



# Northwest Presbyterian Church

***God is love,  
and those who abide in love abide in God,  
and God abides in them.***

*1 John 4:16*

## **Wedding Information**

4300 Northside Drive, NW

Atlanta, GA 30327

(404) 237-5539

(404) 266-1858-fax

[www.nwpcatlanta.org](http://www.nwpcatlanta.org)

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# Christian Marriage

Christian marriage is a life-long union, based on shared human love, and sustained by God's infinite love as revealed to us by His son, Jesus Christ. The wedding ceremony is a sacred occasion, a time of worship and a time to celebrate God's love.

*If I speak in the tongues of men and of angels, but have not love, I am a noisy gong or a clanging cymbal. And if I have prophetic powers and understand all mysteries and all knowledge, and if I have all faith, so as to remove mountains, but have not love, I am nothing. If I give away all I have, and if I deliver my body to be burned, but have not love, I gain nothing.*

*Love is patient and kind; love is not jealous or boastful; it is not arrogant or rude. Love does not insist on its own way; it is not irritable or resentful, it does not rejoice at wrong, but rejoices in the right. Love bears all things, believes all things, hopes all things, endures all things.*

*Love never ends; as for prophecies, they will pass away; as for tongues, they will cease; as for knowledge, it will pass away. For our knowledge is imperfect and our prophecy is imperfect; but when the perfect comes, the imperfect will pass away. When I was a child, I spoke like a child, I thought like a child, I reasoned like a child; when I became a man, I gave up childish ways. For now we see in a mirror dimly, but then face to face. Now I know in part; then I shall understand fully, even as I have been fully understood. So faith, hope, love abide, these three; but the greatest of these is love.*

1 Corinthians 13:1-13

Weddings conducted in the Presbyterian Church (U.S.A.) are governed by the *Directory for Worship* of the *Book of Order*.

*Marriage is a gift God has given to all humankind for the well-being of the entire human family. Marriage is a civil contract between a woman and a man. For Christians marriage is a covenant through which a man and a woman are called to live out together before God their lives of discipleship. In a service of Christian marriage a lifelong commitment is made by a woman and a man to each other, publicly witnessed and acknowledged by the community of faith.*

(W-4.9001)

*Christian marriage should be celebrated in the place where the community gathers for worship. As a service of Christian worship, the marriage service is under the direction of the minister and the supervision of the session.*

(W-4.9003)

## Selecting The Date

The couple is asked to call the Church Office to inquire about reserving the sanctuary. Please specify the exact time of the wedding and rehearsal. No weddings will be scheduled for later than 7:00PM on any day. Rehearsals will be scheduled no earlier than 5:00PM.

*The wedding date will not be confirmed and placed on the Church calendar until the Wedding Reservation Form (see insert) and reservation fee have been received by the Church Office Manager. Your signature on the Wedding Reservation Form is your contract with Northwest Presbyterian Church that you have read and agree with all policies and fees noted in this wedding manual.*

Non-members may reserve the sanctuary no earlier than four months prior to the date of the wedding.

## Wedding Coordination

Upon receipt of your *Wedding Reservation Form* and fee, a wedding coordinator will be assigned to assist you. Any questions concerning the policies outlined in this booklet may be directed to the wedding coordinator, who will be at the rehearsal and the wedding ceremony, if requested. Our staff and wedding coordinator are eager to help make your wedding ceremony a most meaningful event and a delightful memory for you, your family and friends.

## Church Facilities

The sanctuary at Northwest seats approximately 600 guests (450 downstairs). The room above the Narthex is usually used as the Bride's Room. The Choir Room behind the chancel area is generally the Groom's Room. **We ask you to please refrain from smoking. Alcoholic beverages are not allowed on church property.**

The Fellowship Hall, which accommodates up to 300 guests, is available for receptions. The Adams Room, which accommodates approximately 100 people, is also available. An adjoining kitchen facilitates food service. A garden area is also available at appropriate times of the year. You may inquire about more details. *Rice or flower petals may not be thrown in any of the church buildings or in the courtyard, but birdseed is acceptable if used outside the buildings.*

**Alcoholic beverages are not permitted in the church facilities or on the church grounds (this includes during the wedding rehearsal and reception).**

**Directions to the Church:** Wedding guests and ceremony participants often have difficulty finding Northwest Church, and have been known on occasion to delay the start of rehearsal or the wedding due to inaccurate directions. Most navigating errors are due to confusion of Northside Drive with Northside Parkway. *Please communicate specific directions in your invitation and to all vendors providing ceremony services.* Directions are located at [www.nwpcatlanta.org](http://www.nwpcatlanta.org), or ask the Church's Office Manager for a map. **Telephone coverage is not available on weekends, but the voice-mail system can provide recorded directions to the church.**

## Wedding Policies

The ministers of Northwest Presbyterian Church perform all weddings utilizing the church facilities. The couple should schedule pre-marital counseling sessions with the minister several weeks prior to the ceremony. If it is agreed that the couple will provide their own ordained officiant, pre-marital counseling will need to be completed with the ministers of Northwest Presbyterian Church.

## Wedding Rehearsal

If the rehearsal time needs to be changed for any reason, the couple must contact the officiating minister at least two weeks in advance; he/she will make every effort to accommodate the change.

The couple is responsible for ensuring that *all participants in the wedding rehearsal and ceremony are aware of the church policies.* *The couple must also ensure that all participants are present at the appointed hour for the rehearsal.* Any party's late arrival means the rehearsal will last beyond the normal 30-40 minutes and cause an inconvenience for wedding planners, the families and church personnel.

**Marriage License:** *The marriage license is to be given to the minister at the rehearsal.* **Please do not bring the license to the wedding.**

## Wedding Decorations and Flowers

The sanctuary decorations should not be unduly elaborate in order to preserve an atmosphere of worship.

The communion table and baptismal font may be moved back a few feet, if necessary, but floral arrangements *cannot* be placed on the communion table, baptismal font, rock wall in front of choir, pews or pulpit. The altar chairs and choir chairs will not be removed. Petals may not be spread on the carpet.

*Tacks, nails, thumbtacks, or other fastenings may not be put on walls, woodwork or fixtures.*

Flowers may be left in the sanctuary for use in Sunday worship. A statement recognizing the donor and occasion will appear in the Church bulletin. If the flowers are to be donated, the Church Office should be notified when the *Wedding Reservation Form* is returned. If not donated, the flowers must be removed immediately after the ceremony.

If candles are used, drop cloths must also be used. The florist or wedding party will be responsible for any wax dropped on carpets or furniture. Candles may not be used on any pews or in the center aisle. Unity Candles, if used, must be 12" white candles (3 are needed). Unity Candle holders are provided by the church. All candles to be used are to be provided by your florist.

### Detailed Information for the Florist:

Two weeks prior to the wedding, your florist should arrange with the Church Office a time when the sanctuary is to be decorated. If they are not familiar with the sanctuary, a visit to the church can be arranged.

Flowers may be placed in containers on the shelf provided beneath the cross. Two additional tables are available if needed. *Flowers should not be placed on the communion table, the baptismal font, on the rock wall in front of the choir or on the pulpit.* For centerpiece arrangements under the chancel cross, a minimum height of 3 feet is preferable.

Flowers may be left in the sanctuary for use in Sunday worship. If the flowers are not to be donated, the flowers must be removed immediately after the ceremony.

Acrylic votive candle holders are available from the church at no charge, if desired. *Votive candles for the acrylic candle holders are not provided by the church.*

## Music

Music for Northwest Church weddings must conform to the following guidelines, established by the Office of Worship, Presbyterian Church (U.S.A.):

*The main reason for a church wedding rather than a civil one is the acknowledgment by the bride and groom that their marriage is an important step in their lives as Christians. It therefore follows that any music associated with this service should be worthy of the worship of God. Any instrumental music should evoke the spirit of prayer or praise, and any vocal texts should be God-centered rather than human-centered.*

The couple should contact the Director of Music Ministries (DMM) soon after the wedding is scheduled on the church calendar. The DMM will assist the couple in planning the music for the ceremony.

The church organist is available to play at weddings in the church. In extraordinary circumstances, when the bride or a member of her family is a church member, a guest organist may be invited to play, but only with the approval of the DMM. If the church organist is out of town or otherwise unable to play for the wedding, the DMM will engage the services of a comparable organist.

The Director of Music Ministries will assist in arranging for qualified instrumentalists or soloists, if they are to be a part of the service. Soloists may include vocalists or instrumentalists (i.e., guitar, trumpet, harp, violin, flute, etc.). Northwest Church has staff vocalists who are available for wedding services. *If the couple selects someone other than a staff soloist, the DMM must review the qualifications and experience of the individual and advise on the appropriateness of the music selections.*

When there is a question about the qualifications of a musician or the appropriateness of requested musical selections, the Director of Music Ministries will consult with the minister. Their corporate decision will be final. It is the responsibility of the couple to provide copies of music not already in the possession of the organist or soloist.

For the *Bride's Book*, the Director of Music Ministries will provide a printed list of the music performed in the service.

The organist and soloists do not normally attend the wedding rehearsal. The soloists arrange a separate time to practice with the organist. Many soloists are also available for performance at receptions. The Director of Music Ministries can also provide information on performance groups (including brass choirs, chamber orchestras, pianists, etc.).

## Northwest Presbyterian A/V Equipment

Northwest does have state of the art audio and video streaming equipment. Only Northwest's trained technicians are allowed to operate this equipment. The church administrator will be able to schedule a technician for the wedding and for the rehearsal.

## Photography and Videography

### Detailed Information for the Photographer:

Available-light photography may be used during the ceremony **from the balcony only**. *No flash equipment may be used in the sanctuary during the wedding service*, which begins with the procession and concludes after the wedding party leaves the sanctuary. Photographers are urged not to disrupt the flow of the processions nor disturb the concentration of the wedding party as they prepare to enter the sanctuary for the service. A video camera may be used from a designated area in the choir loft or balcony. Photographs may also be taken in the sanctuary following the ceremony.

*All video equipment must be in place, and testing complete, 30 minutes prior to the ceremony. No set up of video equipment is permitted once the music has begun.* The church is always open at least one hour prior to the service. Please note that any red flashing lights on video cameras should be taped over or covered.

Photographer's attire should be a dark suit for men, and dark slacks or dress for women.

## Payment of Fees

Checks for the sanctuary and other facilities or services should be made payable to *Northwest Presbyterian Church*. A non-refundable reservation fee is required when your *Wedding Reservation Form* is filed in the office; no date will be formally reserved for a wedding without the receipt of the form and fee. The nonrefundable fee is \$50 for members and \$125 for non-members. This fee will be applied toward the balance due the church for use of the facilities. The additional portion of your fee should be mailed or delivered to the Church Office **one week prior to the rehearsal**: 4300 Northside Drive, NW, Atlanta, GA 30327. Nonpayment of fees prior to the rehearsal will result in cancellation of the wedding.

Checks for the organist and/or soloist(s) should be made payable to them personally. The minister's fee should be given to him personally.

### **Deposit to hold the date/time/facilities for the event:**

Member/non-member: To confirm within 6 months of date, 50% of wedding and reception fees are due up front; to confirm longer than 6 months in advance, full payment is required (100% refundable if cancelled more than 6 months from the date of the event; 50% is refundable if cancelled within 6 months of the event.)

### **Compliance Deposit:**

Member/non-member: A separate check of \$500 is required as a "compliance" deposit, at the time the date is reserved, to ensure adherence to all church policies and procedures. The check will be held until after the event, and if compliance is met, it will be returned.

## Fees

(Also see page 10)

### Reservation Fee:

Church Member:	\$50
Non-Member	\$125

(non-refundable, but will be applied to additional fees)

### Wedding Fee:

The following prices include: Bride/Groom Prep Rooms, Maintenance, and Sound/Lights.

Location:	Member	Non-member
Sanctuary	\$500	\$1,800
Adams Room	\$300	\$ 600
Courtyard or Remembrance Garden	\$300	\$ 600

### Wedding Coordinator:

	Non-member
Indoor Wedding	\$100
Outdoor Wedding	\$200

Fee includes a telephone consultation or personal conference, a 30-minute pre-nuptial rehearsal, and the wedding service itself.

### A/V Technician Fees:

Sound only, per call	\$100
Video recording/streaming, per call	\$150

A call is a rehearsal or service not to exceed four hours.

### Musician Fees:

Organist	\$350 plus \$75 per soloist*
Per soloist organized by Director of Music Ministries	\$75

**Note:** If NWPC's staff organist is not utilized, a consultation fee of \$150 will apply.

\* Working with vocal or instrumental soloists requires additional consultation and rehearsal time, some of which may be needed to transcribe, adapt, or learn music for the service.

### Minister Fee for Non-members:

For pre-marital counseling, rehearsal and wedding	\$600
For pre-marital counseling, only	\$300

### Reception:

	Member	Non-member
THORINGTON HALL	\$400	\$750
ADAMS ROOM	\$250	\$500

(All day, but out by 8pm)

**Note:** Kitchen access, utilities, and custodial fees are included.

*As God's own, clothe yourselves  
with compassion, kindness, and patience,  
forgiving each other as the Lord has forgiven you,  
and crown all these things with love,  
which binds everything together in perfect harmony.*  
Colossians 3:12-14

### **The Staff**

Rev. Dr. Timothy T. Boggess, Pastor  
Rev. Laura Jernigan, Associate Pastor  
Emily Goins Smith, Director of Discipleship & Engagement  
Benjamin Smith, Director of Youth Ministries  
Mauro Ronca, Organist  
Scott Mize, Administrative Manager  
John Cast, Sexton

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