

make their own childcare arrangements on church property.

For weddings for more than 250 guests, it is expected that a traffic control officer will be hired to supervise traffic on Meridian Street. The wedding scheduler will arrange this in consultation with the couple.

Alcoholic beverages are not permitted in the church at any time.

Guests may use rose petals on the processional aisle in the sanctuary. Rose petals, bubbles and lavender rice may be used on the premises outside the church building.

A room is provided two hours before the wedding for the wedding party to dress. If additional services or spaces are needed, in such case please make the arrangements with the wedding coordinator. The wedding party shall be responsible for valuables left in the room after the service. Belongings are to be removed from the room immediately following the wedding. The wedding coordinator and wedding scheduler at the church are responsible for supervising such arrangements as are necessary to prepare the church for the ceremony.

The time allotted for each wedding day is two hours prior to the start of the ceremony, one hour for the ceremony and one hour past the end of the ceremony, a total of four hours.

The church is available for wedding receptions. Receptions cannot begin later than 5:30 p.m. and end no later than 8:30 p.m. in order that the building may be readied for Sunday worship. Please make arrangements with the wedding scheduler. Outside caterers are not permitted. No alcoholic beverages may be served.

Weddings will not normally be scheduled on the following days: Sundays, Maundy Thursday, Good Friday, the day before Easter, Thanksgiving Day, the Friday and Saturday after Thanksgiving, December 24 through January 1, other holidays or any other day that the church is scheduled to be closed.

Wedding Fees

Full payment of fees must be made to the financial office two weeks before the wedding rehearsal. A statement will be mailed to the couple. (Fees are subject to change). The following fees are the responsibility of the couple:

Standard Fees:

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| Marriage Preparation Program..... | \$295 |
| Wedding Coordinator (Sanctuary) | 175 |
| Wedding Coordinator (Chapel)..... | 125 |
| Assistant Coordinator (Sanctuary) | 75 |
| Traffic Control Officer (over 250 guests) | 300 |
| Buildings & Grounds Fees (Sanctuary)..... | 125 |
| Buildings & Grounds Fees (Chapel)..... | 100 |
| Audio Visual Fees (Sanctuary) | 100 |
| Audio Visual Fees (Chapel)..... | 75 |
| Organist | 200 |
| (If an outside soloist or ensemble is used, the organist will be compensated an extra \$50.00 for a rehearsal) | |
| Recommended Honorarium for Pastor..... | 250 |
| When a pastor of another church officiates the ceremony, then a Second Presbyterian Church pastor must be present and assist. | |
| | 175 |

Optional Fees:

| | |
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| Soloist..... | 150 |
| Security Guard in Parking Lot..... | 100 |

Payment of \$295 for the Marriage Preparation Program is required at the time the wedding date is confirmed. This will serve as a deposit for the wedding.

(Fees effective: May 1, 2015)



7700 North Meridian Street • Indianapolis, Indiana 46260
(317) 253-6461 • SecondChurch.org

WEDDINGS

Your Marriage

A Christian Commitment



Building Community ✦ Transforming Lives ✦ Engaging the World

Christian Marriage

Marriage is a gift God has given to all humanity for the well being of the entire human family. It is a covenant through which a couple is called by God to live out together their lives of discipleship. In a service of Christian marriage, a lifelong commitment is made that is publicly witnessed and acknowledged by the worshipping community of faith.

In Christian marriage, God becomes the key partner in the marital relationship and in the promises the couple make to each other. The marriage service is never an end, but only the beginning of a unified and growing expression of Christian faith. The ultimate goal of Christian marriage is an ongoing experience of the fruit of God's Spirit: love, joy, peace, patience, kindness, generosity, faithfulness, gentleness, and self control. (Galatians 5:22-23) Christian marriage becomes the encouragement and the environment in which the couple grow in giving and forgiving, in love and justice, and in an ever-developing maturity in the image of Jesus Christ.

Preparing for Marriage

Before the service of marriage is entered on the church calendar, the couple must have a conversation with the pastor from Second Church who will be conducting the ceremony. In order to help you foster a growing marital relationship, CenterPoint Counseling, the counseling center at Second Presbyterian Church, provides a Marriage Preparation Program. The Marriage Preparation Program consists of three one-hour sessions with a member of the counseling staff. During these meetings, you will explore ways to strengthen and grow your relationship. As part of the program, you will discuss communication and conflict resolution styles, expectations, and establishing a marriage based on faith in Jesus Christ. (CenterPoint Counseling: 317-252-5518). The pastor in consultation with Centerpoint Counseling ensures that couples wishing to be married are appropriately prepared and ready to undertake the vocation of marriage and understand the responsibilities and privileges of marriage.

The Wedding Service

A wedding is a worship service, and the entire experience focuses on the praise and adoration of the living God. As a worship service, the marriage ceremony is normally conducted in either the chapel or the sanctuary of the church. Everything in the worship service is done with a sense of joy and reverence. The pastor will meet with couples to plan a service that is both worshipful and in keeping with the tradition of the church.

Protocol for Church Weddings

Wedding Scheduler: The wedding scheduler is available to answer your questions regarding a time and date for your wedding, fees, and the preparation you will need to do prior to your wedding. (317-726-5423)

Officiating Pastor: The Wedding Scheduler will assist you in contacting one of the pastors of Second Presbyterian Church who will lead worship at your wedding. If you desire to ask another pastor to have a part in the service, you should first make your desire known to the pastor at Second Church who will lead worship at your wedding.

Wedding Coordinator: The wedding coordinator at the church will work with you to coordinate the rehearsal, the wedding service and other concerns about wedding protocol.

Music: The Organist/Assistant Director of Music & Fine Arts shall play at all weddings or secure a qualified substitute. She/He will consult with the wedding couple regarding the selection of music for the service and coordinate all musical elements of the service. Only sacred music according to the tradition of Second Presbyterian Church may be used. All instrumental and vocal sacred music must be approved by the Organist/Assistant Director of Music & Fine Arts. No prerecorded music or accompaniment tracks may be used.

Florist: It is the responsibility of the couple to arrange with the florist for decorations. If the church is already decorated for a special church event (Thanksgiving, Advent, Christmas, Epiphany, Palm Sunday, Lent, Easter and Festival Weekends), the

existing seasonal decorations must be used. Aisle runners are not permitted for safety reasons. The church is not responsible for items left following the wedding. Double sided tape, nails or staples are not to be used on church furniture, furnishings or walls.

Candles: The church candelabra may be used and decorated. Black wrought iron candle holders are also available for the church aisles.

Photography: A wedding is a service of worship and thus decorum is to reflect behavior appropriate for such a worship experience. All pictures must be taken from the back of the sanctuary or the balcony; photographers are not to be in the front of the sanctuary. No equipment is to be set on the organ console. **No flash photography is permitted during the ceremony.** If the wedding is to be videotaped, prior arrangements for such recording shall have been made with the wedding coordinator. Video cameras are restricted to the balcony or the columned area on the sides of the sanctuary. Ushers will be excused from photo sessions one half hour before the wedding.

Ushers: Two ushers are necessary for chapel weddings; four ushers are necessary for sanctuary weddings. The men should arrive for the wedding completely dressed.

Rehearsal: The rehearsal is usually held between 4-6 p.m. on the day preceding the wedding and is conducted by the officiating pastor. Promptness at rehearsals is expected. Members of the wedding party should conduct themselves at all times in a manner befitting the atmosphere of a place of worship.

License: The marriage license and the marriage certificate must be presented to the officiating pastor prior to or at the rehearsal. The portion of the marriage certificate entitled "Record of Marriage" should be completed by the couple. The license and certificate are obtained from the office of the clerk of the county of residence.

Church Usage and Expenses

The church is available for all members and active participants in the life of the church and their children and grandchildren. Childcare is not available for weddings. Wedding parties may not bring or