

# ***The Presbyterian Church of Toms River***

## ***Wedding Policy***

We are delighted you are considering having your wedding at the Presbyterian Church of Toms River. A wedding is a joyful act of worship that celebrates God's joining of a man and woman together in marriage. Everything that is planned as a part of the ceremony should be with this meaning in mind and in accordance with the doctrines, beliefs, and regular worship practices of the Presbyterian Church of Toms River. The staff of the Presbyterian Church of Toms River are eager to help answer your questions as you plan your wedding. Please feel free to call or email with any questions.

The Session (which is the governing body of the Presbyterian Church of Toms River) has approved the following policies and procedures:

### **Who may be married at the Presbyterian Church of Toms River**

It is expected that at least one member of the bridal couple is a baptized Christian and that both bride and groom are looking forward to a marriage which will be blessed by God and sustained by a close relationship with a community of God's people, either this church or another congregation.

### **Scheduling**

To schedule a date for your wedding, complete the Wedding Application Form found at [www.pctr.org/weddings](http://www.pctr.org/weddings) or contact the church secretary by calling 732-349-1331. Once the form has been returned to the church secretary, the staff will review the application for approval. A wedding date is officially reserved after it is approved by the staff and a letter of confirmation is sent from the church office. Couples may request any date or time for the ceremony with the exception of Christian Holidays including Christmas, Holy Week, and Easter. 3:30 p.m. is the latest we are able to begin weddings on Saturdays.

The date and time for the Wedding Rehearsal should be scheduled in coordination with the church calendar as soon as possible following the confirmation of the wedding date. The bride and groom are responsible for notifying all members of the wedding party of the time of the rehearsal. Rehearsals should begin promptly at the time scheduled and should take no longer than an hour. The Minister of Music will not be present at the rehearsal.

We have two spaces available for weddings. Our Sanctuary seats approximately 500, and the Chapel seats approximately 100.

### **Pastors**

One of the pastors of the Presbyterian Church of Toms River will officiate the service. Please inform the church secretary if you wish to request a particular pastor of the Presbyterian Church of Toms River. If you do not have a preference for a pastor, one will be assigned. The Pastor will help the couple plan for the wedding ceremony, following the traditional order of service followed by our church. If you request an outside pastor to assist in the service, the invitation to that clergy should be extended with the approval of our pastoral staff.

### **Counseling**

Because marriage is a life-long commitment, our church believes we have a responsibility to help prepare couples to responsibly face challenges that may arise in marriage. This preparation begins at the Marriage Orientation Class and continues in premarital counseling with one of our pastors. Once an officiating pastor has been determined, it is the responsibility of the bridal couple to contact the pastor by calling 732-349-1331 to arrange the first counseling session. Premarital counseling usually spans several sessions.

### **Weddings Hostess**

Beyond the guidance of a pastor, we also have Wedding Hostesses to help with all the details of your wedding. The Wedding Hostess will be present at both the rehearsal and wedding, as a church representative, and is responsible to help guide all the activities of the wedding. Any other hired wedding planners will not have responsibilities during your time at the church.

### **Music**

The beauty of your wedding is greatly enhanced through the use of appropriate music. It is the policy of the Presbyterian Church (USA) that the music accompanying the service "... should direct attention to God, who sanctifies marriage, and special care should be taken to assure that it is suitable and reverent."

All music arrangements should be made in consultation with, and must be approved by the Minister of Music. The bridal couple is responsible for scheduling a meeting with the Minister of Music to select music for the ceremony. To schedule an appointment, call 732-349-1331 x228 or email [joshm@pctr.org](mailto:joshm@pctr.org). The Minister of Music or a substitute of his choosing will serve as the organist and/or pianist for all weddings. When selecting music for your wedding, the text and music should focus on the worship of God and be in accordance with the beliefs of the Presbyterian Church of Toms River. Some secular songs may be approved for the ceremony by the Minister of Music, though others may be more appropriate for the reception.

### **Photography/Videography**

Only the official photographer and/or videographer (paid professional or volunteer) is permitted to take photographs and/or video the actual wedding ceremony. Please inform family and friends of this policy in advance of the service. All official photographers/videographers will receive a copy of the photography/videography policy of the church and must submit a signed statement to the Church Office that they have received, read, and agree to abide by the policy. No photographer/videographer will be permitted at the wedding unless they have returned the signed statement to the church.

### **Marriage License**

The marriage license should be given to the secretary no later than one week prior to the wedding. The pastor will complete it, return your copy on the wedding day, and return the registered copy to the appropriate government office.

### **Flowers and Candles**

You may choose to use flowers, decorations, or candles as part of the service. We have clips available to attach flowers or bows to the pews. We also have a unity candle base, candle lighters, and a kneeling bench available to use. Couples are to supply their own candles. The Wedding Hostess will help to coordinate flowers and other decorations. When the church has been decorated for the Christmas season, all flowers and decorations placed by the church must remain in place for weddings performed at this time.

### **Fees and Honoraria**

Pastor: \$250	Minister of Music: \$250	Wedding Hostess: \$100
Sexton: \$75	Soloist (if used): \$100	Deposit (non-members only): \$250*

\*This non-refundable deposit is required to reserve our facilities for your wedding. It must be paid within 30 days of the approval of the wedding date to reserve the date on the church calendar. It is only refundable if the wedding is cancelled no later than three months before the ceremony.

-“Church Member” status is applicable if either the bride or groom, or either of their parents, are active members of the Presbyterian Church of Toms River.

-All honoraria must be paid in full two weeks before the day of the wedding in the form of cash or money order.

### **Other notes**

-Alcoholic beverages are not permitted in the building or on the church property, and smoking is not allowed in any part of the building.

-For safety reasons, aisle runners, rice, confetti, bird seed, and rose petals are not permitted.

**APPENDIX**  
**Policy for Wedding Photographers/Videographers/Limousine Drivers**  
**The Presbyterian Church of Toms River, Toms River, NJ**  
**732-349-1331**

(A separate copy of this policy will be supplied to couples by the church office, for distribution to photographers/videographers/limousine drivers) :

**STILL PHOTOGRAPHERS:**

**Before the ceremony:** During the Prelude(s) and Seating of the Mothers the official wedding photographer may take flash photographs providing that the photographer proceed no farther into the Sanctuary than the 10th pew from the narthex. (See accompanying diagram.)

**During the Ceremony:** Beginning with the Processional and continuing through the Benediction, no flash photographs may be taken.

**During the Recessional:** Following the pronouncement of the Benediction, the wedding photographer may take flash photographs of the Recessional, again providing that the photographer remain in the designated area no farther than the fifth pew from the entrance. Following the Recessional and the Postlude(s), the photographer is welcome to gather the wedding party in the Chancel area for a photo session.

**After the Ceremony:** Posed pictures after the ceremony should be conducted as quickly as possible. No longer than thirty minutes will be permitted.

**VIDEOGRAPHERS: In the Sanctuary:**

The wedding videographer may sit/stand in the choir loft and operate the video camera from that location (see accompanying diagram).

**In BOTH the Sanctuary and Chapel:** Videographers are required to use only the available Sanctuary or Chapel lighting; no extra lighting is permitted.

**Photographers/videographers who sign the Statement of Compliance and do not comply will not be approved/ permitted to participate in wedding ceremonies at The Presbyterian Church of Toms River in the future.**

**LIMOUSINE SERVICES**

**The Groom and Groomsmen are to arrive 45 minutes prior to the wedding. The Bride and her attendants are to arrive 30 minutes prior to the wedding and are to be dropped at the north entrance (by the choir room). Our church wedding hostess will greet the Bride and her party and the driver will remain with the car.**

**OUR CHURCH POLICY IS THAT THERE IS TO BE NO ALCOHOL SERVED WHILE ON CHURCH PROPERTY.**

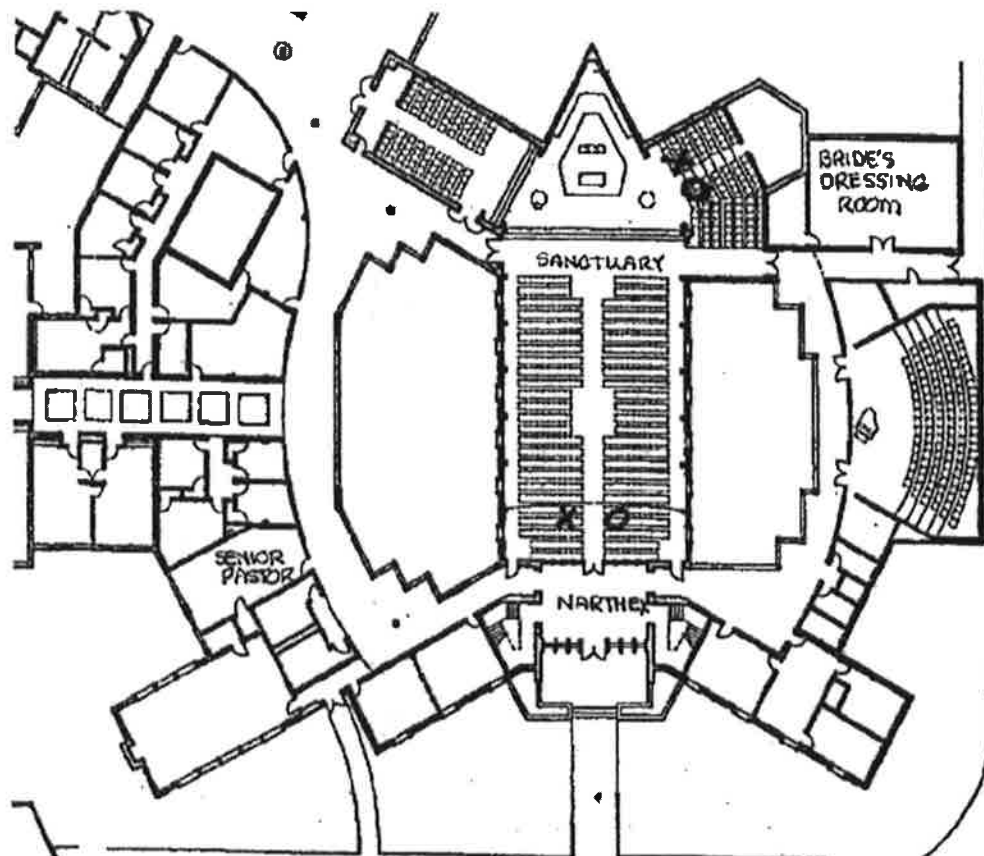
**THE PRESBYTERIAN CHURCH OF TOMS RIVER**

**Sanctuary Diagram for Photographers and Videographers**

**(See accompanying "Policy for Wedding Photographers/Videographers")**

X - Location from which a still photographer may take photographs prior to the Processional and after the beginning of the Recessional.

O - Location from which a videographer may operate a video camera.



Date to Be Returned to Church: \_\_\_\_\_

**THE PRESBYTERIAN CHURCH OF TOMS RIVER**  
1070 Hooper Avenue  
Toms River, NJ 08753  
732-349-1331

**Statement of Compliance for Photographers/Videographers/Limousine Drivers**

**Note:** It is the responsibility of the wedding couple to supply you, the photographer/ videographer/limousine driver, with a copy of this compliance statement. The statement must be signed by you and returned to the Pastoral Secretary of The Presbyterian Church by the date indicated above.

A signed copy of this statement must be on file with the Church Secretary before you will be allowed to photograph or videotape a wedding at The Presbyterian Church. Once a signed statement is on file, it is not necessary for you to submit another statement unless the Church should change its policy for photographers/videographers/limousine drivers. In such a case, photographers/videographers/limousine drivers with signed statements on file will be notified by the Church to submit a new signed statement.

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I, \_\_\_\_\_, hereby certify that I  
(Please print or type name above )

have read "Policy for Wedding Photographers/Videographers/Limousine Drivers" of The Presbyterian Church of Toms River, including the accompanying "Diagram for Photographers and Videographers," and that I agree to abide by the guidelines and restrictions set forth in that policy and its accompanying diagram.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Please print or type the following:

\_\_\_\_\_  
(Full name)

\_\_\_\_\_  
(Street address)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip code)

\_\_\_\_\_  
(Home phone)

\_\_\_\_\_  
(Work phone)

Wedding Party: \_\_\_\_\_ Wedding Date: \_\_\_\_\_