

## TUCKAHOE PRESBYTERIAN CHURCH

7000 Park Avenue  
Richmond, Virginia 23226-3624

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

# WEDDING POLICY

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

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

**WORSHIP:** 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. Please know that our Pastor is the authority for all decisions concerning the rehearsal and the wedding.

**OTHER CLERGY:** **The Minister of Tuckahoe Presbyterian Church will officiate a Non-Member Wedding, or in concert with the Session, approve another Minister with TPC staff assisting. Should you wish to invite another minister to participate, our Pastor must issue a formal invitation. Please speak first with our Pastor about this.**

**SCHEDULING:** The couple should advise the Pastor of their intention to marry as early as possible in order that all necessary arrangements may be made. To allow for sufficient time for pre-marital counseling, the application and Reservation Fee must be received at least four months prior to the requested wedding date.

**PRE-MARITAL COUNSELING:** Our Pastor requires pre-marital sessions with the couple, to be concluded no later than one month before the wedding date. Please make arrangements accordingly.

**MUSIC:** All music shall be appropriate to the Worship of God, and must be approved by our Director of Music and our Pastor. Please confer with them no later than three months prior to the wedding date to determine the music to be used. An outside organist must be approved by our Director of Music.

**CANDLES:** If you wish to use the candelabra or unity candles, we require dripless candles. You may order them through Tuckahoe church for an additional fee of \$35.00.

**AISLE RUNNERS:** Due to insurance regulations we do not allow runners in the aisle.

**PHOTOGRAPHY:** Please refer to the *Wedding Guidelines for Photographer* (p. 3). Worship

bulletins shall contain the statement, "Please refrain from taking photographs during the Worship Service."

**WEDDING COORDINATOR:** Tuckahoe Church's Wedding Service Coordinator will assist the Pastor in the Rehearsal and Wedding service at the church. Please contact the church administrator (804-282-2860 or Office@TuckahoePres.org) at least four months prior to the wedding date to make arrangements. Wedding planners shall work in concert with the Wedding Service Coordinator. **For a Non-Member wedding, the Tuckahoe Wedding Planner must be involved in an advisory capacity.**

**ALCOHOL:** Tuckahoe Presbyterian Church does not permit alcoholic beverages on church property.

**CHILDCARE:** Tuckahoe Presbyterian Church does not provide nursery or childcare services.

**FEES AND APPLICATIONS:** Please complete the attached Marriage Record form and submit it along with the Wedding Application Form and the required Reservation Fee. All other fees are due to the church no later than two weeks before the wedding date. The Pastor must agree whether to marry the couple; the Session must give permission to use the Church Facilities. However, if during counseling the pastor determines that it would be imprudent for the couple to wed the church will return refundable fees to the couple. All other refunds due to the couple's cancellation are at the discretion of the church.

If you have questions, please contact our church administrator at 804-282-2860 or Office@TuckahoePres.org.

Again, our warmest congratulations! Our church staff stands ready to help. We eagerly anticipate that great day when we celebrate with you the miracle of "the two becoming one" in the love of Jesus Christ.

### **WEDDING GUIDELINES FOR PHOTOGRAPHER**

- A. Photographs may be taken in the church commons, the waiting rooms, and outdoors prior to and following the ceremony.
- B. Photographs may be taken from the floor of the sanctuary before the ceremony begins and after the recessional is complete.
- C. Flash photography is not permitted during the wedding service, including the processional and the recessional.
- D. Available-light photography and videography is permitted from the balcony, subject to prior approval from the Pastor and the Wedding Service Coordinator.

**MARRIAGE RECORD**

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

Hour \_\_\_\_\_  
Hour \_\_\_\_\_

Location (Offsite)

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

Full Name: \_\_\_\_\_  
Preferred phone: \_\_\_\_\_ Alternate phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Address \_\_\_\_\_  
Age \_\_\_\_\_ Church Affiliation \_\_\_\_\_  
Parent's Name \_\_\_\_\_  
Parent's Name \_\_\_\_\_

Full Name: \_\_\_\_\_  
Preferred phone: \_\_\_\_\_ Alternate phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Address \_\_\_\_\_  
Age \_\_\_\_\_ Church Affiliation \_\_\_\_\_  
Parent's Name \_\_\_\_\_  
Parent'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

Approximate Number of Guests \_\_\_\_\_  
Approximate Number of Attendants \_\_\_\_\_

Flower person \_\_\_\_\_  
Ring Bearer \_\_\_\_\_  
Other special participants \_\_\_\_\_  
Who will light the candles? \_\_\_\_\_  
Names of Grandparents attending the wedding \_\_\_\_\_

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

**WEDDING APPLICATION FORM**

I hereby apply for the use of the sanctuary for my Rehearsal and Wedding ceremony.

Name [printed] \_\_\_\_\_ Date submitted \_\_\_\_\_

Wedding Day & Date \_\_\_\_\_ Rehearsal Day & Date \_\_\_\_\_

[signature] \_\_\_\_\_

**SCHEDULE OF FEES**

*(Circle all that apply)*

	<b>Members</b>	<b>Non-members</b>
*Reservation Fee (non-refundable)	\$100	\$100
Damage Deposit (refunded upon inspection by the Wedding Service Coordinator following the wedding)	\$500	\$500
Use of Sanctuary	\$0	\$400
Custodial Services	\$150	\$150
Pastor's Honorarium (suggested)	\$0	\$500
Organist (organist other than Tuckahoe staff must be approved, paid directly to organist)	\$250	\$250

\*The Reservation Fee of \$100 must accompany this application and the Marriage Record. Please attach a check for deposit made payable to ***Tuckahoe Presbyterian Church*** upon application.

	<b><i>For office use only</i></b>
Reservation Fee (attached): \$ _____	Received by: _____ Date: _____
Final payment \$ _____	Received by: _____ Date: _____

All balances due must be received by Tuckahoe Presbyterian Church no later than two weeks before the wedding. Thank you for your cooperation.

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