Table. Candleholders for pews are also available. The church does not provide any Unity Candle holders.

## Music

The church wedding is a public worship service of praise and thanksgiving to God for the love He gives to all His children and especially for the love that the couple has for each other; and the music used for such services should be well-ordered, dignified music in styles and with texts that reflect the highest standard for any act of worship in the house of God. The music should be sacred and not secular in nature. No taped music will be allowed in either the Chapel or the Sanctuary.

Soon after the consultation with the Minister and the wedding date has been placed on the church calendar, the couple will want to make an appointment with the Organist. The Organist has on file a wide variety of Christian music appropriate for weddings and will assist the couple in planning the music for their wedding.

The Organist of Highland will play for the weddings at Highland. If the bride and groom desire another organist to play for their wedding, they will make the request through the Director of Music Ministries and negotiate the details with the church organist. Contact Cathy Wilson at 485-2147 for fee at Highland.

## Wedding Guild

Since a wedding is a Worship Service, there are a number of persons involved in leading and assisting in such a service. Highland Presbyterian Church has a group known as the Wedding Guild who will assist in directing the service. It is required that a member of this Guild direct all Highland weddings. Guild members are trained for these services, and they can be of invaluable assistance to the wedding party.

The bride will be interviewed by the Wedding Guild Director, and she will be shown the location of the Bride's Room which is underneath the Narthex. This room serves as a dressing room for the bride and her attendants. The Session Room is used by the groom and his attendants.

The Administrative Assistant to the Senior Minister will inform the bride of the chairperson of the Guild, and it will be the bride's responsibility to contact her to make rehearsal and wedding arrangements.

## Chapel Weddings

The Chapel is extremely beautiful in its appointments and there is little else that need be done to add to its beauty. The addition of flowers and candles should enhance, not detract from, the symbols of faith, which are a part of the Chapel. The Chapel seats approximately 128 people.

In the Chapel, flowers may be placed on the table. If ferns are to be used, they may be placed on the railing.

Standing candelabra may not be used. An arrangement for the use of hurricane lamps in the five Chapel windows may be made with the Wedding Guild Director. The lamps require 8 inch ivory drip less candles, which are available from your florist. Candleholders for pews are also available. If Unity candles are used, they are to be placed on the Communion Table. The church does not provide them, however, they may be obtained from your florist. A plastic covering must be placed underneath them to protect the table. No other decorations will be allowed on the Communion Table. The church does not provide the Unity candleholder.

Pews may not be moved, and platforms are not to be used. If the pews are to be marked, they are to be done with great care. No tacks, scotch tape, nails or wires may be fastened to any part of the Chapel furnishings. The piano may be removed from the Chapel for the wedding ceremony if desired.

In the event that flowers are to remain in the Chapel for the Sunday Worship Service, as many weddings take place on Saturday, the Church Secretary should be notified three (3) weeks prior to the wedding so that the Flower Chairman may be contacted. (Such will prevent duplication of flowers for a Sunday Service of Worship.)