

*So you want to get married in the*  
**St. Andrews Presbyterian Church**  
*Lebanon, Pennsylvania*

## **Wedding Guidelines**

A wedding is one of the happiest and holiest moments in life. As two people join their lives to establish a Christian home, the church rejoices with them and is eager to help make the occasion beautiful and meaningful. A wedding does not have to be elaborate in order to be beautiful. The true beauty lies in the spirit and attitude of those who take part, their sincerity, and a deep sense of the presence of God. We are happy you are having your wedding at St. Andrews Presbyterian Church and have developed these guidelines to assist you as you make your plans for your wedding.

## **Wedding Arrangements**

Arrangements for weddings are made through the church office and the wedding coordinator. All couples wishing to be married at St. Andrews must present a marriage license to the officiating pastor at the time of the rehearsal. A pastor of this church must officiate at all weddings taking place in the sanctuary or on the grounds of this church. If a minister of St. Andrews is unavailable to perform the service, another Presbyterian Church (U.S.A.) minister shall be invited by the minister and/or Session. Other ordained clergy may be invited to participate, but such participation should be discussed with the officiating pastor before setting such arrangements in motion. Pastors of this church shall normally be the “minister of record” for marriages witnessed in this church. The governing board of the church supports any pastor’s right to decline to perform a ceremony.

All plans must be discussed with the wedding coordinator and the officiating pastor before any wedding arrangements are completed. St. Andrews is committed to accommodating those who sincerely wish to be married in this church. If either the bride or groom is a member of St. Andrews, then the couple may express a preference for a particular pastor. If neither the bride nor groom is a member of the church, then the pastoral leadership for the service is at the discretion of the church staff. The officiating pastor will be responsible for and have authority over both the arrangements and the service.

A Wedding Information Form must be completed and submitted to the officiating pastor by the couple. This application must be approved by one of the pastors in order that the appropriate facilities may be reserved and the proper people involved be notified. A non-refundable deposit fee is required at the time of the application to reserve the time and date of the wedding.

Premarital consultation with a pastor is a pre-requisite for any wedding held at St. Andrews Presbyterian Church.

## **The Sanctuary**

The sanctuary of St. Andrews is dedicated to the worship of God. Any service that takes place in the church must therefore be in keeping with the high purpose to which the church has been dedicated.

The rehearsal and the wedding will be conducted with dignity and in a Christian spirit. Members of the wedding party and guests must conduct themselves in an acceptable manner of behavior while in the sanctuary or on the grounds of the church. Alcoholic beverages or smoking are not allowed on the premises. No food is allowed in the sanctuary. The bride and groom and their parents are responsible for the conduct of the wedding guests.

## **Christian Symbols**

The pulpit, the lectern, the baptismal font, and the crucifer are Christian symbols that have significant meaning and must not be moved or hidden from view under any circumstances for any wedding.

## **Planning Your Wedding**

### **Arrangements**

Couples should choose the date and time for their wedding and rehearsal as early as possible and confirm the chosen date with the church office. A reservation fee of \$100.00 is required in order to reserve the sanctuary or chapel. On receiving the reservation fee, the church office schedules the couple an appointment with the pastor who will be officiating at the service. The pastor meets with the

couple and sets up a schedule of appointments for premarital counseling and planning for the wedding. Both the prospective bride and groom should be present for this initial meeting. The sanctuary of St. Andrews seats 350 people. The chapel seats 40.

Weddings may be scheduled on most days with the exception of religious and secular holidays including Christmas, New Year's (eve and day), Memorial Day, Independence Day, Labor Day, and Thanksgiving. Because of the highly religious importance of Holy Week and the time constraints of the pastors, weddings are not scheduled during this time.

## **The Wedding Coordinator**

At the time your service is scheduled, your name will be given to our Wedding Coordinator. The use of the Wedding Coordinator is required for all services held at St. Andrews. Our coordinator has intimate knowledge of the church and its facilities and will assist in the coordination of your wedding planning with respect to your service held here at the church and all personnel involved (Note: all other aspects of your wedding should be handled by the engaged couple or by a professional wedding planner.)

The St. Andrews Wedding Coordinator will be available to assist you with any questions you may have regarding your wedding. The coordinator will attend and oversee the rehearsal and will be present to orchestrate the mechanics of the wedding itself. The coordinator is to see that everything runs smoothly during the rehearsal and at the wedding itself.

## **Holy Communion**

“Celebration of the Lords’ Supper at the marriage service requires the approval of the Session, and care shall be taken that the invitation to the Table is extended to all baptized present.” (Directory for Worship W-4.9003).

## **Music**

The church considers the wedding ceremony to be a sacred service. “Music suitable for the marriage service directs attention to God and expresses the faith of the church.” (Directory for Worship W-4.9005) Therefore, only music suitable for a worship service at St. Andrews may be considered. The Organist is in charge of all music for a

wedding at the church and will gladly assist couples in planning appropriate music for their service. The church organist plays for all weddings unless he/she grants permission for an outside organist to play, and in this case the officiating pastor must approve all musical selections.

It is not necessary to have vocalists or instrumentalists as a part of the service unless the couple wishes to do so. However, if vocalists or instrumentalists are included, they should be selected with care.

It is not necessary for these special musicians to attend the rehearsal (although it is recommended), but they should meet with the organist to review the music prior to the wedding.

## **The Rehearsal**

Allow forty-five minutes to an hour for rehearsal. Be punctual. Rehearsals should begin promptly. The officiating pastor, organist and wedding coordinator will be present at the rehearsal. The pastor will walk through the service in its entirety once and the rubrics of the service a second time as needed. The wedding coordinator will work on the pre- and post-service mechanics with those individuals who are involved.

All members of the bridal party should attend, including parents of the bride and groom as well as any readers or other participants in the service

The following is a listing of items that must be brought to the rehearsal:

- Marriage License
- Bulletins (if being used)
- Payment for services – (see “Schedule of Wedding Fees”)

It is suggested that the following be brought to the rehearsal:

- Unity candles and other candles (if being used)
- Guest Book
- Decorations
- Items you don't want to have to remember on the wedding day.

## **Flowers and Church Decorations**

The sanctuary is a place of solemn and dignified beauty and the chapel

of reflective charm. Neither requires extensive decorations in order to make them attractive for wedding services. The following suggestions are given to preserve the spiritual atmosphere in the church and safeguard the furnishings.

Two candelabras are available for use at no charge. It is the responsibility of the wedding couple to provide any candles which will be used in the service. Unity candles and holders may be obtained locally at a Christian bookstore, bridal shop or many card shops.

The furniture and floor must be fully protected at all times from moisture and candle wax. Staples, nails, tape, and other items that may cause damage may not be used on the pews or elsewhere.

The wedding couple will be responsible for any damage done to the building or furniture. Included with these guidelines is a document that may be given to the florist outlining the requirements of the church with regards to decorations. The florist should check with the wedding coordinator regarding placement of decorations at times when there will be access to the church. Liners for the vases may be obtained from the church office.

An aisle runner is not necessary, but may be ordered through your florist if you desire.

All decorations should be removed immediately after the wedding so that the sanctuary or chapel is ready for other church functions.

Flowers left in the sanctuary will be used for church services and/or given to area home-bounds or hospital patients.

## **Photography and Videography**

Photographs and videos are good ways to remember your special day. Professional photographers and videographers should be chosen with care in order to ensure the quality of good pictures. In order to preserve the dignity of the service, the following guidelines have been established for photographs and videos:

**No flash photographs** are to be taken in the sanctuary once the minister begins speaking during the service. Other pictures may be taken (without flash) during the service, provided that the photographer is unobtrusive and the camera is silent.

When the service is completed, the wedding party may return to the sanctuary for the taking of pictures. Video equipment must be stationary at the designated place for the entire service and must be set up prior to the arrival of guests.

Couples using a bulletin are requested to include the following phrase somewhere in the bulletin:

***In order that there be no distraction from the beauty and solemnity of this moment, it is requested that, during the ceremony, no one but the designated photographer take pictures. Significant scenes may be posed afterwards.***

For those not using a bulletin the above words will be spoken at the beginning of the service.

There is a form included with these guidelines you may give to your photographer and videographer.

## **Dressing for the Wedding**

The church has provided special areas for dressing for the bride and her attendants as well as the groom and his groomsmen.

The bride and her attendants may dress in Cassel Chapel. Bathroom facilities and mirrors are amply available. It is, however, recommended that as much preparation as possible (hair, nails, makeup, etc.) be done prior to arriving at the church. Dresses and shoes may be brought to the church the day prior to the wedding or at the time of rehearsal, but the bridal party should check with the wedding coordinator.

The groom and groomsmen may also change at the church. One of the Sunday School classrooms is the groom's designated place for dressing. It is recommended that one groomsman be responsible for gathering and counting all articles (cummerbunds, studs, cuff links, etc.) included in the formal wear.

It is expected that the bridal party remove all articles of apparel, boxes, and other items immediately following the wedding.

## **Responsibility for Personal Items**

The church will make every effort to protect personal items

brought to the church for the wedding. The building generally remains locked when the office is closed. However, the church cannot be held liable if personal items are lost, stolen, or damaged. This includes, but is not limited to, wedding rings, gowns and other items of value. It is recommended that purses, money, or jewelry not be left unattended during the rehearsal or wedding ceremony.

## **Miscellaneous Information**

Church membership at St. Andrews is not a requirement in order to be married in the church. However, non-members are expected to abide by the same guidelines as members.

If the couple would like to leave the flowers for the following Sunday morning services, this request should be made with the wedding coordinator as early as possible.

The throwing of rice or birdseed is not allowed inside or outside the church following the wedding. Balloons or bubbles may be used outside the church.

Premarital counseling is required by the pastors for all couples married in the church. Each pastor has his/her own set of counseling requirements and will review those at the initial meeting. The counseling requirement is to ensure satisfactory guidance so that your marriage begins on a solid foundation and that the service has meaning and dignity.

While membership at St. Andrews Presbyterian Church is not a requirement, the pastors encourage every couple to make their marriage a Christian one and to find a place of worship mutually meaningful to both the wife and husband. St. Andrews welcomes you to begin your marriage as members of this church where you will find a circle of friends and support for the launching of your marriage. You may speak with one of the pastors if you desire to unite with the membership of this church.

Please remember that it is your responsibility to make the arrangements to meet with the officiating pastor, organist, and wedding coordinator. You should call these individuals soon after your wedding date has been placed on the church calendar to set up these appointments.

## Receptions at St. Andrews

All receptions held at the church will be held either in Snyder Hall or in the Gathering Area. Arrangements for these facilities must be made through the Wedding Coordinator who has a detailed description of use fees and policies.

The church has tables, chairs, refrigeration, and a catering kitchen for use during the reception. As a reminder, the church has a No Smoking and No Alcohol policy. There will be no exceptions to this policy.

## Planning Checklist

No one, including the pastor, fully understands all that is involved in planning a wedding until he/she has gone through the process. There is far more to do than meets the eye and it is easy to overlook any number of concerns. The following checklist will enable couples to move through the process more easily where matters of the church are concerned.

### Scheduling of Dates/Reservations

- \_\_\_\_\_ The date and time for the wedding has been set.
- \_\_\_\_\_ The wedding service has been entered on the church calendar.
- \_\_\_\_\_ Any reservation fees for use of the church have been paid.
- \_\_\_\_\_ The initial meeting with the pastor has been scheduled.
- \_\_\_\_\_ Initial contact with the Wedding Coordinator has been made.

### Resource People

- \_\_\_\_\_ Organist has been contacted and an initial meeting scheduled.
- \_\_\_\_\_ The vocalist and/or instrumentalist has been contacted.
- \_\_\_\_\_ The florist has been selected and given the church policy.
- \_\_\_\_\_ The Photographer has been contacted and given the church policy.

- \_\_\_\_\_ The videographer has been contacted and given the church policy.
- \_\_\_\_\_ Wedding bulletins (if to be used in service) have been ordered and service information obtained from:  
officiating pastor \_\_\_\_\_, organist \_\_\_\_\_,  
vocalist \_\_\_\_\_, instrumentalist \_\_\_\_\_.
- \_\_\_\_\_ Unity Candles and holder (if used) ordered or purchased.
- \_\_\_\_\_ Other Candles (if used) have been purchased.
- \_\_\_\_\_ Arrangements have been made for the honorarium for the person conducting the ceremony.
- \_\_\_\_\_ The marriage license has been procured. (This may be obtained from the Clerk of Court's Office in any given county and may be used only in that county, or some are good for the entire state. Couples should be so advised. License is usually good for thirty to sixty days, depending on the state. No physical exam or blood test is required to obtain the license.)

## Directions to St. Andrews

- **From the West:** Take Route 422 (Cumberland Street) into Lebanon. When 422 turns right it becomes 12<sup>th</sup> Street. Stay on 12<sup>th</sup> (in the right lane going straight) until you come to the church which will be on your left.
- **From the East:** Take Route 422 (Cumberland Street) through Lebanon until you get to 12<sup>th</sup> Street. Turn left onto 12<sup>th</sup> and stay on 12<sup>th</sup> (right lane going straight) until you come to the church which will be on your left.
- **From the South & PA Turnpike:** Follow Route 72 North to Lebanon to the Quality Inn. Turn left onto Jackson Street immediately before you pass the Inn. The church will be on your right, directly behind the Inn.
- **From the North:** I-81 exit at Route 72. Travel south through Lebanon (72 becomes 10<sup>th</sup> Street). Turn right onto Jackson Street immediately after you pass the Quality Inn. The church will be on your right, directly behind the Inn.

## **St. Andrews Presbyterian Church Schedule of Wedding Fees**

There are no fees for use of the sanctuary for members of St. Andrews Presbyterian Church. The bride or groom or their immediate families must currently be members of the church.

Any non-member using the sanctuary or chapel, is required to make an advance deposit of \$100 in order to reserve the sanctuary. This deposit is refundable, provided there is no damage to church property and provided there are no serious violations of this wedding policy, such as the presence of alcohol or drugs or the throwing of rice. In the event of damage in excess of the deposit, there will be an additional billing to cover the damage and expense to the church.

### **Fees**

	MEMBERS	NON-MEMBERS
<b>Fees for use of the Sanctuary</b>	\$ 0	\$ 200
<b>Fees for use of the Chapel</b>	\$ 0	\$ 50

Check made payable to:  
St. Andrews Presbyterian Church

<b>The Officiating Pastor</b>	Honorarium
Check made payable to: Steven M. Gribble	\$ 200*

*(\*For members, the Pastor's honorarium is suggested at the discretion of the bride and groom. The fee for non-members includes premarital counseling, rehearsal, and the wedding ceremony.)*

OR

<b>The Assisting Pastor (another Pastor Officiating)</b>	Honorarium
Check made payable to: Steven M. Gribble	\$ 100*

*(\*For members, the Pastor's honorarium is suggested at the discretion of the bride and groom. The fee for non-members includes an initial consult, rehearsal, and the wedding ceremony.)*

	MEMBERS	NON-MEMBERS
<b>The Organist</b>	\$ 125	\$ 150
Check made payable to: Lisa Meyer		
<i>(Includes consultation, rehearsal, and wedding. There is an additional \$50 rehearsal fee if using a soloist or instrumentalist. Without consultation or rehearsal, the fee is \$100.)</i>		
<b>The Wedding Coordinator</b>	\$ 75	\$ 100
Check made payable to: Jody Kasperowicz		
<b>The Custodian</b>	\$ 50	\$ 75
Check made payable to: Daphne Hoke		

\* \* \* \* \*

*All payments are due no later  
than the night of the Rehearsal.  
Please place cash or checks  
in individual envelopes  
suitably labeled by name  
and give to the Wedding Coordinator.  
Thank you.*

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All fees are set by action of the Session of  
St. Andrews Presbyterian Church  
and may only be changed by Session action.  
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## **Contact Information**

### **St. Andrews Presbyterian Church**

600 South Twelfth Street  
Lebanon, PA 17042

Phone: 717.272-9933  
E-mail: [sapc@comcast.net](mailto:sapc@comcast.net)  
Cliffy Shiner  
Office Manager

### **The Reverend Steven M. Gribble**

Senior Pastor  
E-mail: [sapcsteve@comcast.net](mailto:sapcsteve@comcast.net)

### **The Reverend Kristal Smith**

Associate Pastor  
E-mail: [sapckristal@comcast.net](mailto:sapckristal@comcast.net)

### **Ms. Jody Kasperowicz**

Wedding Coordinator  
E-mail: [jodyk@brwnstone.com](mailto:jodyk@brwnstone.com)

### **Ms. Lisa Meyer**

Organist  
Phone: 717.838-8827