

Wedding GUIDE

THE COMPLETE GUIDE TO PLANNING A WEDDING
AT BROWNSON MEMORIAL PRESBYTERIAN CHURCH

BROWNSON

MEMORIAL PRESBYTERIAN CHURCH

A missional community called to love and live in Christ

330 SOUTH MAY STREET, SOUTHERN PINES NC 28387

910.692.6252

THEOLOGICAL PREFACE

One of the most profound occasions in the lives of two people is their wedding - an act of worship in which the couple covenants with one another to live in faithfulness and obedience before God.

We believe that marriage is a gift of God, that the vows people make to love and serve one another mirror the faithfulness of God to all God's children. Our church considers the wedding ceremony to be a spiritual and sacred act, since it is "instituted of God, regulated by God's commandments, and blessed by our Lord, Jesus Christ." It is our desire to join in making your wedding an experience that you will be able to draw on in the days to come, and that it will sustain you in the difficult times as well as the good.

We are pleased to offer our services and the facilities of Brownson Memorial Presbyterian Church to all its members in accordance with the policies and regulations cited in this brochure. Please note that non-member weddings are not allowed unless approved by the Senior Pastor, and our Session - exceptions being made only if there is a strong reason to do so.

Your date is not confirmed until we receive and act upon your request; therefore, it is important that you set a date and reserve our facilities as early as possible for the wedding and the wedding rehearsal. It is also suggested that, since many people are involved - ministers, organist, attendants, Wedding Coordinator, sexton, and decorators - dates and hours be strictly followed.

COUNSELING

Counseling is considered by our church to be an important factor in the establishment of a Christian home. Therefore, it is necessary that you make arrangements with a Brownson Church Pastor for a period of counseling prior to the wedding date.

ARRANGEMENTS

After you have decided upon a date or approximate dates, you should contact the church office to request those dates. You will be asked to complete a Wedding Request Form online which will be reviewed by the staff. Priority is given to church members. Non-members (if approved by the Senior Pastor and Session) may be given permission to hold a wedding in the Sanctuary no earlier than eleven (11) months prior to the wedding date to give church members priority. We will contact our own Wedding Coordinator who will call you to work out a time for a planning meeting.

If your plans include a guest minister, you must obtain prior approval from the Senior Pastor and Session. If your plans include guest musicians, approval must be obtained through the Director of Music Ministries.

You are free to have your own wedding planner, but Brownson's designated Wedding Coordinator must be present at the rehearsal and the wedding and compensated accordingly. Should it be necessary that the date and time be changed, the concurrence of the above groups must be obtained through our office. Please be aware Sundays, holidays, and Holy Week are to be avoided. Decorations may be restricted at some other times.

REHEARSALS

We recommend, even in the simplest weddings, that you arrange for a rehearsal. If there are several attendants, a rehearsal is required. Date and time of the rehearsal should be pre-approved with the Church Office. This information should also be indicated on your online Wedding Request Form. Typically, a rehearsal takes approximately one hour.

MUSIC

You will likely want to have music for your wedding. Not only is this traditional, but it is also a means of expression and worship. A wedding is no exception. In compliance with The Book of Order, only music suitable for a worship occasion should be considered. The Director of Music Ministries will be consulted concerning music to be used. Recorded music is not permitted. The Director of Music Ministries also has a list of soloists and other musicians and their fees for your consideration.

DECORATIONS

The furnishings and symbols of the Sanctuary make it a place of dignity with a sacred atmosphere. We feel it cannot be enhanced by elaborate decorations. We ask that you consider the following:

- We recommend simplicity of decorations.
- No pews or other furniture may be moved.
- No symbols or paraments may be removed or covered.
- The piano may not be removed from the Sanctuary.

The florist or the wedding party should remove all decorations immediately following the wedding unless arrangements have been made through the Church Office to leave the chancel flowers for the Sunday service.

If candles are used, extreme care should be taken to protect the floor and furnishings from dripping wax. No rose petals or any other live flower petals may be scattered on the floor. The Pulpit may be moved only on the same level. Caution must be exercised; however, as there is an electrical outlet underneath. It may not be removed from the Chancel area. Any variations in these policies must be approved by the Senior Pastor.

The following are available for your use through the church:

-Pew end candles, hurricane lamps, and candelabra.

The Wedding Coordinator will be able to show them to you and discuss their use. Fees may be charged for breakage of any of the above items. Additional items such as unity candle holders, kneeling bench, etc. may be secured through a florist.

RECEPTIONS

Depending upon the wedding date, the following facilities may be available if a reception at Brownson is desired: Fellowship Hall or the Atrium. Use of these facilities must be arranged at the time of approval of the wedding. Additional fees to cover operating expenses and clean up will be agreed upon in advance for the use of facilities. Please note that the above facilities may not be available for receptions due to regular church functions.

AVAILABILITY OF ROOMS

When a wedding date is approved, it is customary that spaces are made available for the wedding party to dress. This needs to be discussed with the Wedding Coordinator and/or the Church Office in order that appropriate space be reserved.

MISCELLANEOUS RULES AND REGULATIONS

Photographic equipment may be used in the Sanctuary during the processional, the ceremony, and the recessional provided it is not intrusive to the service. No flash photography or excessive noises are allowed. Photos may also be taken in the Narthex. Video and time exposure photography is allowed from the balcony only and with no lights. No rice is permissible. Bird seed is allowed outside. No alcoholic beverages can be served on the church premises at anytime. Immediately prior to both the rehearsal and the wedding, it is expected that the members of the wedding party will refrain from the use of alcoholic beverages. Smoking is not permitted inside any church facilities. No food or drinks are permitted inside the Sanctuary.

The Church Office does not prepare wedding programs (bulletins).

The bride and groom are responsible for making sure all parties and guests comply with all requirements in this booklet.

We wish you much happiness in planning your special day. Please do not hesitate to contact us with any questions or if you should need assistance.

Phone: 910.692.6252

E-mail: office@brownsonchurch.org

FEE SCHEDULE

	Member	Non-Member
Church		\$1,500
Pastor		\$ 500
Coordinator	\$400	\$ 500
Organist	\$400	\$ 500
Soloist	\$150	\$ 250
Sexton	\$150 per room	\$ 250 per room
Livestream	\$150	\$ 250
Audio	\$ 75	\$ 175

If Livestream is not selected, the Audio fee will be applicable.

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Payment is made at the rehearsal by checks made payable to each individual.

With the checks in separate envelopes, the Wedding Coordinator will be happy to disburse the checks for you.



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Southern Pines, NC 28387

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office@brownsonchurch.org

www.brownsonchurch.org

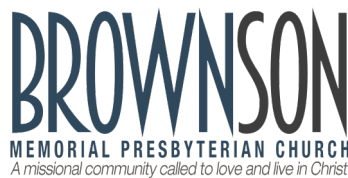
Rev. John C. Hage, Senior Pastor

Rev. Elizabeth H. Doolin, Associate Pastor

Rev. Austin Vernon, Associate Pastor

Amy Shortt, Director of Music Ministries

Emily Zalzneck, Wedding Coordinator



June 2025