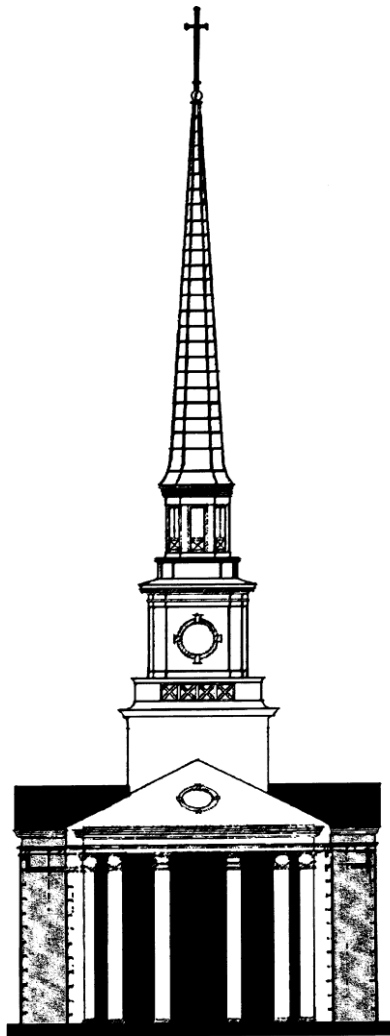


# *First Presbyterian Church*

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A Service of Worship in Celebration of Marriage



508 West Davis Street  
Burlington, North Carolina 27215  
(336) 228-1703  
[www.fpcburlington.org](http://www.fpcburlington.org)



*Your wedding should be one of the happiest experiences of your life. We at First Presbyterian Church want to aid you in making it so. At First Presbyterian Church a wedding is a service of worship, a religious celebration whereby the union of a couple is affirmed within the context of their covenantal relationship with God. When two people express their desire for their marriage to be solemnized by a church wedding, the church immediately becomes a part to the wedding and a participant in the formulation of plans affecting the wedding.*

#### Information and Policies:

- Either the church sanctuary, which seats 600, or the Williams Chapel, which seats a maximum of 100, or the Mary Helen Long Garden, with a recommended seating capacity of 50 people (60 maximum), is available for the wedding ceremony and the rehearsal. The date for the wedding should be announced only after arrangements have been made through the church office for use of the appropriate church facilities.
- Only the weddings of church members (membership over 12 months), their children or grandchildren will be performed in the facilities or on the grounds of First Presbyterian Church. Any exception to this must be approved by the Session.
- **Either a minister of First Presbyterian or a minister approved by the Head of Staff or Session** of First Presbyterian is to officiate at all weddings. If a couple desires that a minister of another church assist in the wedding, the request is properly made to the church office at the time of the reservation. Our church's officiating minister will extend the invitation.
- If there are to be any attendants, it is necessary to schedule a rehearsal. **Time for all rehearsals is to be set in consultation with the wedding consultant, bride, and minister.** Rehearsals must begin promptly and proceed without delay.
- **One of the church's wedding consultants is required to direct the rehearsal and the wedding ceremony.** A list of consultants can be found on page 7. Should a professional wedding service, director, or coordinator be hired, it must be understood that the First Presbyterian wedding consultant has complete control over the rehearsal and the ceremony, including any special requests. This includes requests from the professional wedding director, photographer, florist, and any other participants in the wedding. All requests and questions must be directed to the First Presbyterian Church wedding consultant. You may contact the wedding consultant of your choice from the list provided.
- **Premarital counseling with a couple prior to the wedding ceremony is a requirement** of the Session; the major concern is that the couple be prepared to take their vows meaningfully and with a sense of genuine commitment to each other and to God. As soon as the wedding date has been scheduled, the couple should arrange for the first counseling session with the officiating minister, whether it be a minister of First Presbyterian Church or an approved minister.
- **Dates requested** will be penciled in but not guaranteed until the Wedding Information Reservation forms (pages 8-9) are received by the Church Office Administrator. All remaining fees will be due one month prior to the wedding date.
- **Weddings held in the Mary Helen Long Garden must be scheduled to conclude no later than early evening. Because of lighting and safety reasons, there will be no night weddings in the Garden.**
- **Weddings held in the Mary Helen Long Garden may not be scheduled on a date that has been reserved for a wedding ceremony in the sanctuary.**
- Two weeks prior to placing your final order for your wedding bulletins, a proof copy must be provided to the church office for proofing by the wedding consultant, minister, and Organist-Choirmaster.

General Church Policies:

- Smoking is NOT permitted in any of the church buildings or on church grounds.
- Possession or use of ANY alcoholic beverage is NOT permitted at any time on the premises during the use of the church. The entire wedding party is to abstain from the use of alcoholic beverages in the hours preceding the wedding service of worship. Alcoholic beverages may not be brought into the dressing rooms or elsewhere on church premises for use prior to the wedding service by any person.
- Neither birdseed nor rice is to be thrown on or about the property or property surrounding the church.
- No food or drink is allowed in the Williams Chapel or sanctuary at any time, or in the Mary Helen Long Garden at any time other than for a reception that has been scheduled following the ceremony.
- It is the responsibility of the wedding party to notify florist, photographers, coordinators, and guests of the church's policies.

**PLEASE NOTE:** Any changes to times originally scheduled or changes in arrangements, etc. that have already been placed on the calendar are to be verified through the church office. It is the responsibility of the wedding party to notify the office administrator regardless of approval by a minister, organist, etc.

EXPENSE POLICIES:

FEES FOR SESSION APPROVED NON-MEMBER WEDDINGS

Sanctuary	\$1000.00
Williams Chapel	\$500.00

FEES FOR MEMBERS OF FIRST PRESBYTERIAN

(Must be a member for 12 months or a child or grandchild of a member)

Sanctuary	No Charge
Williams Chapel	No Charge
Mary Helen Long Garden:	No Charge for use of Garden. Chairs are not provided by the Church and should be rented from TCS Events in Burlington. Only white garden chairs are to be used.
*Minister	Honorarium (member's discretion)
Organist	\$300
With vocalist and/or instrumentalists	\$500
**Custodian (rehearsal & wedding 5 hours max)	\$100

Candles:

Sconces in Sanctuary (10 candles)	\$40 (\$4.00 per candle)
Sconces in the Narthex (2 candles)	\$8
Communion Table Candles 2 candles	\$8

**Note: Candles are not permitted in the Mary Helen Long Garden.**

***Wedding Consultant and Sound Technician	No Charge
Nursery Staff (2 hours minimum, 2 staff required)	\$15/hour/person

Reception Fees:

Set-up Fees	\$50/hour
Table Linens	\$5/cloth

\*The pastor's honorarium is left to the discretion of the wedding couple. This amount should be regarded as a gift to the minister for the time spent in counseling as well as officiating the wedding.

\*\*Should the custodian be required for more than 5 hours total for the rehearsal and ceremony, there will be an additional charge of \$20 per hour.

\*\*\*There are no fees for the wedding consultant or sound technician but a donation to the Wedding or Sound Fund would be greatly appreciated. These donations are used for supplies and refurbishments as necessary.

## **DECORATIONS:**

A wedding is a form of worship and, when planning decorations for a wedding at First Presbyterian Church, this should be kept in mind. The church has a beautiful sanctuary and thus does not need many decorations.

### **Rules for decorating the sanctuary are:**

- Only fresh flowers and greenery are to be used.
- Nothing shall be placed on the communion table except the cross and candlesticks. Two (2) candlesticks may be used. The church does not allow the unity candle or the use of candelabrum in the sanctuary.
- On either side of the communion table there is a place for one (1) arrangement of flowers. The flower arrangements may not be taller than the cross. These flowers should be placed in the urn on each side of the communion table unless special arrangements are made with the wedding consultant. These urns may not be removed from the sanctuary. The urns use a paper mache disposable container size Round #8. From the bottom of the Round #8 the height to the top of the cross is 31 inches.
- Decorations shall not be attached to any furniture or walls by pins, tacks, any form of adhesive tape, etc. Rubber bands and ribbons may be used.
- Pew markers for family and special guests are appropriate in the sanctuary. Rubber bands and/or ribbons may be used to attach flowers to the pews. First Presbyterian Church also has beautiful needlepoint pew markers available.
- The sconces on the sidewalls of the sanctuary may also be decorated keeping in mind that no tacks or masking tape may be used to hold the arrangements.
- Flowers may be placed in the narthex on the tables on either side of the doors leading to the sanctuary.
- The florist will be held responsible for any damage done to the walls or furniture of the church by improper use of attaching materials.
- We would appreciate your leaving the sanctuary as clean as possible after decorating.
- If floral arrangements are not to be used in the following Sunday worship service, they should be removed immediately after the wedding, as the sanctuary has to be prepared for the Sunday worship service.

### **Rules for decorating the chapel are:**

- Only fresh flowers and greenery are to be used.
- Nothing shall be placed on the communion table except the cross and two (2) candlesticks. The church does not allow the unity candle or the use of candelabrum in the chapel.
- There is an urn on a plant stand on each side of the chapel in which the flower arrangements should be placed. The urns use a Round #8 paper mache disposable container. From the bottom of the Round #8 the arrangements should not be taller than 31 inches. These urns may not be removed from the chapel.
- Decorations shall not be attached to any furniture or walls by pins, tacks, any form of adhesive tape, etc. Rubber bands and ribbons may be used.
- Pew markers for family and special guests are appropriate in the chapel. Rubber bands and/or ribbons may be used to attach flowers to the pews. First Presbyterian Church also has beautiful needlepoint pew markers available.
- The florist will be held responsible for any damage done to the walls or furniture of the church by improper use of attaching materials.
- We would appreciate your leaving the chapel as clean as possible after decorating.

### **Rules for decorating the Mary Helen Long Garden are:**

- Chairs and a tent are not provided by the First Presbyterian Church and should be rented from TCS Events in Burlington 336-437-0534. Only white garden chairs are to be used, and TCS Events has the white chair available, as well as a tent if desired.
- Floral arrangements may be placed on either side of where the clergy will stand. Because the Garden is sufficiently decorated, there will be no additional decorations or bows on any railing, including those that descend to the lower level. However, a reserved row of white garden chairs (e.g. a "mother's row" may be marked with fresh flowers or ribbons.
- Garden furnishings may not be moved.
- Additional furnishings (arbors, archways, etc) are not permitted.
- Only fresh flowers are to be used for floral arrangements, row markers and by the wedding couple and attendants.
- All instruments and amplification must be removed from the Garden immediately following the wedding. Rental chair pickup should be scheduled for the next business day following the ceremony. If the church has an event scheduled in the Garden prior to the next business day, then chairs will need to be removed prior to the next business day.

## **MUSIC:**

Proper music is integral to the wedding and helps place the wedding in the context of worship, giving meaningful expression to God's place in the ceremony. Only music, whether vocal or instrumental, written to the glory of God and consistent with the musical standards of First Presbyterian will be performed.

- The Organist-Choirmaster of First Presbyterian Church will play for all weddings in the Sanctuary and the Chapel. A prelude of music for the wedding ceremony may consist of organ, vocal, choral, or instrumental selections, but all music will be planned in consultation with, and approved by, the Organist-Choirmaster. The Organist-Choirmaster must approve the choice of music at least six (6) weeks before the wedding. If additional musicians, such as vocalists or instrumentalists, are desired, the Organist-Choirmaster will gladly make these arrangements. Any fees for additional musicians will be made payable directly to the individual(s). All remaining fees will be due one month prior to the wedding date and made directly to the Organist-Choirmaster.
- Music for the weddings in the Mary Helen Long Garden:
  - Music for weddings in the Mary Helen Long Garden must be live - no recorded music will be permitted.
  - Suggested instruments include harp, strings, brass, woodwinds, and classical guitar. An electronic piano (with a classical piano sound only) may be used. Any other synthesized instrumental sounds may not be used.
  - Music will be consistent with the standards of First Presbyterian Church and all music selections, instruments, and instrumentalists must be approved by the Organist-Choirmaster at least six weeks before the wedding. The Organist/Choirmaster will also oversee and coordinate appropriate placement of instrumentalists, vocalists and any required instrumental amplification. The fee schedule for the Organist/Choirmaster will apply for Garden weddings.

## **PHOTOGRAPHS AND VIDEOS:**

First Presbyterian wants to help you in every way possible with the taking of your wedding photographs. However, certain policies and procedures must be followed:

- Only professional photographers are to be used at weddings held at First Presbyterian. Flash photography may NOT be made during the processional, the ceremony, or the recessional. Photographs may be made in the Narthex before the wedding procession begins. Following the ceremony, photographs may be taken in the Sanctuary or Williams Chapel. It is the responsibility of the wedding party to see that no photographs are made by wedding guests during the entire service.
- The photographer must use a camera that will NOT have a clicking of the shutter while taking timed exposures. Cameras must be completely silent and must be set up in the balcony prior to the beginning of the pre-ceremony music (approximately 30 minutes prior to ceremony). Cameras may NOT be moved at any time until after the ceremony ends. Camera operators may NOT move once the wedding party has processed.
- Video cameras must be placed at approved stationary positions in the balcony of the sanctuary and in an obscure location approved by the wedding consultant for Chapel and Garden weddings. Video cameras may not be moved until after the ceremony.
- The minister officiating the wedding has the right to stop the wedding service at any time should a photographer become distracting or disruptive during the worship service.
- A map of approved camera and video placement, as well as the "First Presbyterian Wedding Photography Contract" will be provided.

**Ministers**

Rev. Carrie Tuttle, Parish Associate  
[ctuttle@fpburlington.org](mailto:ctuttle@fpburlington.org)

**Organist-Choirmaster**

J. Patrick Murphy  
[pmurphy@fpcburlington.org](mailto:pmurphy@fpcburlington.org)

**Wedding Consultants**

Ami Hill.....584-0621  
David Vaughan .....524-9944

**Assistant Consultants**

Virginia Wilburn ..... 584-2624

*First Presbyterian Church  
508 West Davis Street  
Burlington, North Carolina 27215  
336-228-1703  
Fax: 336-228-1705*

**Wedding Reservation and Information Form**

*To be completed and returned to the church office to reserve your wedding date*

Date of wedding: \_\_\_\_\_ Check the desired facility: \_\_\_Sanctuary \_\_\_Chapel \_\_\_\_\_ Garden

Time of wedding: \_\_\_\_\_ Date and Time of wedding rehearsal: \_\_\_\_\_

Are flowers to be left for Sunday worship? yes \_\_\_\_\_ no \_\_\_\_\_

Will a reception be held at the Church? \_\_\_\_\_ If so, check the room(s) you will need.  
John Knox Room \_\_\_ Witherspoon Room \_\_\_ Shive Hall \_\_\_ Kitchen \_\_\_  
Mary Helen Long Garden \_\_\_\_\_

**Bride's Name:** \_\_\_\_\_ Member \_\_\_ Non-Member \_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Names of the Parents of the Bride: \_\_\_\_\_  
\_\_\_\_\_

Member \_\_\_ Non-Member \_\_\_

Address(es): \_\_\_\_\_  
\_\_\_\_\_

Home phone(s): \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

**Groom's Name:** \_\_\_\_\_ Member \_\_\_ Non-Member \_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Email Address: \_\_\_\_\_



Names of the Parents of the Groom: \_\_\_\_\_  
Member\_\_\_ Non-Member\_\_\_

Address(es): \_\_\_\_\_  
\_\_\_\_\_

Home phone:\_\_\_\_\_ Work phone:\_\_\_\_\_ Cell phone: \_\_\_\_\_  
If a name will change occur after marriage please list the new name(s) here: \_\_\_\_\_

If the address for the couple will change after marriage please list that address here:  
\_\_\_\_\_  
\_\_\_\_\_

Name(s) of Officiating Minister(s):\_\_\_\_\_ Has he/she been contacted? Yes: \_\_\_ No: \_\_\_

Name(s) of other participating Minister(s): \_\_\_\_\_

If a minister is participating in the ceremony who is not serving First Presbyterian Church of Burlington, please list the church where he/she is serving and the contact phone number and email address for him/her:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Participating Organist: \_\_\_\_\_

Has he/she been contacted? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Name(s) of Other Participating Musicians: \_\_\_\_\_

\_\_\_\_\_  
Please list the contact phone number and email address for all participating musicians: \_\_\_\_\_  
\_\_\_\_\_

Name of Participating Wedding Consultant(s) \_\_\_\_\_

Name of Florist:\_\_\_\_\_ Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name of Photographer: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name of Videography:\_\_\_\_\_ Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Will the kneeling bench be used during the ceremony?: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Should space be reserved on Davis Street for a car to transport the newlyweds to the reception site? Yes:\_\_\_\_\_ No: \_\_\_\_\_

Should any of the following Candles be lit for the ceremony by the custodian? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If NO who will be lighting the candles: Names: \_\_\_\_\_

Please indicate the following:

\_\_\_ Sconces in Sanctuary(10 candles)

\_\_\_ Sconces in Narthex (2 candles)

\_\_\_ Communion Table (2 candles)

**WE AGREE TO ABIDE BY THE ABOVE STATED POLICIES OF FIRST PRESBYTERIAN CHURCH:**

\_\_\_\_\_  
Bride's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Groom's Signature

\_\_\_\_\_  
Date

## Wedding Consultant Information

*In the remainder of this wedding booklet you will find information pertaining to the florist and photographer. There will be duplicate pages of these categories. You should return the duplicate page to the appropriate person. There will be a wedding consultant page and duplicate. The duplicate should be completed and returned to the Wedding Consultant at least two months prior to the wedding.*

### Bride's Attendants

Name of the Maid of Honor: \_\_\_\_\_

Name of the Matron of Honor: \_\_\_\_\_

Name of the Bride's Maids: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name(s) of Honorary Bride's Maids: \_\_\_\_\_

\_\_\_\_\_

Name of the Flower Girl (s): \_\_\_\_\_

### Grooms Attendants

Name of the Best Man: \_\_\_\_\_

Name of Groomsmen(s): \_\_\_\_\_

\_\_\_\_\_

Names of the Ushers: \_\_\_\_\_

\_\_\_\_\_

Name of the Ring Bearer: \_\_\_\_\_

If you choose to use a Cross Bearer and Acolyte, he/she must be able to hold the cross properly.

Name of the Usher for the Bride's Mother: \_\_\_\_\_

Name of the Usher for the Bride's Step Mother: \_\_\_\_\_

Name of the Usher for the Groom's Mother: \_\_\_\_\_

Name of the Usher for the Groom's Step Mother: \_\_\_\_\_

Name of the Usher for the Bride's Grandparents: \_\_\_\_\_

\_\_\_\_\_

Name of the Usher for the Groom's Grandparents: \_\_\_\_\_

\_\_\_\_\_

Name of the Usher for Other special people: \_\_\_\_\_

Name of Program Attendant(s): \_\_\_\_\_

*First Presbyterian Church  
508 West Davis Street  
Burlington, North Carolina 27215  
336-228-1703*

*Florist Copy*

*This copy should be given to the florist at the time that he or she is engaged to decorate for your wedding.*

**DECORATIONS:**

A wedding is a form of worship and, when planning decorations for a wedding at First Presbyterian Church, this should be kept in mind. The church has a beautiful sanctuary and thus does not need many decorations.

**Rules for decorating the sanctuary are:**

- Only fresh flowers and greenery are to be used.
- Nothing shall be placed on the communion table except the cross and candlesticks. Two (2) candlesticks may be used. The church does not allow the unity candle or the use of candelabrum in the sanctuary.
- On either side of the communion table there is a place for one (1) arrangement of flowers. The flower arrangements may not be taller than the cross. These flowers should be placed in the urn on each side of the communion table unless special arrangements are made with the wedding consultant. These urns may not be removed from the sanctuary. The urns use a paper mache disposable container size Round #8. From the bottom of the Round #8 the height to the top of the cross is 31 inches.
- Decorations shall not be attached to any furniture or walls by pins, tacks, any form of adhesive tape, etc. Rubber bands and ribbons may be used.
- Pew markers for family and special guests are appropriate in the sanctuary. Rubber bands and/or ribbons may be used to attach flowers to the pews.
- The sconces on the sidewalls of the sanctuary may also be decorated keeping in mind that no tacks or masking tape may be used to hold the arrangements.
- Flowers may be placed in the narthex on the tables on either side of the doors leading to the sanctuary. The brass containers on each of the tables may be used, but they must not be removed from the sanctuary.
- The florist will be held responsible for any damage done to the walls or furniture of the church by improper use of attaching materials.
- We would appreciate your leaving the sanctuary as clean as possible after decorating.
- If floral arrangements are not to be used in the following Sunday worship service, they should be removed immediately after the wedding, as the sanctuary has to be prepared for the Sunday worship service.

**Rules for decorating the chapel are:**

- Only fresh flowers and greenery are to be used.
- Nothing shall be placed on the communion table except the cross and two (2) candlesticks. Two (2) candlesticks may be used. The church does not allow the unity candle or the use of candelabrum in the chapel.
- There is an urn on a plant stand on each side of the chapel in which the flower arrangements should be placed. The urns use a Round #8 paper mache disposable container. From the bottom of the Round #8 the arrangements should not be taller than 31 inches. These urns may not be removed from the chapel.
- Decorations shall not be attached to any furniture or walls by pins, tacks, any form of adhesive tape, etc. Rubber bands and ribbons may be used.
- Pew markers for family and special guests are appropriate in the chapel. Rubber bands and/or ribbons may be used to attach flowers to the pews.
- The florist will be held responsible for any damage done to the walls or furniture of the church by improper use of attaching materials.
- We would appreciate your leaving the chapel as clean as possible after decorating.

**Rules for decorating the Mary Helen Long Garden are**

- Chairs and a tent are not provided by the First Presbyterian Church and should be rented from TCS Events in Burlington (336-437-0534). Only white garden chairs are to be used.
- Floral arrangements may be placed on either side of where the clergy will stand. Because the Garden is sufficiently decorated, there will be no additional decorations or bows on any railing, including those that descend to the lower level. However, a reserved row of white garden chairs (e.g. a “mother’s row” may be marked with fresh flowers or ribbons.
- Garden furnishings may not be moved.
- Only fresh flowers are to be used for floral arrangements, row markers and by the wedding couple and attendants.
- All instruments and amplification must be removed from the Garden immediately following the wedding. Rental chair pickup should be scheduled for as soon as possible following the ceremony.

*First Presbyterian Church  
508 West Davis Street  
Burlington, North Carolina 27215  
336-228-1703*

## **First Presbyterian Wedding Photography Contract**

### **\*\*\* Photography\*\*\***

#### Sanctuary

1. **No** flash photography is permitted one (1) hour prior to the ceremony, during the ceremony, or immediately following the ceremony until the wedding party is out of the church.
2. The photographer is **not** to move into the aisle of the sanctuary.
3. Still shots (no clicking camera or flash) may be made from the balcony during the ceremony only if the photographer stands in the designated area.

#### Chapel

Photographs may be taken at the entrance to the chapel prior to the bride processing down the aisle. No photographs may be taken during the ceremony. Photographs may be made of the bride and groom as they leave the chapel through the back doors. Photographs may be made in the chapel following the ceremony.

#### Garden

Photographs may be taken at the top of the stairs prior to the bride processing down to the lower level of the Garden. No photographs may be taken during the ceremony. Photographs may be made of the bride and groom after they ascend to the upper level and in the Garden following the ceremony.

### **\*\*\*Videography\*\*\***

Video cameras may be used only if stationed on a tripod in the balcony in the Sanctuary. The camera must be set up one (1) hour prior to the ceremony. The camera may not be moved during the ceremony. Video cameras must be placed in an obscure location in the Chapel and the Garden and must be approved by the wedding consultant.

I have read and agree to abide by the above First Presbyterian Church policy during weddings.

Photographer's Signature \_\_\_\_\_ Date \_\_\_\_\_

Videographer's Signature \_\_\_\_\_ Date \_\_\_\_\_

Wedding Couple representative:

\_\_\_\_\_

Wedding Date \_\_\_\_\_

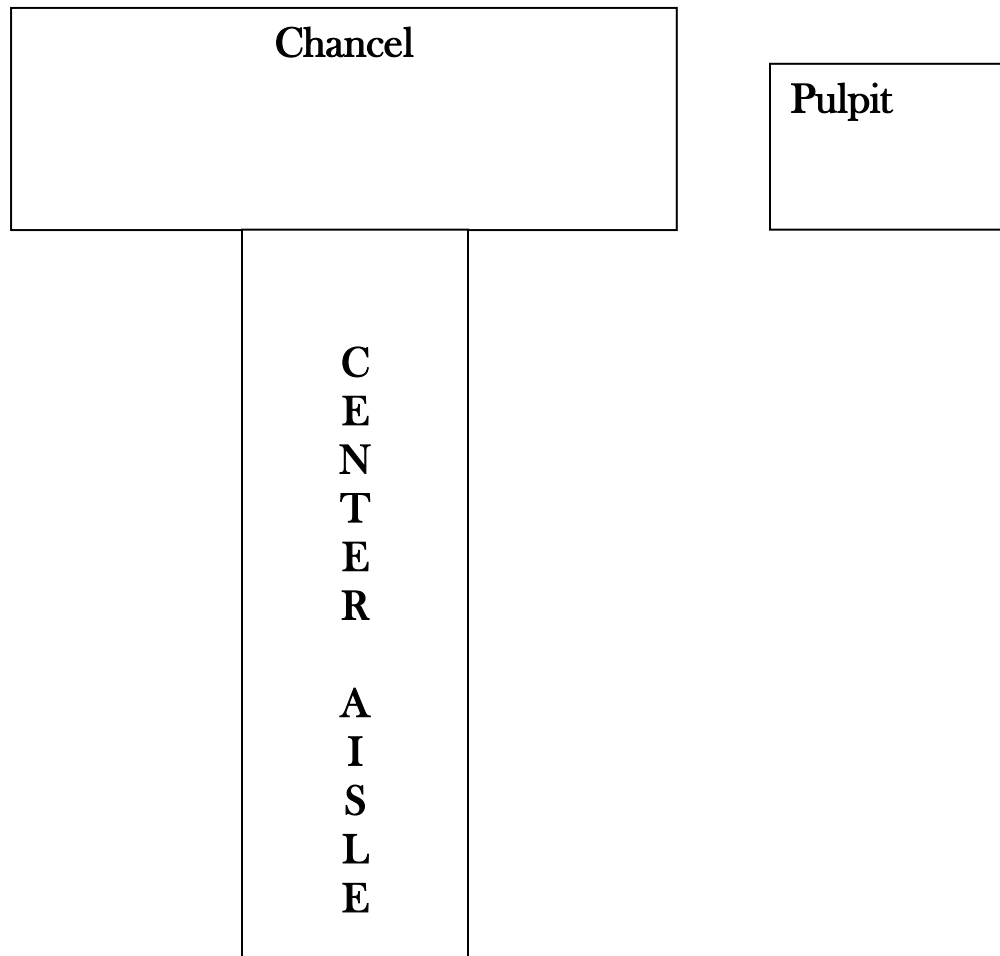
***This contract must be signed by the photographer/videographer and returned to First Presbyterian Church one (1) month prior to the date of the wedding.***

*First Presbyterian Church  
508 West Davis Street  
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A wedding in the First Presbyterian Church is a worship service.

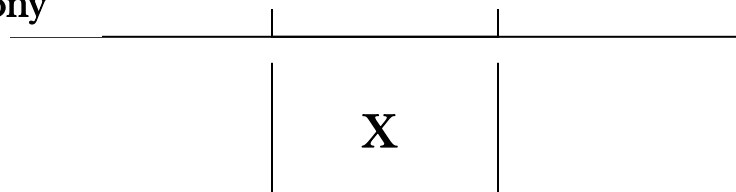
All photographers must adhere to the rules of procedure established by the church and outlined in the *First Presbyterian Wedding Photography Contract*.

**Sanctuary**



The photographer is not to make any photographs in the sanctuary during the one (1) hour prior to the ceremony nor during the ceremony.

**Balcony**



The photographer may stand in the narthex (as marked here by the X) after the ceremony to photograph the wedding party recessional.

*First Presbyterian Church  
508 West Davis Street  
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336-228-1703*

## **First Presbyterian Wedding Photography Contract**

### *Photographer's Copy*

*This copy should be given to the photographer at the time that he or she is engaged to photograph for your wedding.*

#### **\*\*\* Photography\*\*\***

##### **Sanctuary**

1. **No** flash photography is permitted one (1) hour prior to the ceremony, during the ceremony, or immediately following the ceremony until the wedding party is out of the church.
2. The photographer is **not** to move into the aisle of the sanctuary.
3. Still shots (no clicking camera or flash) may be made from the balcony during the ceremony only if the photographer stands in the designated area.

##### **Chapel**

Photographs may be taken at the entrance to the chapel prior to the bride processing down the aisle. No photographs may be taken during the ceremony. Photographs may be made of the bride and groom as they leave the chapel through the back doors. Photographs may be made in the chapel following the ceremony.

##### **Garden**

Photographs may be taken at the top of the stairs prior to the bride processing down to the lower level of the Garden. No photographs may be taken during the ceremony. Photographs may be made of the bride and groom after they ascend to the upper level and in the Garden following the ceremony.

#### **\*\*\*Videography\*\*\***

Video cameras may be used only if stationed on a tripod in the balcony in the Sanctuary. The camera must be set up one (1) hour prior to the ceremony. The camera may not be moved during the ceremony. Video cameras must be placed in an obscure location in the Chapel and the Garden and must be approved by the wedding consultant.

I have read and agree to abide by the above First Presbyterian Church policy during weddings.

Photographer's Signature \_\_\_\_\_ Date \_\_\_\_\_

Videographer's Signature \_\_\_\_\_ Date \_\_\_\_\_

Wedding Couple representative:  
\_\_\_\_\_

Wedding Date \_\_\_\_\_

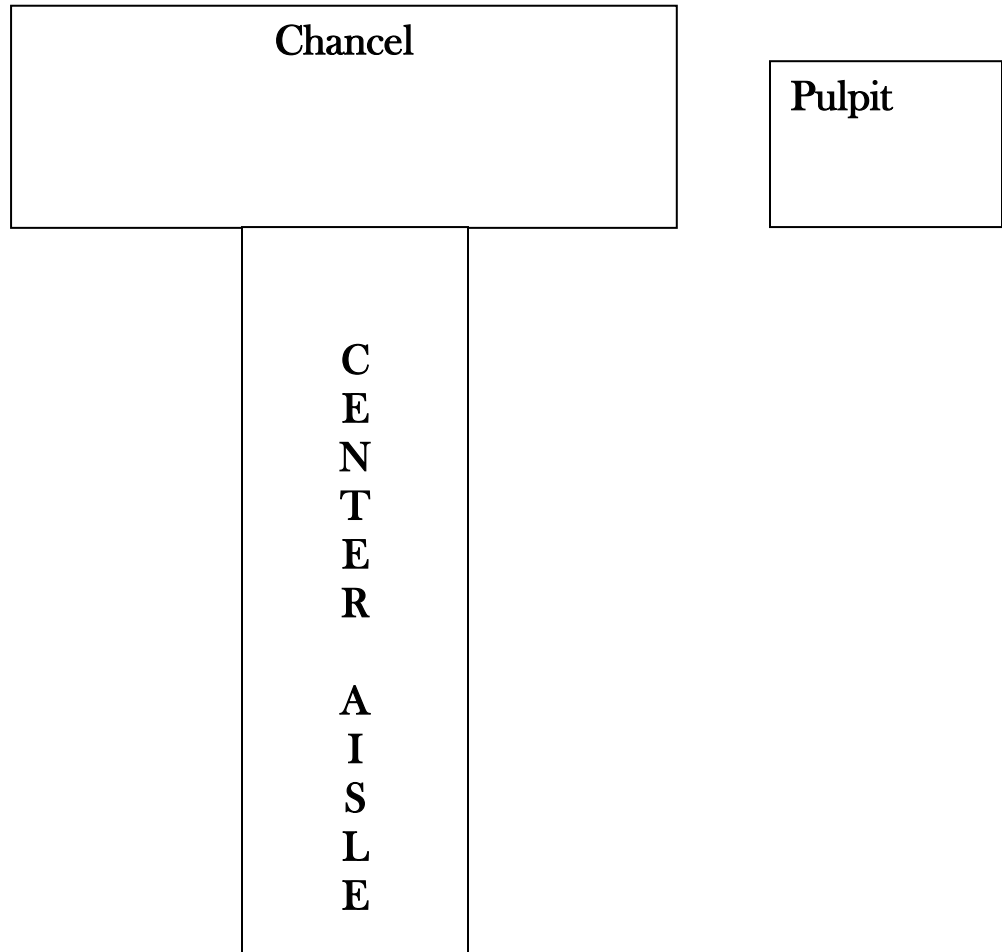
***This contract must be signed by the photographer/videographer and returned to First Presbyterian Church one (1) month prior to the date of the wedding.***

*First Presbyterian Church  
508 West Davis Street  
Burlington, North Carolina 27215  
336-228-1703*

A wedding in the First Presbyterian Church is a worship service.

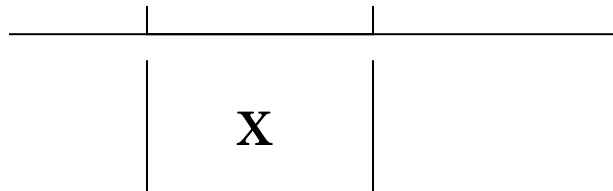
All photographers must adhere to the rules of procedure established by the church and outlined in the *First Presbyterian Wedding Photography Contract*.

**Sanctuary**



The photographer is not to make any photographs in the sanctuary during the one (1) hour prior to the ceremony nor during the ceremony.

**Balcony**



The photographer may stand in the narthex (as marked here by the X) after the ceremony to photograph the wedding party recessional.