

# WEDDING MANUAL

Revised September 2007

Royster Memorial Presbyterian Church  
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**Church Office Hours:** 9:00 a.m. – 4:00 p.m. Monday - Friday

## **Church Staff:**

Rev. John Monroe, Pastor

Marianne Simpson, Church Secretary

Katherine Lakoski, Music Director

Linda Althoff, Organist

Jeffrey Spivey, Sexton

Kathy Kinney, Wedding Coordinator

CONGRATULATIONS AND BEST WISHES!

The Royster Memorial Presbyterian Church shares in your excitement and happiness as you prepare for marriage. We join with you in hoping that your wedding service will be an inspiring opportunity to honor God and to celebrate the love you have for each other. We also join with you in your hope for a married life together that is harmonious, fulfilling, and joyful.

As bride and groom, you are beginning one of the most exciting adventures in your life. We at Royster Memorial Presbyterian Church want to help make this a memorable occasion for you, your families and your guests. The suggestions in this manual, and those you receive in conference with the minister and organist, will help your special day run smoothly.

The order of service we use stresses the Christian meaning of marriage as well as the beauty and dignity of this act of worship. Therefore, you will want to have a clear understanding of the customs and courtesies which should be observed to maintain a spiritual atmosphere. These include the ceremony, the music and the decorations.

### **SETTING THE DATE**

It is important to clear the date and time of your wedding on the church calendar as soon as possible. Please do this by contacting the minister and/or church office and completing a marriage request application. Weddings scheduled for the same day will not be scheduled closer than four hours apart. All weddings require advance scheduling preferably 3 months in advance, although requests for shorter notice will be considered.

### **WHO OFFICIATES**

A minister of Royster Memorial Presbyterian Church will ordinarily officiate at the wedding service and will assist you with your wedding arrangements. He will also lead the rehearsal which generally is held the evening prior to the ceremony.

If the couple requests that another minister officiate or co-officiate at their wedding, the minister of Royster Memorial should be notified as soon as possible so that a cordial invitation may be extended to the guest minister, and the plans coordinated.

### **PREMARITAL COUNSELING**

All couples seeking to be married in Royster Church must participate in one or more pre-marital counseling sessions with the Pastor and/or an appropriate outside counseling service. The purpose of these sessions is to discuss the nature of the Covenant of Marriage, its privilege, and responsibilities, and also to discuss the wedding ceremony. This counseling must be completed no later than one month prior to the scheduled wedding. The Pastor reserves the right after reviewing the results of such counseling to void the preliminary commitment to have the wedding at Royster Church if he feels that the couple is not ready for a Christian marriage. If an outside clergy is to perform the wedding, he is expected to report to the Pastor that the required pre-marital counseling has been given prior to the wedding.

## **WEDDING LICENSE**

A wedding license must be brought to the wedding rehearsal. You can apply for your license at the Circuit Court, Norfolk, VA. There is no waiting period required and the license expires 60 days later.

## **THE REHEARSAL**

The rehearsal for the wedding service is ordinarily held on the evening before the wedding day at the location where the wedding will be held. The purpose of the rehearsal is to assure that the wedding will be dignified and meaningful, and that all participants will be fully acquainted with their duties. The time of the rehearsal should be set so that all participants can be present.

## **DRESSING ROOMS**

Dressing Rooms are available for the wedding party. It is expected that all personal items will be removed after the ceremony. The sexton is not responsible for personal items left by the bridal party.

## **THE SANCTUARY**

The sanctuary has a seating capacity of 600. There is a center aisle with two side aisles. There are 48 pews on the ground floor and 10 in the balcony.

## **DECORATING THE SANCTUARY**

A single arrangement of flowers in the rear of the chancel is preferred. Candelabra may be used on either side of the flowers on the table or extra (footed) candelabra may be used in front of the Chancel if desired. It is required that the florist use only high quality, drip-less candles. Flowers in the front entrance are acceptable. Because of previous adverse experiences, the scattering of fresh flower petals down the center aisle is not permitted. A silk flower arrangement owned by the Church is available for use, free of charge.

1. No furniture may be moved in the chancel area. This is due to the fact that a wedding is a worship service and the pulpit, communion table and baptismal font are the three main symbols of Presbyterian worship.
2. Nothing may be fastened to the walls, woodwork, or furnishings in the sanctuary or the fellowship hall.
3. Royster Memorial does not encourage aisle tracking. A kneeling bench or candelabras are available for those who choose to use them.
4. If candles are used, drip-less candles or candles with inserts are required, and protective material will be placed under the candelabra to protect the carpet.
5. Rose pedals, rice, confetti, birdseed and other materials are not allowed inside the church building. Birdseed may be distributed **outside** the building.

6. Arrangements for the florist to decorate the sanctuary must be made in advance. The building will be opened two hours prior to the hour of the wedding unless special arrangements have been made. All decorations must be removed as soon as the wedding party and guests have left the church building.

### **MUSIC DURING THE SERVICE**

In the Christian church, marriage and the wedding service should be to the glory of God who sanctifies marriage. In this experience of worship and witness, care should be given to the selection of all instrumental and vocal music so that it be in keeping with the above. Our Book of Order says: “Such music as accompanies the ceremony should direct attention to God...and special care should be taken to assure that it is suitable and reverent”. Royster has professional vocalists available for your wedding or the Royster Director of Music or Organist can provide a list of musicians who provide music for weddings.

Music Selection - The Royster Pastor, Director of Music, or Organist must approve in advance all music selections to be used during the wedding service. One of the above will be available (at a mutually agreeable time) for consultation in selecting appropriate music for the service.

Organist – The Royster Organist/Pianist is available to provide music for your wedding. You should contact the organist to arrange a time to discuss music for the ceremony. The organist is available to rehearse with soloists at a mutually convenient time. A qualified guest organist may be invited to play, however the Royster Organist must approve the alternate (the guest organist must have experience on a pipe organ).

### **WEDDING BULLETIN**

If a Wedding Bulletin is desired for the service, the couple needs to provide the Church Secretary with “camera-ready” copy at least 3 weeks prior the wedding. (“Camera-ready” copy means that the material has been typed up and ready to copy.)

### **WEDDING COORDINATOR**

Royster’s Wedding Coordinator is available to assist with your wedding. When the officiating pastor is not the pastor of Royster Memorial, Royster’s Wedding Coordinator must be present at the rehearsal and the wedding. Rehearsal is under the supervision of the officiating Pastor. An advisor in the Narthex is essential for the purpose of directing the wedding party down the aisle in an orderly fashion. The party may use an outside Wedding Coordinator. If you choose to use an outside Wedding Coordinator, that person must contact Royster’s Wedding Coordinator.

### **PHOTOGRAPHY**

The wedding ceremony is a service of worship. **NO FLASH PICTURES ARE ALLOWED DURING THE WEDDING SERVICE.** The photographer is required to remain inconspicuous until the end of the service. Videotaping will be permitted from the Narthex, the side of the Chancel, or from the balcony without the use of flash or external lighting. The Pastor should be informed in advance of the desire to videotape

the ceremony, so that proper arrangements can be made. There are no restrictions on photography preceding or following the ceremony, or in the Fellowship Hall.

### **THE REHEARSAL DINNER AND/OR THE RECEPTION**

If the wedding party wishes to have their rehearsal dinner and/or the reception at Royster, the request needs to be indicated on the marriage request application. It is advised that they confer with the minister and/or church office to help make arrangements. Dinner and receptions may be held in the fellowship hall. Catering and clean-up of all food and beverages will be the responsibility of the wedding party. All food and beverages are to be restricted to the kitchen and fellowship hall. Royster has a policy that there be **no** alcoholic beverages on the property and no smoking in the building.

### **FEES**

Fees are listed on the insert provided with this brochure. A \$100 deposit is required when you arrange for your wedding. The deposit fee will be applied toward future fees. The remainder of all fees are due two weeks prior to the wedding. Separate payment of fees to the Minister, Organist and Sexton are due at that time.

### **PARKING**

The church parking lot is located at the corner of Brackenridge and Newport Avenue.

Royster Church is located in a residential area, therefore, we share the side streets (Sinclair and Brackenridge) with local residents. In the past, visitors have parked in locations such that they blocked the access of local neighbors. Therefore, it is requested that wedding parties and their guests use the available space along Newport Avenue or park in the large grassy lot north of the church.

## **Royster Memorial Presbyterian Church Wedding Fees (Non-Members)**

The following fees are associated with weddings at Royster Memorial Presbyterian Church. Fees must be left with the church office at least two weeks before the wedding. Questions can be addressed to the church secretary at 423-8536

Sanctuary	\$ 350.00
Pastor Consultation, rehearsal, and wedding Dr. John Monroe	\$ - 0 -
Organist Consultation and wedding Linda Althoff, rehearsals Phone number: 483-2180	\$ 125.00 \$ 25.00
Wedding coordinator: Kathy Kinney Phone number: 375-0171	\$ 100.00
Custodian Fee: Jeff Spivey	
Sanctuary Use Only	\$ 100.00
Rehearsal Dinner	\$ 75.00
Reception Fee	\$ 100.00
Fellowship Hall	
Rehearsal Dinner and Kitchen	\$ 125.00
Reception and Kitchen	\$ 125.00

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Wedding coordinator: Kathy Kinney Phone number: 375-0171	\$ 100.00
Custodian Fee: Jeff Spivey	
Sanctuary Use Only	\$ 100.00
Rehearsal Dinner	\$ 50.00
Reception Fee	\$ 75.00
Fellowship Hall	
Rehearsal Dinner and Kitchen	\$ - 0 -
Reception and Kitchen	\$ - 0 -