

TUCKAHOE PRESBYTERIAN CHURCH

7000 Park Ave.
Richmond, Virginia 23226-3624

Telephone: (804) 282-2860
Email: office@tuckahoespres.org

INFORMATION FOR PLANNING A WEDDING

Warmest congratulations on your upcoming marriage! The Tuckahoe church family shares your joy and your desire to make the event as happy and memorable as it can possibly be. Marriage is one of God's choicest gifts to a man and a woman and your marriage service will be an offering of special praise and thanksgiving to God.

The following guidelines help to assure that your wedding will be a meaningful one. Please read them carefully.

1. The marriage service is an occasion for the worship of God. The marriage service at Tuckahoe will closely follow our regular order of worship. Your guests are invited to join with you in worship as we celebrate God's gift of marriage.
2. The bride or groom should advise the minister of her/his intention to marry as early as possible in order that all necessary arrangements may be made. Non-members of Tuckahoe Church may be married at Tuckahoe with the approval of the minister. Time will be confirmed six months prior to the date to allow priority to members.
3. At least four counseling planning sessions are required with the officiating minister.
4. Since our minister is responsible for the conduct of all worship within the church, he/she shall be responsible for the general direction of the wedding rehearsal and the wedding service.
5. Should you wish to invite another minister to assist in the wedding service, you must first seek the consent of Tuckahoe's minister. If in agreement, our minister will issue the invitation to the visiting minister.
6. Because the wedding is an occasion for worship and not for display and in order that all prospective brides may be free to use the sanctuary for their wedding, the following policies are to be strictly observed:

Music: Music for weddings is an integral part of the service as it is a part of any worship service. Accordingly, all music used shall be of a religious nature and appropriate to the wedding service. **The bride should make her own**

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arrangements with the church organist concerning the music to be used in the service. This should be done at least four months prior to the wedding date. The decision with regard to the appropriateness of any suggested music has been delegated to the director of music of the church. All musicians, including guest soloists and instrumentalists, will wear choir vestments and be seated in the chancel unless unusual circumstances dictate otherwise. A request for a guest organist must be made to the music director for his approval.

Organist Fee: A fee of \$250.00 should be paid for Tuckahoe's church organist's services required at the wedding and the rehearsal. This fee shall be paid to Tuckahoe Presbyterian Church, with other fees and is due no later than two weeks prior to the wedding date.

Flowers and Candles: Simplicity and beauty should dictate the use of flowers, decorations, and all other appointments. Attention is to be focused on the bride and groom and their offering to God. Therefore, ostentation is to be avoided.

If you wish to use the candelabra, "**dripleless candles**" must be used. They can be ordered through Tuckahoe church for an additional fee of \$35.00.

Due to insurance regulations, the use of a runner cannot be allowed.

Photography: **No photography is permitted during the ceremony within the sanctuary, though available-light photography may be permitted from the balcony.** Ample time should be allowed for photography following the service. The bride is responsible for instructing her photographer of these policies. (See attached sheet for photographers). Note: No amateur photography is permitted during the service. Your programs should include the following: "Please refrain from taking photographs during the worship service."

Videos may be made from the choir loft or balcony. Only stationary cameras may be used. No lighting may be used.

Church Wedding Hostess: The church requires the use of our church wedding coordinator(s) to assist the minister in the rehearsal and the wedding service at the church. You are asked to contact Mrs. Ruth Ann Hoge (740-2781) or Mrs. Barbara Keatts (288-6126) or Ms. Meg Packard (337-2081) at least four months prior to the wedding date.

7. Reservations should be made as far in advance as practical to avoid scheduling conflicts. Normally, only one wedding will be allowed on a particular day. If special permission is granted for more than one service, a minimum of three hours must separate those weddings.

It should be noted that Tuckahoe Presbyterian Church **does not provide nursery or child care services** for the rehearsal or the day of the wedding.

The fee schedule is attached, along with an application form for use of the facilities. Please remit the deposit along with the applications at the earliest practical date. All remaining fees must be paid no later than two weeks prior to the ceremony.

Attached to this packet is a "Marriage Record" form which is to be completed as much as possible and returned to the office along with the application form and your check for the appropriate fee. This information may be updated as the information becomes available. This form should be in the officiating minister's hands prior to the first planning conference with the minister.

If you have some unanswered questions, please contact the church secretary, at 804-282-2860 or one of the wedding coordinators.

8. **No alcoholic** beverages are permitted on the church property.

Again, our warmest congratulations! We stand ready to be of assistance in every way a church staff, and we eagerly anticipate that great day when we celebrate with you the miracle of "the two becoming one" in the love of Jesus Christ.

TUCKAHOE PRESBYTERIAN CHURCH

7000 Park Avenue

Richmond, VA 23226-3624

282-2860

WEDDING GUIDELINES FOR PHOTOGRAPHER

- A. Photographs may be taken in the church parlor, the waiting rooms, and outdoors prior to and following the ceremony.
- B. Photographs may be taken in the sanctuary following the ceremony after all the guests have left the service.
- C. **No flash photography** is permitted during the wedding service, including the processional and the recessional.
- D. Available light photography **may** be permitted from the balcony, subject to approval from the minister and the church wedding coordinator.
- E. Please note: No amateur photography is permitted during the service.
- F. Video filming may be done from the balcony with available light only. The use of fixed or remote video cameras must be approved by the minister.

Updated 6/2017

**TUCKAHOE PRESBYTERIAN CHURCH
MARRIAGE RECORD**

Wedding Date _____ Hour _____

Rehearsal Date _____ Hour _____

Location (Offsite) _____

Full Name: _____

(Bride/Groom) _____

Preferred phone: _____ Alternate phone: _____ Email: _____

Address _____

Age _____ Church Affiliation _____

Occupation _____ 1st marriage

2nd marriage

Father's name _____

Mother's name _____

Full Name: _____

(Bride/Groom)

Preferred phone: _____ Alternate phone: _____ Email: _____

Address _____

Age _____ Church Affiliation _____

Occupation _____ 1st marriage

2ND marriage

Father's name _____

Mother's name _____

Minister _____ Phone: _____

Organist _____ Phone: _____

Photographer _____ Phone: _____

Videographer _____ Phone: _____

Florist _____ Phone: _____

Will flowers be left for Sunday worship? _____ yes _____ no

May flowers be delivered to hospitalized and shut-ins after worship? _____ yes _____ no

Number of attendees _____

Maid/Matron of Honor _____ Best Man _____

Number in Wedding Party _____

Flower girl _____ Ring Bearer _____

Other special participants _____

Who will light the candles? _____

Grandmothers of the groom _____ seated by _____

seated by _____

Grandmothers of the bride _____ seated by _____

seated by _____

Who will seat the parent(s)?

TUCKAHOE PRESBYTERIAN CHURCH

Application and Fees for Weddings of **Members** of Tuckahoe Presbyterian
(Circle all that apply)

<u>SCHEDULE OF FEES</u>	<u>ONSITE</u>	<u>OFFSITE</u>
*Deposit (must accompany this application)	\$100.00	N/A
Wedding Services: use of sanctuary	0	0
Custodial Services	\$150.00	N/A
Pastor's Honorarium	\$300.00	\$300.00
Organist (organist other than Tuckahoe staff must be approved, paid directly to organist)	\$250.00	(arranged by couple)

All other fees are to be paid to Tuckahoe Presbyterian Church no later than two weeks before the wedding.

Checks made payable to *Tuckahoe Presbyterian Church* upon application.

I hereby apply for the use of the sanctuary for my wedding rehearsal and wedding.

Rehearsal Date _____ Wedding Date _____

Applicant signature Date _____

Total deposit enclosed: \$ _____ Date of application: _____

Receipt of final payment: \$ _____ Date of receipt: _____

RETURN THIS APPLICATION FORM, AND THE MARRIAGE RECORD SHEET, ALONG WITH CHECK FOR APPROPRIATE FEE TO:

Tuckahoe Presbyterian Church, 7000 Park Avenue, Richmond, VA 23226-3624.

TUCKAHOE PRESBYTERIAN CHURCH

Application and Fees for Weddings of **Non-Members** of Tuckahoe Presbyterian
 (Circle all that apply)

<u>SCHEDULE OF FEES</u>	<u>ONSITE</u>	<u>OFFSITE</u>
*Deposit (must accompany this application)	\$100.00	N/A
Wedding Services: use of sanctuary	\$400.00	N/A
Custodial Services	\$150.00	N/A
Pastor's Honorarium	\$400.00	\$500.00
Organist (organist other than Tuckahoe staff must be approved, paid directly to organist)	\$250.00	(arranged by couple)

All other fees are to be paid to Tuckahoe Presbyterian Church no later than two weeks before the wedding.

Checks made payable to *Tuckahoe Presbyterian Church* upon application.

I hereby apply for the use of the sanctuary for my wedding rehearsal and wedding.

Rehearsal Date _____ Wedding Date _____

 Applicant signature Date _____

Total deposit enclosed: \$ _____ Date of application: _____

Receipt of final payment: \$ _____ Date of receipt: _____

RETURN THIS APPLICATION FORM, AND THE MARRIAGE RECORD SHEET, ALONG WITH CHECK FOR APPROPRIATE FEE TO:

Tuckahoe Presbyterian Church, 7000 Park Avenue, Richmond, VA 23226-3624