



## *Wedding Information and Guidelines for The Roland Park Presbyterian Church*



*We here at The Roland Park Presbyterian Church congratulate you on your upcoming wedding. This guide is presented to assist you in planning your wedding ceremony. This serves as a general guide for your ceremony and just as each marriage is special and unique, we will work with you to the best of our ability to make your day special.*

### **Selecting Someone to Preside Over the Ceremony**

All wedding ceremonies conducted at Roland Park Presbyterian Church (RPPC) are under the direction of the Pastor and are Christian ceremonies. The couple to be married should contact and make an appointment with the Pastor at least 6 months prior to your anticipated wedding date. It is common practice for the Pastor of the church to preside over wedding ceremonies since it is a function of the whole church's ministry and not a private ceremony. It is uncommon for guest ministers with no affiliation to RPPC to perform wedding ceremonies at RPPC. Please contact the Pastor for additional information or to discuss special circumstances.

### **Date and Time of wedding**

The date and time of the wedding are selected by the couple, but must be cleared with both the main church calendar as well as the Pastor's personal schedule. If you are planning on having your wedding at RPPC, please do not set a date or time until you have consulted with the Pastor as well as the church's office manager.

### **Non-Members**

Guests are welcome to have their marriage ceremony at RPPC with the consent of the Pastor. As a ceremony under the auspices of the church, the couple should desire a Christian service in line with the Reformed/ Protestant traditions. While such services are part of a benefit of being an active church member, non-members are required to reimburse the church for services and usage undertaken to provide the ceremony.

## **Fees/Honorariums**

### **Building Usage/ Custodian Fee**

To cover the cost of building usage and cleanup we charge a \$300 fee for non-members.

### **Musician (s) Honorarium (s)**

It is customary to use the church's musicians for ceremonies conducted at RPPC. Guest musicians must be approved by the Director of Music. The honorarium varies depending on several factors such as time and complexity of music. Standard honorariums range from \$100-\$200 per musician.

### **Pastor's Honorarium**

In addition to preparing and conducting the ceremony, the pastor spends many hours in consultation with the couple leading up to the wedding. The couple is encouraged to make an appropriate gift to the pastor. A typical gift is \$300.

### **Wedding Coordinator**

The church will provide a wedding coordinator who helps with both the rehearsal and ceremony. The wedding coordinator will help with coordinating flower delivery, bridal preparations, coordinating both the procession and recession, as well as many other helpful tasks. The church's wedding coordinator can also help to create a wedding program printed by the church office, if requested. The fee for this service is \$150.

*\*\*The building use fee is reduced to \$150 and the Pastor's suggested honorarium to \$150 for active church members. The Wedding Coordinator is required for all wedding ceremonies at RPPC.\*\**

# **Wedding Preparations**

## **Meetings with the Pastor**

Notify the office and set up an initial appointment with the Pastor. After your first meeting, you will set up additional appointments with the Pastor to discuss the understanding of marriage and your convictions regarding marriage and family. The church grants the Pastor the responsibility to use his or her own best judgment of a couple's preparedness to enter into the covenant of marriage. Therefore, the Pastor has the right to decline to perform the ceremony at any time.

## **Marriage License**

Typically, a Maryland marriage license is required before the marriage may take place. It is the responsibility of the couple to procure the wedding license, which must be presented to the Pastor before the wedding, usually at the rehearsal. Laws and procedures change over time and so it is the couple's responsibility to be familiar with these.

## **Wedding Rehearsal**

The time and date of the wedding rehearsal, usually the evening before the wedding, is scheduled with the Pastor and Church office. Punctuality is expected of all who are in the wedding party as the Pastor and Church staff may have other commitments following the rehearsal.

## **The Wedding Service**

Many options exist within the Rite of Marriage, which enable the bride and groom to make their wedding as personal as possible (various choices of prayer, blessings, readings, formats for the exchange of vows, unity candle ceremony, etc.). The Pastor will discuss these options with the couple as part of their preparation.

## **Readers, Flower Girls and Ring Bearers**

You are welcome to invite friends and family to participate in the ceremony. Please discuss the details with the Pastor during consultation and planning.

## **Music**

Our church musicians can guide you in selecting music appropriate for your ceremony. It is customary to meet with the head musician (typically the Organist) well in advance for selections and planning. Other musicians must be approved by the Organist or church's Music Director. They must approve all musical selections.

## **Program or Bulletin**

You are welcome to create a bulletin on your own, or have one printed. A final draft should be presented to the Pastor for approval. The office manager/ church wedding coordinator will be happy to help you create and print a bulletin in the church office. Only standard size paper and weight may be used. Please check with the coordinator or Pastor for clarification.

## **Other Frequently Asked Questions**

### **Dressing Rooms**

A dressing room can be provided for the bride and her attendants before the ceremony. Members of the wedding party should arrive no later than 30 minutes prior to the wedding.

### **Floral Decorations**

One or two arrangements of reasonable size are considered sufficient and appropriate for use within the sanctuary. Please be sure to inform the Pastor and Wedding Coordinator of your plans.

### **Aisle Runner**

The church is carpeted, but aisle runners are permissible. One can usually be procured through your florist. The church does not supply the aisle runner.

### **Decorations**

Other decorations are welcome, with the consent of the Pastor and Wedding Coordinator. We ask that care be taken to protect the beauty of the church and not to move any furnishings. Tape is not to be used on the pews for ribbon bows or other decorations as it destroys the wood finish. Bows may be slipped on with a ribbon loop if desired. Candle stands that clamp on the backs of pews may not be used for the same reason.

### **Photographs/Video**

The photographer should be made aware of the solemn nature of the marriage ceremony and avoid being a distraction during the service. No flash photography may be taken during the ceremony, but the photographer may not take pictures during the ceremony or move around during the service. Additional lights for videotaping and flash photograph are not to be used during the service. The photographer/videographer should consult with the Pastor prior to the ceremony. It is the bride and groom's responsibility to inform their wedding guests that flash photography is not permitted during the wedding ceremony.

### **Professional Wedding Coordinators**

Professional wedding coordinators should contact the Church office before any plans are made so that the coordinator fully understands the procedures and guidelines followed by Roland Park Presbyterian Church. The pastor and church's wedding coordinator have final say over all matters regarding the wedding ceremony.

*Roland Park Presbyterian Church*  
*4801 Roland Avenue, Baltimore, Maryland 21210*  
*410-889-2001 office@rolandparkechurch.org*

## Wedding Information Form

BRIDE

GROOM

---

Full Legal Name

---

Name to be used in Ceremony

---

Resident Address

---

Home Phone

---

Cell Phone

---

Church Affiliation

Birth date \_\_\_\_\_ Previously Married? \_\_\_\_\_ Birth date \_\_\_\_\_ Previously Married? \_\_\_\_\_

---

Address, zip and phone following marriage

Wedding- Date/Time Requested \_\_\_\_\_

Rehearsal- Date/Time Requested \_\_\_\_\_

Reception Place/Time \_\_\_\_\_

Florist: Name/Tel.No. \_\_\_\_\_

Photographer: Name/Tel. No. \_\_\_\_\_

Wedding Coordinator: Name/Tel. No. \_\_\_\_\_

## *Attendants*

Please list attendants (in order) and their relationship to either the bride or groom.

1. \_\_\_\_\_  
(Maid/Matron of Honor - Relationship) (Best Man - Relationship)

BRIDES'S MAIDS AND GROOM'S MEN

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

Junior Attendants/Ages (if any)

1. \_\_\_\_\_

2. \_\_\_\_\_

Bride's Parents' Names: \_\_\_\_\_

Usher to Escort: \_\_\_\_\_

Groom's Parents' Names: \_\_\_\_\_

Usher to Escort: \_\_\_\_\_

Other Family Members/Relationship: \_\_\_\_\_

Usher to Escort: \_\_\_\_\_

Ushers to Light Candles (if any) \_\_\_\_\_

Person escorting in Bride/Relationship: \_\_\_\_\_

Additional Information: \_\_\_\_\_

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