

KIRKWOOD PRESBYTERIAN CHURCH

618 Acworth Due West Road

Kennesaw, GA 30152

www.kirkwoodpc.org

770) 427-3545



Pastor:

The Rev. Catherine Renken catherine@kirkwoodpc.org

Organist:

Heidi Hanz heidi_hanz@yahoo.com

Wedding Coordinators:

Tamiko Kemp tamikotkemp@yahoo.com

Kim Hollomon k_hollomon@hotmail.com

KIRKWOOD PRESBYTERIAN CHURCH

WEDDING POLICY

We are pleased that Kirkwood Presbyterian Church can play a part in your special day. It is our wish to make this the joyful Christian experience it was meant to be. Kirkwood PC believes a wedding is a worship service in which we praise and thank God and ask the Lord to bless the union of the couple. As a service of Christian worship, the wedding is under the direction of the Minister and the supervision of the Session (the Board of Elders). And so, as noted throughout this policy, all pieces to the wedding ceremony must abide by this affirmation.

Arrangements:

Arrangements for all wedding will be made through the Minister with the assistance of the Wedding Coordinator. No formal weddings may be scheduled on holidays without special approval of the Session. A reception may be held in the Fellowship Hall following the ceremony for an additional fee. As part of the regular fee, rooms are provided for the bridal party to prepare for the wedding.

Non-members are welcomed to be married in our church, as schedules permit. All arrangements must be cleared with the Minister and are subject to the same policies as member weddings. The Sacrament of Communion is not a part of the wedding ceremony or rehearsal. The Session encourages the congregation to participate in Communion at scheduled times throughout the year.

Schedule of Expenses:

The fees included in the attached list are required to cover expenses for the use of the church. Fees should be made payable to Kirkwood Presbyterian Church, except where noted, and given to the Wedding Coordinator at least 30 days prior to the wedding. The deposit is due at reservation.

Ministers:

It is expected that the Minister of the Church will officiate at all weddings performed at Kirkwood, unless otherwise agreed upon by the Minister.

Anyone who desires to be married by the Kirkwood Minister should contact her at least two months prior to the date of the wedding. This will give the Minister the opportunity to arrange several meetings with the couple for pre-marital counseling and service planning. Pre-marital guidance is considered by the Session to be necessary for anyone planning a Christian marriage. The Minister may refuse to perform the ceremony if she is not convinced of the propriety of marriage, under the laws of the State of Georgia or of the Holy Scriptures as interpreted by the Presbyterian Church (USA).

Music

The Church Organist will normally play for all church weddings. If another organist or musician is desired, this should be cleared with our Organist and Wedding Coordinator. The music to be

performed should be decided upon with consultation from the Organist. Since the wedding is a service of worship, please keep in mind this quote from the Presbyterian Church (USA) Book of Order: *Such music as accompanies the ceremony should direct attention to God, who sanctifies marriage, and special care should be taken that it is suitable and reverent. If desired, the congregation may be invited to join in the singing of hymns at the beginning and conclusion of the service.* Secular music is discouraged. A list of suggested wedding music is attached.

Decorations

A great deal of thought was given to the beautification of the sanctuary. The symbolism of the chancel speaks visibly of the truths of our Christian faith. Too much decoration is discouraged. The Minister and Wedding Coordinator should be consulted when deciding on decorations. No tacks, nails, or wires may be fastened to any part of the sanctuary furnishings, including pews and floors. Pipe cleaners or rubber bands may be used to secure ribbons to the ends of pews. No candles may be placed on the pews. An aisle cloth may be used, provided it is fastened only with tape. Decorations placed in windows must be removed without damage to the window. Candles used in windows must be encased in a hurricane glass. The wedding party is responsible for making efforts to protect the carpet and furnishings from wax drippings. No candles or flowers are to be placed on the instruments. The instruments may not be moved. All decorations must be removed from the building immediately following the services. No confetti or rice may be thrown inside the building or on the church property. Birdseed or bubbles are suggested to be used outside the building only.

Rehearsal

Every effort should be made to begin the rehearsal on time. The Wedding Coordinator will be present for the entire rehearsal and will work with the Minister to ensure the wedding party is prepared for the ceremony. Please bring the Marriage license to the rehearsal to avoid doing so the next day. The Minister will not have an official copy of the Marriage License to give you following the ceremony. You may obtain a certified copy from the Probate Court.

Wedding Coordinator

Kirkwood's Wedding Coordinator works as a liaison between you and the church. She is there to ensure your property needs and questions are met while also overseeing proper building usage. The Wedding Coordinator is not responsible for planning the ceremony or contacting outside professionals.

Non-Member Weddings

Unless the bride, groom, parent, or guardian is an active member of Kirkwood Presbyterian Church for six months prior to scheduling the wedding, the wedding is regarded as one of a non-member. Non-member couples are encouraged to attend our worship service to better understand our worship tradition.

Seating Capacity of the Church

The Sanctuary has a seating capacity of 150 people and a five foot center aisle. Our Fellowship Hall, which has a kitchen, has tables and chairs to seat 100 persons banquet style or 150 persons for a stand-up reception.

Weddings During Advent, Christmas & Easter

The Sanctuary is decorated during the Advent and Easter seasons. These decorations may be used, free of charge. Once these decorations are in place, they are not to be removed or rearranged until after these seasons. Please discuss these arrangements with our Wedding Coordinator so you will have an understanding of these special decorations.

Alcohol and Tobacco use

Alcohol or Tobacco use is not permitted anywhere in the building or church grounds.

Damage Liability

The Session requests that the wedding party take normal precautions to protect our church property and follow the above policies. Any damage to our property becomes the responsibility of the wedding party, and the damage deposit will not be refunded. Any damage repairs that cost more than the deposit will be the responsibility, jointly and severally, of the Bride and Groom. Please contact your Wedding Coordinator with any questions. We want to help your wedding be a spiritually significant experience.

I/We have read and understood all provisions of this Agreement for Wedding Services and will abide by them. I/We likewise accept the responsibility, jointly and severally, for repair or replacement regarding any damage which may occur during my use of the building (subject to church approval), furnishings and/or landscaping.

Signatures:

Responsible Party: _____ Date: _____

Bride: _____ Date: _____

Groom: _____ Date: _____

For Kirkwood: _____ Date: _____

Please sign and return this page to the church with your deposit no less than 60 days prior to the wedding date.

WEDDING FORM

Please complete as soon as possible and return to the church with the final payment, no less than 30 days prior to the wedding.

Wedding Date _____

Bride's Full Name _____

DOB _____ Occupation: _____

Home Address _____

Email address _____

Telephone Home: _____
Work: _____
Cell: _____

Groom's Full Name _____

DOB _____ Occupation: _____

Home Address _____

Email address _____

Telephone Home: _____
Work: _____
Cell: _____

Responsible Party, if other than Bride or Groom:

Full Name _____

Home Address _____

Email address _____

Telephone Home: _____
Work: _____
Cell: _____

Time of Wedding: _____

Date & Time of Rehearsal: _____

Church Facilities Needed: _____

Will you be using our Fellowship Hall? Yes _____ No _____

If yes: Caterer: _____

Contact: _____

Will you be using Kirkwood's Minister? Yes _____ No _____

If no: Name: _____

Contact: _____

Ordaining Denomination: _____

Will you be using Kirkwood's Organist? Yes _____ No _____

If no: Name: _____

Contact: _____

Soloist(s) or Other Musician(s)

Name: _____

Contact: _____

Wedding Planner: _____

Contact: _____

Photographer: _____

Contact: _____

Florist: _____

Contact: _____

Videographer: _____

Contact: _____

I have read completed this form and understand the commitment made to me by Kirkwood Presbyterian Church:

Signatures:

Responsible Party: _____ Date: _____

Bride: _____ Date: _____

Groom: _____ Date: _____

SUMMARY OF WEDDING FEES

KIRKWOOD MEMBERS:

Reservation Fee	\$25
Refundable Damage Deposit	\$100
Janitorial Fee	\$50
<hr/>	
Total due 60 days in advance	\$175

Wedding Coordinator fee (pay directly to Coordinator)	\$150
Kirkwood Minister Fee	\$0
Organist Fee (pay directly to Organist)	\$175
<hr/>	
Total due 30 days in advance	\$325

NON-MEMBERS:

Reservation Fee	\$200
Refundable Damage Deposit	\$100
Janitorial Fee	\$50
<hr/>	
Total due 60 days in advance	\$350

Wedding Coordinator fee (pay directly to Coordinator)	\$175
Kirkwood Minister Fee (pay directly to Minister)	\$250
Organist Fee (pay directly to Organist)	\$225
<hr/>	
Total due 30 days in advance	\$650

To use Fellowship Hall (due 30 days in advance) \$150

All payments should be given directly to the Wedding Coordinator by the date noted. Checks should be made out to Kirkwood Presbyterian Church, except where noted. Refundable Damage Deposits will be refunded approximately two weeks after the ceremony if no damage occurred. In case of cancellations, only the damage deposit and fellowship hall fees will be returned.

Congratulations and may God bless your wedding day and marriage!

Wedding Music Suggestions

Entrance of Mothers

Arioso – Bach
Aria – Handel
Ave Verum – Mozart
Nimrod – Elgar
Sometimes Alleluia/Holy, Holy

Entrance of Bridesmaids

Canon in D – Pachebel
Jesu, Joy of Man’s Desiring – Bach
Rondeau – Mouret
Trumpet Tune – Purcell
Trumpet Voluntary – Purcell*
Water Music – Handel

Entrance of Bride

Bridal Chorus (Lohengrin) – Wagner*
Jesu, Joy of Man’s Desiring – Bach
Psalm – Marcello
Rondeau – Mouret
Trumpet Tune – Purcell

Unity Candle

Aria – Handel
Largo - Vivaldi

Recessional

Allegro – Handel
Allegro Maestoso – Handel
In Thee is Gladness – Bach
Now Thank We All Our God – Karl-Elert
Ode to Joy – Beethoven
Rondeau – Mozart
Symphony in C – Lalande
Trumpet Tune – Purcell
Wedding March – Mendelssohn*

Solos

Be thou With Me – Bach
Blessings - Story
Bridal Prayer - Copeland
Household of Faith - Rosasco
Lord’s Prayer - Malotte
Love That Lasts a Lifetime - Leech
Make Us One - Johnson
O Perfect Love - White
Prayer of St Francis
Wedding Prayer - Dunlap
Wedding Song - unknown
Whither Thou Goest - Singer
Panis Angelicus – Franck

Prelude Music

Allegro – Albinoni, Barber
Allegretto – Handel
Andante in F – Bach
Aria – Handel
Arioso – Bach
Canon in D – Pachebel
Etude in E – Chopin (piano)
Jesu, Joy of Man’s Desiring – Bach
Largo – Handel
Little Night Music – Mozart (piano)
Moonlight Sonata – Beethoven (piano)
Music Box Dancer - Mills (piano)
Nimrod – Elgar
Praise the Lord – Franck
Rondeau – Mozart
Sheep May Safely Grze - Bach
Sicilano- Handel
Sometimes Alleluia/Holy, Holy
Sonata in F – Beethoven (piano)
Symphony in G – Mozart (piano)
Thanks Be to God – Handel
Toccatina in F – Buxtehude
Water Music – Handel

**traditional choice*