

FIRST & FRANKLIN PRESBYTERIAN CHURCH

Weddings



210 W. MADISON STREET
BALTIMORE, MD 21201
410-728-5545

information@firstfranklin.org
First & Franklin Presbyterian Church

Your Christian Wedding

This booklet is dedicated to explaining the basic elements for a marriage ceremony at First & Franklin Presbyterian Church. It has been approved by the Committee (Session) of the congregation and includes the procedures, fees, and a few restrictions which we believe to be important. Our greatest concern is that your wedding in its beauty and sincerity will reflect your deepest conviction, and ours, of the nature of a Christian marriage.

A Christian Marriage

A Christian marriage is an institution ordained by God, blessed by our Lord Jesus Christ, established and sanctified for the happiness and welfare of humankind, into which spiritual and physical union two individuals enter, cherishing a mutual esteem and love, bearing with each other's infirmities and weaknesses, comforting each other in trouble, providing in honesty and industry for each other and for their household, praying for each other, living together the length of their days as heirs of the grace of life.

By requesting that marriage ceremony be performed at First & Franklin Presbyterian Church you are asking for a service of worship, and God to bless your marriage. Participating in this service demonstrates that you have a vital faith in God and a sincere desire to understand and live up to the meaning of marriage as described above.

In conformity with our understanding of Christian marriage and accordance with the *Book of Order* of the Presbyterian Church (USA) the following requirements have been established:

- One of the persons must be a professing Christian.
- A conference with the couple will be held with First & Franklin's Wedding Coordinator and Minister of Music before final confirmation of the wedding.
- The presiding minister will offer to the couple options for wording of the service. The couple is welcome to add other readings but the minister has the final say over the ceremony.
- The Committee of First & Franklin Presbyterian Church has final approval over all aspects of ceremony.

It is a joy and privilege to share with you in the planning of this important day in your life. May the miracle of Christ's love transform your love as you commit yourselves to one another.

Buildings and Property

The Sanctuary

Our sanctuary is incredibly beautiful, designed by Norris Starkweather and was completed in the 1859. It is one of the finest examples of flamboyant gothic architecture in the United States. Recently refurbished, it is air-conditioned and is handicap accessible, (please note: the restroom is not wheelchair accessible.) The church can comfortably seat 500 people.

The Backus House

The Backus House, located next door to the church is available for the bridal party before the wedding for dressing and photographs. The house, also designed by Starkweather, is a beautiful home featuring a magnificent spiral staircase. Refurbished in 2005, it is a wonderful setting for wedding photos. Unfortunately, the building is not handicap accessible.

Parking

The church has use of a parking lot located off of Howard Street one block away and can issue a total of six permits for honored guests, musicians, wedding party, and officiant. Public parking is available on the streets surrounding the church as well as at Maryland General Hospital garage (one block from the church.)

Ceremony Related Items

Clergy

One of the happiest privileges a minister has is that of assisting a couple to enter upon the joy of marriage. It is also her/his duty to be sure that the responsibilities of marriage are understood and undertaken in Christian faith. The Committee (Session) of First & Franklin Presbyterian Church must grant approval for any guest minister. The presiding minister in charge of the wedding ceremony will work with you in creating the service.

Counseling

If you wish to be married by the Pastor of First & Franklin Presbyterian Church you will be expected to attend three pre-nuptial counseling sessions. These will be scheduled at the convenience of the parties involved. Please note: If the minister is convinced that a true commitment is lacking for either party and the marriage has little chance of survival the minister has the right not to perform the ceremony. In such a case this will be discussed with you with ample time given prior to the date set for the wedding.

Wedding Coordinator

The Wedding Coordinator's role is to ensure the respectful use of the church and property and that the ceremony follows the guidelines set by the Committee. Outside private wedding planners must work with the church's coordinator for all events which take place within church buildings.

The Wedding Coordinator shows the sanctuary, chapel, and Backus House to a potential couple and acts as a liaison between the Committee, Minister of Music, Parish Coordinator and the couple.

Wedding Coordinator will be present at the rehearsal which should last no longer than 45 minutes and is usually scheduled the day before the wedding.

Wedding Coordinator will be present the day of the wedding to coordinate and maintain compliance of the rules with the florist, photographer, and videographer and outside musician(s)/soloist(s).

Wedding Coordinator assists the pastor and wedding party to ensure that the ceremony proceeds in a timely and respectful manner.

Minister of Music & Organist

The Minister of Music will serve as the principal musician for the service. During the staff conference, the Minister of Music will assist in selecting music that reflects your unique feelings, yet upholds the integrity of the service of worship.

Please do not invite musicians (including, but not limited to organists, pianists, other instrumentalists and vocalists) without the Minister of Music consent. All outside musicians require prior permission to participate.

Music

“Music suitable for the marriage service directs attention to God and expresses the faith of the church” from The Constitution of the Presbyterian Church (USA), W-4.9005 The congregation may join in hymns and other musical forms of praise and prayer. Because a wedding is a service of worship, the liturgical guidelines for music are subject to the same standards as music for any other worship service at First & Franklin Presbyterian Church.

The position of the Presbyterian Church on the marriage service is clearly set forth as a joyful, reverent and dignified celebration of worship. Therefore, the music used should enhance this joy, reverence and dignity, and possess a level of musical integrity consistent with that of the regular church music program. **No recorded music in any form will be permitted.**

All musical selections will be discussed and approved by the Minister of Music.

Communion

The policies the Presbyterian Church (USA) and First & Franklin state that if the Sacrament of the Lord's Supper is to be included in a wedding ceremony, the elements must be served to the entire assembly of guests. Communion must be approved by The Committee.

“The invitation to the Lord's Supper is extended to all who have been baptized, remembering that access to the Table is not a right conferred upon the worthy, but a privilege given to the undeserving who come in faith, repentance, and love. In preparing to receive Christ in this Sacrament, the believer is to confess sin and brokenness, to seek reconciliation with God and neighbor, and to trust in Jesus Christ for cleansing and renewal. Even one who doubts or whose trust is wavering may come to the Table in order to be assured of God's love and grace in Christ Jesus” (Book of Order, W-2.4011a).

Church Membership

When neither you nor your fiancé is a member of this church, you will be invited to attend services of worship. While you are not required to join a church, we ask that you consider membership because we believe that marriages are stronger and healthier when they benefit from the support of a church family.

Changes or Cancellations

Please notify the church office as soon as possible if there are any changes in the date or time of your wedding. If the wedding is canceled 60 days prior to the scheduled date you will receive a full refund. If later than 60 days the deposit will be forfeited.

Rehearsal

All rehearsals will be held after 4:00 p.m. day prior to the wedding and last no more than 45 minutes. Punctuality is expected. All members of the wedding party, including parents and readers need to attend. Please bring the wedding license to the rehearsal for the minister.

The Wedding Day

The party and attendants may dress in the front parlor of the Backus House. *No arrangements can be made for bringing wedding dresses/suits to the church overnight, in the event you select to dress at the church.*

The party and attendants need to be at the church at least sixty minutes prior to the ceremony and may “relax” in the Reid Memorial Chapel prior to the ceremony. It is air-conditioned and restrooms are available.

Ushers will normally begin seating guests thirty minutes prior to the wedding although larger weddings may require additional time for seating. The rule of thumb is one usher for every fifty guests.

Children in the Wedding

Children in the wedding party between the ages of 5 to 10 years may process but may not stand with the wedding party during the service. Children younger than 5 years may not participate. This is in consideration of their age and enjoyment of the wedding.

Photography and Videography

The photographer may take flash photographs during the processional and the recessional. No flash photography during service; photographs may be taken from rear of sanctuary and balcony. The service may also be videotaped as long as natural light is used and the camera is placed on a tripod and is not moved during the service.

Please instruct your guests that photography during the service is not allowed at First & Franklin. Photography by guests distracts from both the purpose and solemnity of the occasion. Your wedding is a service of worship and should be respected as such.

Audio Engineer

Your wedding will be recorded by a professional Audio Engineer; the Engineer will attend your rehearsal.

Programs

All programs must include: *As this wedding is a service of worship, there may be no photography or videography during the service. Ipads and tablets are prohibited. Thank you for your cooperation.* **A draft must be submitted to the First & Franklin wedding coordinator for approval.**

Flowers and Decorations

Two fresh floral arrangements are permitted in the sanctuary and should be in keeping with the dignity of the wedding service. These may be taken or left for Sunday mornings worship. You may also decorate the ends of the pews with tie on bows or fresh floral decorations. No tacks, nails, clip or tape may be used. All decorations must be in place no later than 90 minutes prior to the service and you will be responsible for their removal within an hour after the ceremony. Note: No aisle runners.

Candles

You may use the church's large brass unity candle holder and/or the candelabras, Candles these must be purchased from First & Franklin.

Rice

Since the church doors empty out onto a busy city sidewalk, no rice or birdseed may be thrown.

Rehearsal Dinners and Receptions

You may hold your rehearsal dinner or reception in the Reid Chapel or in the Backus House. There is an additional fee for the use of these spaces. We are able to accommodate 60 people seated or 100 for a stand up buffet. The reception must be catered. Any use of alcohol must be approved by The Committee (governing body of this church.)

Marriage License

To obtain a license both parties must:

- Be at least 18 years of age (proof required)
- Visit the Circuit Court Clerk's Office
Location: Clarence Mitchell Courthouse Building, Marriage License Department,
Room 628, 100 North Calvert Street, Baltimore, MD

Hours: 8:30 AM - 4:00 PM

Who Must Appear: one member of the couple

- **ID Required:** Photo ID included Drivers License, Military ID, Passport, and your Birth Certificate if under age 22. You may also need both of your social security numbers.
- **Other Documents Required If Previously Married:** Death Certificate or Divorce Decree
- **License Available:** 48 Hours After Application (sometimes immediately) Cost: \$35 (cash)
Valid For: Six Months Valid In: Baltimore City

Other

Smoking is not permitted anywhere in the church or on the church grounds.

The Committee respectfully requests that all members of the wedding party refrain from beverages containing alcohol prior to the rehearsal and prior to the wedding ceremony.



First & Franklin Presbyterian Church
 Donation Schedule for Non-Members' Weddings.

For the Wedding: _____

Date of Ceremony: _____

Address: _____

Phone Number: _____

Email: _____

Ceremonial Fees

Rehearsal and Service: includes use of Sanctuary for rehearsal & ceremony, Backus House on wedding day, services of Minister of Music, Wedding Coordinator, Audio Engineer and custodian	\$2430
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Optional Fees

Pastor (includes premarital)	\$500
Soloist	\$200

Receptions/Rehearsal Dinners

Backus House	Fee available upon request
Reid Chapel	Fee available upon request

Note: *initial each note to indicate you have read and understand*

1. First & Franklin's Minister of Music & Organist must grant permission for any outside musician to participate in the ceremony.
2. In order to schedule a wedding the completed application and a deposit of \$500.00 must be received by the church office. (Note: For cancellations received 60 days prior to the ceremony, a refund for unused services will be made. The deposit will be forfeited for cancellations with less than 60 days notice.)
3. The balance must be received 60 days in advance of the ceremony; otherwise the date will be removed from the church calendar.
4. The wedding day is allotted four hours; if you need to use the facilities for more than four hours, the additional charge is \$100 per hour or any part thereof.

Make checks payable to: First & Franklin Presbyterian Church

Mailing address: 210 West Madison Street
 Baltimore, MD 21201-4693

First & Franklin Presbyterian Church

210 W. Madison Street
Baltimore, MD 21201
410-728-5545

Wedding Application

Date of Application: _____

Wedding Date: _____ Time: _____ Number of Guests: _____

Rehearsal Date and Time: (See Wedding Booklet)

Party One Full name: _____

Birth date: _____ Religious Affiliation: _____

Residence: _____
(Address) (City) (State) (Zip)

Cell Phone: _____ Other Phone: _____

email: _____

Number of previous marriages: _____ Names and ages of children: _____

Mother: _____
(Name) (Phone)

Father: _____
(Name) (Phone)

Party Two Full name: _____

Birth date: _____ Religious Affiliation: _____

Residence: _____
(Address) (City) (State) (Zip)

Cell Phone: _____ Other Phone: _____

email: _____

Number of previous marriages: _____ Names and ages of children: _____

Mother: _____
(Name) (Phone)

Father: _____
(Name) (Phone)

Couple's future residence: _____
(Address) (City) (State) (Zip)

Officiating Clergy: _____
(Name) (Phone) (email)

Church: _____ Religious Affiliation: _____

(Address) (City) (State) (Zip)

Person of Honor: _____ Best Person: _____

Attendants: _____

Flower Children: _____ Ring Bearers: _____

Musicians and Soloists: _____

Readers: _____

Wedding Planner: _____
(Name) (Phone)

Photographer: _____ Videographer: _____

Florist: _____ Will flowers be left for Sunday Worship? _____
Time flowers will arrive at church: _____

I have read and understand all the terms in the booklet and agree thereto.

Signature: _____

Office Use Only

Deposit received: _____ Paid with Check # _____ in the amount of: \$ _____
Balance Due by: (60 days before wedding date): _____
Balance \$ _____ Date paid: _____

