

# **Johns Creek Presbyterian Church PCUSA**

## **Table of Contents**

- I. Welcome and Introduction
  
- II. Making the reservation  
Calendar and Time Considerations  
Wedding Rehearsal  
Use of Other Clergy  
Childcare  
Johns Creek Presbyterian Church Wedding Coordinators  
Directions to Johns Creek Presbyterian Church
  
- III. Fees
  
- IV. Facilities Use
  
- V. The Wedding Service and Music
  
- VI. Flowers and Decor
  
- VII. Wedding Photography/Video/Electronics
  
- VIII. Wedding Checklist
  
- IX. Forms to be completed and returned (in pocket)

# **The Service of Christian Marriage**

**Johns Creek Presbyterian Church**

**PCUSA**

## **Welcome and Introduction**

Congratulations on your engagement! We are delighted that you have chosen Johns Creek Presbyterian Church as the setting for your upcoming wedding. It is our hope and prayer that your wedding day will be marked by deep joy and will provide wonderful, life long memories as you and your future spouse enter into the Covenant of Marriage.

As you prepare for your wedding, please keep in mind that the Christian Worship Service of Marriage is centered on Jesus Christ, His love and commitment to you, and your love and commitment to Him and to one another. Because the Marriage ceremony is a Spirit filled worship service, our Session has adapted a wedding policy to assist you in the practical aspects of planning your wedding. Should special circumstances indicate a need for modification of the policy, the Wedding Guild and I will act in the best interests of all as we consider your request.

If you have any questions, please feel free to direct them to the Wedding Guild Director. It is our desire to make your wedding ceremony a day that you will cherish for the rest of your life. Congratulations and may God bless you and keep you as He prepares you for your special day.

In Christ,

A handwritten signature in black ink, appearing to read 'C. Gray Norsworthy', with a long, sweeping flourish at the end.

Reverend Dr. C. Gray Norsworthy  
Senior Pastor

# **GUIDELINES FOR WEDDINGS AT JOHNS CREEK PRESBYTERIAN CHURCH**

## **I. MAKING THE RESERVATION**

The bridal couple's first step in making arrangements to be married at Johns Creek Presbyterian Church is to call the church office at 770-813-9009.

However, the date cannot be entered on the church calendar until the following three steps are taken:

1. The bride and groom must personally confer with the senior pastor.
2. The required premarital counseling with either the senior pastor or the pastoral counselor must be scheduled. If the couple is already in a premarital class, the senior pastor will make the final decision as to whether the couple needs to complete the JCPC premarital classes. The scheduling and cost of the counseling sessions are the responsibilities of the bridal couple. Rev. Neal Kuhlhorst is the pastoral counselor and can be reached at 678-467-4909.
3. All paperwork and the deposit (for non-members) must be turned in to the church office.

## **II. CALENDAR AND TIME CONSIDERATIONS**

During the initial call to the church office, the couple will learn if the chapel is available for the requested date and time. An evening wedding should not be scheduled to begin after 8:00 PM. Unless the bride, groom, parents/guardians are members of Johns Creek Presbyterian Church at the time the wedding is scheduled, the wedding is regarded as one of non-members. For non-members, the chapel cannot be reserved in excess of nine (9) months before the desired date.

Weddings may not be scheduled when in conflict with use of the church's facilities and should be at the consideration of the church calendar.

The following days and the weekends surrounding these holidays are NOT available for weddings: New Year's Day, Holy Week, Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving (including the Friday after Thanksgiving), Christmas Eve, Christmas and the week between Christmas and New Year's. There will only be one wedding scheduled per weekend.

### **III. WEDDING REHEARSAL**

The rehearsal date and time for the wedding rehearsal will be scheduled along with the wedding date. The customary time for the rehearsal is the evening before the wedding. The date and time will be discussed with the officiating clergy during the initial conference. It is important to begin the rehearsal on time so that your rehearsal dinner will not be delayed. Because of constant heavy traffic in our area, and to allow people to find the church, we **STRONGLY** recommend the bridal party be told to arrive **THIRTY MINUTES BEFORE THE ACTUAL REHEARSAL TIME**. This will also allow time for introductions of those who don't know one another.

### **IV. USE OF OTHER CLERGY**

It is customary for the clergy at Johns Creek Presbyterian Church to officiate at the wedding service. Guest ministers from another Presbyterian USA church or other Christian denominations may, at the discretion and invitation of the senior pastor and the approval of the session of Johns Creek Presbyterian Church, officiate at the wedding ceremony. Any changes in the basic wedding service must be reviewed and approved by the church's senior pastor.

### **V. CHILDCARE**

Childcare is available during the wedding ceremony if requested in advance by the bridal couple. The fees for this service will be determined by Johns Creek Presbyterian's Childcare Coordinator. If childcare is needed, the bridal couple must personally contact the Childcare Coordinator by obtaining her name and telephone number from the church office 770-813-9009.

### **VI. JOHNS CREEK PRESBYTERIAN CHURCH WEDDING COORDINATORS**

Two wedding coordinators (one lead and one assistant) from Johns Creek Presbyterian Church will be assigned for each wedding by the Wedding Guild Coordinator. The Wedding Guild Coordinator will contact the bridal couple and give them the names of their personal wedding coordinators. These individuals will be available to guide the bridal couple through the entire wedding process, and answer questions. The lead wedding coordinator will meet with the bridal couple in person prior to the rehearsal and wedding.

The bridal couple may invite an independent coordinator to assist them in preparing for the wedding. The independent coordinator, however, will not participate in the rehearsal, wedding, or other activities within the church facilities, except by invitation from the senior pastor and the JCPC lead wedding coordinator.

## **VII. DIRECTIONS TO JOHNS CREEK PRESBYTERIAN CHURCH**

Please be advised that Mapquest as of September, 2006 has WRONG directions to Johns Creek Presbyterian Church. We strongly encourage the bridal couple to give the wedding party and all wedding guests the following directions:

### **FROM THE NORTH**

Just south of Cumming, take Route 141 SOUTH from GA 400. Follow 141 south through Johns Creek Technology Park. Count three traffic lights past the large intersection of McGinnis Ferry Road and route 141, At Medlock Bridge (route 141) and Bell Road) make a LEFT. [You have gone too far if you cross Abbotts Bridge Road (route 120)]. The church is on Bell road, on the RIGHT, on the hills. Parking is available in two lots: one by the ballfield and one on the east side of the chapel. (The east lot is closest to the front door.)

### **FROM THE SOUTH**

From I-285 (the perimeter) take route 141 NORTH (Peachtree Industrial Boulevard north). Follow 141 NORTH for approximately 6 miles. Immediately crossing Abbotts Bridge Road (route 120), take the first RIGHT turn onto Bell Road. The church is on Bell road, on the RIGHT, on the hills. Parking is available in two lots: one by the ballfield and one on the east side of the chapel (The east lot is closest to the front door.)

### **FROM THE EAST**

Take exit 111 (Lawrenceville - Suwanee) off I-85. Go WEST on Lawrenceville-Suwanee Dam Road to Satellite Boulevard. Make a LEFT on Satellite. At the next traffic light, make a RIGHT on McGinnis Ferry Road. Take McGinnis Ferry Road WEST (approx 3 miles). You will cross the Chattahoochee River. At the second traffic light after you cross the river, make a LEFT on Bell Road. Follow Bell Road for several miles. Watch for the BLUE 'Presbyterian church' sign. Immediately past this sign. make a RIGHT onto a two lane paved road. The street signs say Boles Road straight, Bell Road right. (If you miss this intersection you will come to a traffic light at Abbotts Bridge Road (route 120) - turn around). Parking is available in two lots: one by the ballfield and one on the east side of the chapel (The east lot is closest to the front door).

### **FROM THE WEST**

From Georgia 400 take route 120 EAST to the intersection of route 141 (Medlock Bridge) and Route 120, Abbotts Bridge). Make a LEFT on route 141 (Medlock Bridge). At the next traffic light, make a RIGHT onto Bell Road. The church is on Bell road, on the RIGHT, on the hills. Parking is available in two lots: one by the ballfield and one on the east side of the chapel (The east lot is closest to the front door).

# FEES

## I. CHURCH MEMBERS

There will be no charge for the use of the church's facilities.

Church organist for rehearsal with wedding party	\$100
Church organist for consultation and wedding	\$200
Church supplied soloist	\$200
Church supplied sound technician (if necessary)	\$ 50
Custodial fee for rehearsal and wedding	\$200
Additional fee for silk flower petal clean up	\$ 50
Custodial fee for reception in Calvin Room	\$150
Custodial fee for reception in Friendship Hall	\$250
Custodial fee for rehearsal dinner in Friendship Hall	\$250
Wedding Coordinators (Fee is per coordinator. Two are required, but for larger weddings an additional Coordinator may be necessary.)	\$150
Clergy honorarium	discretion of the bridal couple

### Notes:

- \* Custodial fees are based on an allowance of three hours for the rehearsal and five hours for the wedding.
- \* Fees for organist or soloist not supplied by the church may be set by the parties.
- \* All fees are made payable to Johns Creek Presbyterian Church (except for the clergy honorarium) and should be paid AT LEAST TWO WEEKS prior to the rehearsal.
- \* Clergy honorarium is paid directly to the officiating clergy.

## II. NON-MEMBERS

For non-members, a \$400 deposit is to be paid at the time the reservation is made. This is a NON-REFUNDABLE deposit. All other fees must be paid AT LEAST TWO WEEKS before the wedding.

Chapel	\$1000
Friendship Hall reception (no more than 200)	\$500
Custodial fee for Friendship Hall reception	\$250
Calvin Room reception (no more than 50)	\$200
Custodial fee for Calvin Room reception	\$150
Church organist for rehearsal with wedding party	\$100
Church organist for consultation and wedding	\$200
Church soloist	\$200
Custodial fee for rehearsal and wedding	\$200
Additional fee for silk flower petal clean up	\$ 50
Wedding Coordinators (Fee is per coordinator. Two are required, but for larger weddings an additional coordinator may be necessary.)	\$150
Clergy honorarium (Minimum suggested amount)	\$350

### NOTES:

- \* Custodial fees are based on an allowance of three hours for the rehearsal and five hours for the wedding.
- \* Fees for organist or soloist not supplied by the church may be set by the parties.
- \* All fees are made payable to Johns Creek Presbyterian Church (except for the clergy honorarium) and should be paid AT LEAST TWO WEEKS prior to the rehearsal (except the \$400 due at the time the wedding reservation is made.)
- \* Clergy honorarium is paid directly to the officiating clergy.

### **III. A SMALL WEDDING (members only)**

A wedding is considered a small wedding when there is no rehearsal. Customarily the guest count for a small wedding is fewer than 25 persons.

All fees must be paid two weeks prior to the wedding date.

Chapel fee	(member wedding - no charge)
Church organist, if requested	\$200
Custodial fee	\$100
Additional fee for silk flower petal cleanup	\$ 50
Clergy honorarium	discretion of the bridal couple

## FACILITIES USE

The following are rules which will help your wedding run smoothly and efficiently. Please contact your personal wedding coordinator if you have any questions.

- \* No alcoholic beverages are permitted in the buildings or on the grounds before, during or after the rehearsal or the wedding. If this rule is violated, the beverages will be removed from the premises immediately and a possible delay of the wedding may result.
- \* No smoking is allowed in the buildings.
- \* No rice, petals, or seeds can be used for the farewell. (Consider non-residue alternatives such as bubbles, bell ringing, singing, etc.)
- \* The Friendship Hall on the lower level has table seating for 100. Round 60 " diameter tables and folding chairs are available. There are three 8 ft. banquet tables for serving. No linens are provided.
- \* The Calvin Room on the second floor has seating for 50. Four 6 ft. rectangular tables and chairs are available in this room. No linens are provided.
- \* The church's parlor, which is adjacent to the chapel, may be used as a dressing room for the bride and her attendants. Hair and makeup should be completed before arrival at the church as space does not permit this being done at the church.
- \* The church is not responsible for personal items left in the dressing areas, chapel or reception areas.
- \* Please schedule arrival times of your wedding party at least one and one-half hours before the wedding to avoid confusion and rushing.
- \* The groom and his groomsmen, who are not ushering, may use one of the rooms on the second floor, as designated by the lead wedding coordinator.
- \* The kitchen in Friendship Hall is a catering kitchen only. It is equipped with convection and warming ovens. No actual cooking can be done in this kitchen. Only food assembly and warming is permitted.
- \* Set up and break down for the reception is the responsibility of the wedding party. Arrangements can be made for the set up and breakdown of receptions by the church. This fee will be \$150 and must be arranged with the church office two weeks before the wedding.
- \* Food and drink are not permitted on the red carpeted areas.
- \* All receptions must be over by 9:30 PM and the premises vacated by 11:00 PM for cleaning purposes. A penalty fee of \$250 will be assessed for failure to comply.
- \* Any property damages incurred will be the responsibility of the bridal couple.

## **THE WEDDING SERVICE AND MUSIC**

Upon scheduling the wedding date with our church office, the bridal couple will arrange for a meeting with the Director of Music and the Senior Pastor. Please remember, first and foremost, that the wedding service is a worship service and our 'audience' is God. At these meetings several important tasks will be accomplished:

1. The worship order will be discussed. Several options for selection of Scripture readings, placement of music within the service, possibilities for participation of friends/family members in the service will be examined. The draft of the wedding service will be given to the officiating clergy here at JCPC for final approval.
2. The musical selections will be determined. There are many wonderful musical selections, instrument and vocal, which can enhance your wedding and which can truly contribute to the worship experience. It is not necessary that you know in advance what music you would like to have included. We will assist you in looking at the many selections available. All musical selections must be approved by the Director of Music.
3. The decisions of using solo instrumentalists and/or solo vocalists will be made.
4. Questions you might have concerning the service itself and/or the music will be welcomed.

The church organist or the assistant organist will be used as the organist for all weddings here at JCPC. However, under certain circumstances a qualified guest organist may be used with the consent and invitation of the church organist. They will be under the supervision of the JCPC church organist or assistant organist.

We look forward to assisting you with planning your wedding service and the music to be used.

## **YOUR MARRIAGE LICENSE**

The bridal couple is responsible for obtaining the marriage license in Fulton County and bringing it with them to the church rehearsal. If you have any questions about a marriage license, please visit [www.co.fulton.ga.us](http://www.co.fulton.ga.us) for more information.

## **FLOWERS AND DECOR**

Our beautiful chapel requires little embellishment. The following provides some guidelines and information when making plans with your florist.

### **I. CHAPEL LAYOUT**

- \* There are 15 pews on each side of the aisle.
- \* Each pew can comfortably fit 10 people per row.
- \* The front pew is open. Therefore, family seating should begin on the second row.
- \* The end of the pew is straight across.
- \* There are three windows on each side of the chapel. They can be covered by window shutters.
- \* There are three steps up to the chancel area.
- \* There are two sets of risers for the choir. The first row of chairs can be moved to the 2nd and 3rd rows. If they are moved, they need to be returned to their original positions following the service.
- \* The pulpit may be moved to the side of the chancel area for the ceremony. The communion table is placed on the chancel area and moved back towards the central window.

### **II. ITEMS YOU MAY USE AT NO COST**

- \* Brass candle lighters
- \* Two adjustable brass stands that have 10" diameter tops.
- \* Two floor standing brass candelabras with candles. (if using, must notify the church office at least two weeks in advance of the wedding date)
- \* One 38 " high dark wood stand with 8" diameter top.
- \* One 30" tall lighter wood stand with a 15" diameter scalloped edged top.

## **FLOWERS AND DECOR (PAGE TWO)**

### **III. DECORATION GUIDELINES**

- \* No decorations should be placed on the pulpit, piano, organ or stairs up to the chancel area.
- \* Unity candles are not allowed.
- \* Flowers on the communion table should not be higher than the arms of the cross.
- \* Flowers and candelabras should not block the communion table.
- \* At special seasons of the year, such as Lent and Advent, existing holiday decorations may not be removed.
- \* If extra candles are rented, be sure that only votive or non-drip candles are used with a protecting covering in place under the candles to protect the carpet.
- \* Aisle runners can be tripping hazards and therefore are not allowed.
- \* Candles shall not be used to line the aisles and are not allowed on the pews.
- \* Electric candles may be used in the windows.
- \* Only ribbon may be used to attach bows, greenery or flowers to the pews.
- \* Decorations shall not be fastened to the pews, furniture, and/or building with staples, tacks, pins, clamps, glue, putty or other materials.
- \* Johns Creek Presbyterian Church does not order or provide flowers for your ceremony. We do, however, encourage our bridal couples to leave their ceremony flowers for the Sunday services for the following day. If flowers are left, please contact the church office at least TWO WEEKS before the wedding so it may be included in the Sunday's order of worship.
- \* All decors must be removed from the building immediately following the completion of pictures. The exception is floral arrangements, if they are being used the following day. Any remaining items will be discarded by our maintenance staff.

## **WEDDING PHOTOGRAPHY/VIDEO/ELECTRONICS**

Your wedding at Johns Creek Presbyterian Church is a service of Christian worship. While photographs of the wedding and wedding party are important to the couple and their families, the integrity and reverence of the worship service should not be marred by indiscriminate picture taking. By observing the following guidelines, the official wedding photographer may capture memories and yet not disturb the service itself.

- \* There can be NO pictures taken by wedding guests in the chapel during the Ceremony. Please advise your guests of this policy.
- \* During the ceremony, time exposures may be made from the back of the chapel only. The photographer may not enter the aisles, nor stand on the pews. During the processional, the photographer may use the third pew from the rear.
- \* Pictures are not to be made during the ceremony using flash, nor after the bride starts down the aisle.
- \* Noise should be avoided in making time exposures, excessive moving, etc.
- \* The only videotaping allowed is from just inside the door of the center aisle at the back of the chapel. This may be attended or unattended.
- \* There is NO videotaping (attended or unattended) of any part of the wedding service allowed from the chancel area.
- \* We request that as many pictures as possible be made prior to the hour of the wedding. Please make plans to arrive early before the ceremony to accomplish this. The chapel will be cleared 45 minutes before the ceremony.
- \* The bridal party may reassemble in the chapel after the ceremony and pose for pictures of any parts of the ceremony.
- \* Please be considerate of your guests following the ceremony and don't keep them waiting unduly long for your arrival at the reception.
- \* All cell phones need to be turned off or silenced.
- \* If there are any questions about what will be allowed, please ask your wedding coordinator before making the final decisions with your florist and/or photographer.

## WEDDING CHECKLIST

1. Call church to see if date is available on calendar.
  - a. if date requested is free, set appointment with the Senior Pastor
  - b. set appointment with Pastoral Counselor, Neal Kuhlhorst
2. Set final date and time of wedding and wedding rehearsal. (see guidelines # II & III.)
3. Wedding coordinator will be assigned and will contact the bride.
4. Give your photographer, videographer and florist the JCPC wedding guidelines. If they have any questions, have them call your JCPC wedding coordinator.
5. Decide if JCPC is going to be the reception site. If so, see guidelines and fees chart.
6. Fees: Members: all fees are due 2 weeks before the wedding  
Non-members: a \$400 deposit is due upon the setting of the wedding date.  
The rest of the fees are due 2 weeks before the wedding.
7. Set appointment with the Director of Music about the wedding service.
8. Meet with your wedding coordinator at least 1 week before the wedding.
9. Arrive at your rehearsal THIRTY minutes ahead of the rehearsal time.  
Remember to bring your marriage license!
10. Church will be opened 2 hours prior to your wedding. Bride and bridesmaids should put on makeup before coming to the church.
11. Have photographer at JCPC 1 1/2 hours before the wedding. All pictures to be completed in the sanctuary 45 minutes before the wedding.
12. Have a special friend collect the bridesmaid's/bride's belongings from the church parlor after the ceremony.

# **Johns Creek Presbyterian Church Wedding Agreement**

I have read and reviewed the JCPC wedding manual and agree to the policies, procedures, and fees set forth by John's Creek Presbyterian Church.

Bride: \_\_\_\_\_

Groom: \_\_\_\_\_

Date: \_\_\_\_\_

# WEDDING CHECKLIST

\_\_\_ You have called the church to inquire about weddings and have spoken with the Wedding Guild Coordinator about the possible wedding date.

\_\_\_ If the date is available, you have: A. Set an appointment with the Senior Pastor

B. Scheduled premarital counseling with either the Senior Pastor or the Pastoral Counselor.

C. Turned in all of the paperwork to the church office and paid the \$400 deposit (non-members).

(After you have completed the above steps, the wedding date will officially be entered onto the church calendar.)

## ONCE THE DATE IS OFFICIALLY ON THE CALENDAR

\_\_\_ You have met with the Wedding Coordinator and have planned for the rehearsal and wedding day. (Placement of wedding party and seating of family members has been discussed.)

\_\_\_ You have met with the Officiating Clergy and have planned the order of the service.

\_\_\_ You have met with the Director of Music and have planned the music for the ceremony and determined whether or not you will need a sound technician.

\_\_\_ You have given the JCPC policies to your florist, photographer, and videographer and they are all aware of the church policies.

\_\_\_ You have notified the wedding party of the time for the rehearsal and that we will begin promptly.

\_\_\_ You have notified the wedding party of the time for the wedding day arrival and details about clothing, makeup, etc, and have a plan for gathering your belongings after the ceremony.

\_\_\_ Florist-You have determined the arrival time and shared with the Wedding Coordinator whether or not the flowers will be left for the Sunday church service.

\_\_\_ Photographer-You have determined the arrival time and determined which photographs will be taken before and after the ceremony. The photographer is aware that all photos will cease 45 minutes prior to the ceremony, there is no flash photography during the ceremony, and that all videos must be taken from the back of the church on a tripod.

\_\_\_ You have notified the ushers who will be seating guests and family members. (Please ask ushers to look for guests with cameras and inform them that there is no flash photography during the ceremony.)

\_\_\_ You have obtained your marriage license and plan to bring it to the rehearsal.

\_\_\_ If using programs, you have printed them and have selected someone to pass them out at the wedding.

\_\_\_ Your remaining fees have been paid AT LEAST two weeks prior to the ceremony.

\_\_\_ You have given consideration to the officiating clergy honorarium and plan to bring it to the rehearsal or wedding.

**Johns Creek Presbyterian Church**  
**10950 Bell Road**  
**Johns Creek, GA 30097**  
**Telephone 770-813-9009**  
**Fax 770-813-8605**

**WEDDING INFORMATION**

Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_

Time to open the church for decorating/arrival on wedding day \_\_\_\_\_

Where will the reception be held? \_\_\_\_\_

Minister \_\_\_\_\_

Bride \_\_\_\_\_ Address \_\_\_\_\_

Home Telephone \_\_\_\_\_ Cell # \_\_\_\_\_

Groom \_\_\_\_\_ Address \_\_\_\_\_

Home Telephone \_\_\_\_\_ Cell # \_\_\_\_\_

Florist \_\_\_\_\_ Telephone \_\_\_\_\_

Photographer \_\_\_\_\_ Telephone \_\_\_\_\_

Caterer (If using the church for reception) \_\_\_\_\_

Wedding Information:

Formal or Semi-formal \_\_\_\_\_ Approximate Attendance \_\_\_\_\_

Dressing at home or at church? Girls \_\_\_\_\_ Guys \_\_\_\_\_

Who will give the bride away? \_\_\_\_\_

Number of Attendants: Bridesmaids \_\_\_\_\_ Groomsmen \_\_\_\_\_

Maid or Matron of Honor \_\_\_\_\_ Best Man \_\_\_\_\_

Flower Girl \_\_\_\_\_ Ring Bearer \_\_\_\_\_

Will you leave the flowers for Sunday morning? \_\_\_\_\_

Organist \_\_\_\_\_ Soloist \_\_\_\_\_

**INFORMATION FOR THE WEDDING COORDINATOR AND MINISTER**

NAME OF BRIDE \_\_\_\_\_

NAME OF GROOM \_\_\_\_\_

WEDDING DATE \_\_\_\_\_ TIME \_\_\_\_\_

REHEARSAL DATE \_\_\_\_\_ TIME \_\_\_\_\_

MAID/MATRON OF HONOR

WHO WILL LIGHT THE CANDLES?

\_\_\_\_\_

\_\_\_\_\_

BRIDESMAIDS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FAMILY MEMBERS TO BE SEATED  
BY USHERS:

\_\_\_\_\_

\_\_\_\_\_

GROOM'S GRANDPARENTS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ SEATED BY \_\_\_\_\_

\_\_\_\_\_ SEATED BY \_\_\_\_\_

BEST MAN

\_\_\_\_\_ SEATED BY \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ SEATED BY \_\_\_\_\_

GROOMSMEN

GROOM'S MOTHER (& FATHER?)

\_\_\_\_\_

SEATED BY \_\_\_\_\_

\_\_\_\_\_

BRIDE'S GRANDPARENTS:

\_\_\_\_\_

\_\_\_\_\_ SEATED BY \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ SEATED BY \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ SEATED BY \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ SEATED BY \_\_\_\_\_

NAMES OF PERSONS SERVING  
AS USHERS:

BRIDE'S MOTHER (& FATHER?)

\_\_\_\_\_

SEATED BY \_\_\_\_\_

\_\_\_\_\_

FLOWER GIRL \_\_\_\_\_

\_\_\_\_\_

RING BEARER \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WEDDING MUSIC

BRING THIS SHEET TO YOUR APPOINTMENT WITH THE DIRECTOR OF MUSIC.

General Information (to be completed by the bride -- please print or type)

DATE OF WEDDING \_\_\_\_\_ TIME \_\_\_\_\_

DATE OF REHEARSAL \_\_\_\_\_ TIME \_\_\_\_\_

BRIDE'S NAME \_\_\_\_\_ GROOM'S NAME \_\_\_\_\_

PHONE \_\_\_\_\_ PHONE \_\_\_\_\_

WORK \_\_\_\_\_ WORK \_\_\_\_\_

OFFICIATING PASTOR \_\_\_\_\_

\_\_\_\_\_ MEMBER \_\_\_\_\_ NON-MEMBER

WILL THERE BE A SOLOIST? \_\_\_\_\_ YES \_\_\_\_\_ NO

IF SO, NAME OF SOLOIST \_\_\_\_\_ TELEPHONE \_\_\_\_\_

DO NOT WRITE BELOW THIS BOX

PRELUDE \_\_\_\_\_

MUSIC FOR SEATING OF MOTHERS \_\_\_\_\_

BRIDESMAID PROCESSIONAL \_\_\_\_\_

BRIDAL PROCESSIONAL \_\_\_\_\_

RECESSIONAL \_\_\_\_\_

SOLOIST \_\_\_\_\_

SOLO: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

MIKE? \_\_\_\_\_ YES \_\_\_\_\_ NO

SPECIAL NOTES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **FLOWERS AND DECOR**

Our beautiful chapel requires little embellishment. The following provides some guidelines and information when making plans with your florist.

### **I. CHAPEL LAYOUT**

- \* There are 15 pews on each side of the aisle.
- \* Each pew can comfortably fit 10 people per row.
- \* The front pew is open. Therefore, family seating should begin on the second row.
- \* The end of the pew is straight across.
- \* There are three windows on each side of the chapel. They can be covered by window shutters.
- \* There are three steps up to the chancel area.
- \* There are two sets of risers for the choir. The first row of chairs can be moved to the 2nd and 3rd rows. If they are moved, they need to be returned to their original positions following the service.
- \* The pulpit may be moved to the side of the chancel area for the ceremony. The communion table is placed on the chancel area and moved back towards the central window.

### **II. ITEMS YOU MAY USE AT NO COST**

- \* Brass candle lighters
- \* Two adjustable brass stands that have 10" diameter tops.
- \* Two floor standing brass candelabras with candles. (if using, must notify the church office at least two weeks in advance of the wedding date)
- \* One 38 " high dark wood stand with 8" diameter top.
- \* One 30" tall lighter wood stand with a 15" diameter scalloped edged top.

## FLOWERS AND DECOR (PAGE TWO)

### III. DECORATION GUIDELINES

- \* No decorations should be placed on the pulpit, piano, organ or stairs up to the chancel area.
- \* Unity candles are not allowed.
- \* Flowers on the communion table should not be higher than the arms of the cross.
- \* Flowers and candelabras should not block the communion table.
- \* At special seasons of the year, such as Lent and Advent, existing holiday decorations may not be removed.
- \* If extra candles are rented, be sure that only votive or non-drip candles are used with a protecting covering in place under the candles to protect the carpet.
- \* Aisle runners can be tripping hazards and therefore are not allowed.
- \* Candles shall not be used to line the aisles and are not allowed on the pews.
- \* Electric candles may be used in the windows.
- \* Only ribbon may be used to attach bows, greenery or flowers to the pews.
- \* Decorations shall not be fastened to the pews, furniture, and/or building with staples, tacks, pins, clamps, glue, putty or other materials.
- \* Johns Creek Presbyterian Church does not order or provide flowers for your ceremony. We do, however, encourage our bridal couples to leave their ceremony flowers for the Sunday services for the following day. If flowers are left, please contact the church office at least TWO WEEKS before the wedding so it may be included in the Sunday's order of worship.
- \* All decors must be removed from the building immediately following the completion of pictures. The exception is floral arrangements, if they are being used the following day. Any remaining items will be discarded by our maintenance staff.

## WEDDING PHOTOGRAPHY/VIDEO/ELECTRONICS

Your wedding at Johns Creek Presbyterian Church is a service of Christian worship. While photographs of the wedding and wedding party are important to the couple and their families, the integrity and reverence of the worship service should not be marred by indiscriminate picture taking. By observing the following guidelines, the official wedding photographer may capture memories and yet not disturb the service itself.

- \* There can be NO pictures taken by wedding guests in the chapel during the ceremony. Please advise your guests of this policy.
- \* During the ceremony, time exposures may be made from the back of the chapel only. The photographer may not enter the aisles, nor stand on the pews. During the processional, the photographer may use the third pew from the rear.
- \* Pictures are not to be made during the ceremony using flash, nor after the bride starts down the aisle.
- \* Noise should be avoided in making time exposures, excessive moving, etc.
- \* The only videotaping allowed is from just inside the door of the center aisle at the back of the chapel. This may be attended or unattended.
- \* There is NO videotaping (attended or non attended) of any part of the wedding service allowed from the chancel area.
- \* We request that as many pictures as possible be made prior to the hour of the wedding. Please make plans to arrive early before the ceremony to accomplish this. The chapel will be cleared 45 minutes before the ceremony.
- \* The bridal party may reassemble in the chapel after the ceremony and pose for pictures of any parts of the ceremony.
- \* Please be considerate of your guests following the ceremony and don't keep them waiting unduly long for your arrival at the reception.
- \* All cell phones need to be turned off or silenced.
- \* If there are any questions about what will be allowed, please ask your wedding coordinator before making the final decisions with your florist and/or photographer.