

For Office Use Only:  
Bldg Dep \_\_\_ Bldg Use \_\_\_  
Wed Co \_\_\_ Org \_\_\_  
Min \_\_\_ Other \_\_\_  
Revised 10/8/2003

**PRESTON HOLLOW PRESBYTERIAN CHURCH**  
9800 Preston Road  
Dallas, TX 75230  
214-368-6348

**MEMBER WEDDING APPLICATION**

Date of Application: \_\_\_\_\_

**BRIDE'S Name** \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone Home (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_

E-Mail \_\_\_\_\_

First Marriage? \_\_\_\_\_

**GROOM'S Name** \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone Home (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_

E-Mail \_\_\_\_\_

First Marriage? \_\_\_\_\_

<p><b>WEDDING DATE REQUESTED</b> _____ <b>TIME</b> _____</p> <p>Sanctuary ___ Chapel ___ Approximate Attendance _____</p> <p><b>REHEARSAL DATE REQUESTED</b> _____ <b>TIME</b> _____</p> <p>PHPC Minister Preference _____</p> <p>Additional Information _____</p>
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**MEMBERSHIP INFORMATION**

Is Bride a PHPC Member? \_\_\_\_\_  
If parent is a PHPC Member, give name \_\_\_\_\_

Is Groom a PHPC Member? \_\_\_\_\_  
If parent is a PHPC Member, give name \_\_\_\_\_

PRESTON HOLLOW PRESBYTERIAN CHURCH  
9800 Preston Road  
Dallas, Texas 75230  
(214) 368-6348, ext. 150  
Dawn R. Hall, Wedding Administrator

### WEDDING FEE SCHEDULE FOR MEMBERS

The following fees apply to members of PHPC. The bride, groom or parents of either must have been members of PHPC at least six months prior to making a wedding application.

#### FORMAL WEDDING FEES

Below are the fees for formal weddings. Included in these fees are the following services: use of the facility for the rehearsal and wedding dates, organist's fees, wedding coordinator fees, custodial fees and fee to cover the use of church-owned property such as candelabra, unity candle holder, hurricane globes, kneeling bench and floral urns.

Sanctuary	\$700
Chapel	500
South Courtyard	150
Refundable Building Deposit*	100

\*The building deposit will be held with the application until after the wedding, at which time it will be returned, should no damage to the facilities or furnishings, or violation of the PHPC wedding policy occur.

The fees shall be paid on the following schedule:

**Sanctuary fees shall be made in two installments of \$350.** One is due at the time of application; the remaining payment is due 30 days prior to the wedding.

**Chapel fees shall be made in two installments of \$250.** One is due at the time of application; the remaining payment is due 30 days prior to the wedding.

Please refer to the Wedding Fee payment schedule which will be given to you by the Wedding Administrator for detailed information regarding the proper payment of these fees.

## MINISTER'S FEES

The **minister's honorarium** is a personal decision of the bride and groom.

## RECEPTION FEES

When the wedding is held at PHPC, the fees for reception facilities are outlined below. Fees are payable **at the time application is made:**

Jubilee Hall	Please inquire with Wedding Administrator for pricing
Founders Hall	\$150
Parlor	100
Small Dining Room	50
South Courtyard	50
Hostess Fee (all sites)	75

When the wedding is **not** held at PHPC, reception fees for any of the above facilities shall be \$100 for the first two hours, plus \$100 for each additional hour. The hostess fee of \$75 will also apply, plus \$25 per hour for custodial work.

All reception/hostess/custodial fees shall be made payable to PHPC and paid to the Wedding Administrator.

## INFORMAL WEDDINGS

A small, informal wedding may be arranged by for members by one of the ministers on the PHPC staff. An informal wedding is defined as a very small gathering, involving no other church staff except the officiating minister. No music, flowers or receptions will be held in conjunction with an informal wedding. These may be scheduled directly with the minister and the wedding participants will still receive premarital counseling from the officiating minister. **A \$75 fee will be charged for use of the building.** Checks will be made payable to PHPC.

# **PRESTON HOLLOW PRESBYTERIAN CHURCH MEMBER WEDDING POLICY**

**9800 Preston Road  
Dallas, Texas 75230**

**Dawn R. Hall, Wedding Administrator  
(214) 368-6348, ext. 150**

## **INTRODUCTION**

Preston Hollow Presbyterian Church (PHPC) wishes to offer the full benefit of the church's ministry to its members and to non-members in the community. A wedding is a sacred occasion and a worship service. Everything that is planned as a part of the service should be with this objective in mind and in accordance with the doctrines, beliefs, and regular worship practices of PHPC. Since the wedding ceremony is one of the most sacred of all rituals of the church, the Session (which is the governing body of PHPC) has approved the following policies and procedures.

## **MINISTERS**

One of the ministers of PHPC will officiate all weddings held at the church. The date, time and place for the wedding will be determined prior to the request for a PHPC minister, and will be scheduled through the Wedding Administrator. The minister's honorarium is indicated in the schedule of fees.

## **COUNSELING**

Pre-marital counseling will be conducted by the officiating minister to assist the couple in thinking through the commitment they are making and the responsibilities involved in the Christian marriage relationship. The number of counseling sessions will be at the discretion of the officiating minister and dates will be arranged through the officiating minister's secretary. Marriage preparation classes are offered several times during the year and are required in addition to the individual counseling with the minister.

## **SCHEDULING**

Reservations are made through Wedding Administrator at the church office (214-368-6348, ext. 150). Regular office hours for the Wedding Administrator are on Wednesdays from 10:00 a.m. through 2:00 p.m. Weddings may be scheduled on Monday, Tuesday, Thursday, Friday or Saturday. Weddings on Wednesdays and Sundays are discouraged; however, specific requests by members may be submitted for approval by the Session and the ministers. No weddings will be scheduled on New Year's Day, New Year's Eve, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve or Christmas Day, or during the Easter Holy Week.

A person who has been a member of PHPC for at least six months prior to application for wedding date, may reserve the facilities up to one year in advance.

Due to the number of weddings at PHPC, it may be necessary to schedule more than one wedding on a given day. However, weddings must be scheduled at least four hours apart.

Rehearsals will be scheduled by the Wedding Administrator at the time the wedding is scheduled. Wedding rehearsals held on the same day must be scheduled at least one hour apart. In the event of more than one rehearsal on a given day, preference will be given to the first party scheduling.

Members who cancel sixty (60) days or more prior to the scheduled wedding date will forfeit \$100.00 of the collected fees to cover administrative costs. Members giving less than thirty (30) days notice of cancellation, will forfeit the entire fees.

#### APPLICATION

The wedding date will be entered on the church calendar when the Wedding Administrator has received the following:

- A. A completed Wedding Application
- B. Payment for:
  - 1. Building use
  - 2. Damage deposit
  - 3. Reception (if applicable).

#### WEDDING COORDINATION

A PHPC Wedding Coordinator will assist each bride with wedding plans, rehearsals, and be a source of information regarding wedding procedures. The Wedding Coordinator can answer questions concerning florists, photographers, and caterers. The Wedding Coordinator will help make weddings as personal as possible and will advise the bride and groom regarding church policy, assign dressing areas, and offer assistance with the church furnishings available for use by the bride and groom. Any outside bridal consultants must confer with the Wedding Coordinator regarding all plans.

The Wedding Coordinator will contact the couple as soon as the wedding date is entered on the church calendar. The fee for the Wedding Coordinator is included in the fee schedule.

#### FACILITIES

The following facilities are available for weddings:

<u>Location</u>	<u>Seating Capacity</u>
Sanctuary	1000
Chapel	144
South Courtyard*	45

\*Chapel must be available in the event of inclement weather

**Use of the PHPC facilities may begin two hours before the time of the wedding ceremony. The Wedding Administrator shall approve any exceptions, and whether an additional custodial fee is to be paid.**

## GENERAL SAFETY

**NO SMOKING OR ALCOHOLIC BEVERAGES ARE PERMITTED ON THE CHURCH PREMISES.** *Smoking is prohibited in all PHPC church buildings. Alcoholic beverages or controlled substances of any kind are forbidden anywhere on the premises. This includes the parking areas and restrooms.*

NO rehearsal or wedding will be conducted when any member of the wedding party is under the influence of drugs or alcohol. It is the responsibility of the bride and groom inform the wedding party of this policy.

Under *no* circumstances shall rice, confetti, flower petals, bird seed, balloons, or any other material be thrown inside the church buildings, around the openings to the buildings, or on church grounds and parking areas.

The use of aisle cloths is prohibited, and no fabric shall drape the pews.

Every effort will be made to protect personal items during the rehearsal and wedding, such as wedding dresses, purses, wallets, silver to be used at receptions, etc. However, the church cannot be held responsible for such items if lost or stolen. It is imperative that valuables not be left unattended in the dressing areas by the bride, groom or wedding party. It is the responsibility of the bride and groom to inform the wedding party regarding this matter.

## ORGANIST

Consultation with the Organist should be scheduled as soon as the wedding date is entered on the church calendar. The bride and groom may consult with the Organist via telephone or by scheduling an appointment directly with her through the church office. The choice of music will be consistent with the Reformed tradition and PHPC as outlined in the Directory for Worship. The Wedding Administrator shall provide the bride and groom with a taped sample of wedding music which the couple can listen to prior to their consultation with the Organist.

The organist's fee includes one planning session, one rehearsal with vocalists or instrumentalists immediately prior to the wedding, and the wedding itself. Additional rehearsals with vocalists or instrumentalists will incur an additional \$100 fee as well.

The use of the church's organ is restricted to PHPC organists. Additional musical instruments (such as piano, harp, trumpet, string ensemble and brass ensemble) are allowed and may be contracted directly through the Organist. Prior knowledge of selected music for vocalists and instrumentalists is required. The Organist will be responsible for approving musicians and vocalists. Fees for additional musicians (vocalists and instrumentalists) are determined by mutual consent and should be paid directly by the bride and groom to such musicians and vocalists at the planning session with the Organist.

Please refer to the attached listing of appropriate music, taken from Christian Marriage: Supplemental Liturgical Resource #3, Presbyterian Church, U.S.A.

**No taped music is allowed at wedding services.**

## PHOTOGRAPHS

Photographers are expected to adhere to PHPC's wedding policy. Because this is a worship service, *after the service begins*, photographers shall not be in the sanctuary or chapel (except in the balcony and at the narthex door). The

wedding ceremony is considered to begin with the seating of the mothers, and no flash pictures may be taken in the sanctuary, chapel, courtyard or parlor during the processional or spoken service. Pictures of the *recessional* may be made from the narthex door, but NOT inside the sanctuary or chapel. Photography from the balcony in the sanctuary and chapel is permitted using only existing light.

The bride and groom are expected to inform members of the family and friends that cameras are appropriate at the reception only.

#### VIDEO TAPING

If the ceremony is to be video taped, the camera may be located only in the balcony of the sanctuary or chapel. No supplementary lighting may be used. Wireless microphones may be used, but no wires or cables may leave the balcony area. It is the responsibility of the bride/groom to inform any contracted videographers of these stipulations regarding video taping at the Church. PHPC reserves the right of final approval on videographer selection.

#### DECORATIONS

All decorations must be kept very simple in order to preserve the beauty and dignity of the sanctuary and chapel. Decorations should never be used to cover those marks of identity that establish these rooms as places of Christian worship, nor shall any chancel furnishings be moved. The Wedding Coordinator must approve all decoration plans.

Use of the chapel and sanctuary facilities includes the use of the following items belonging to the church: candelabra and candles, hurricane globes for windows, kneeling bench, unity candle with pedestal, floral stands and certain floral containers.

**Families wishing to leave their flowers for Sunday services must make their request known to the Wedding Administrator as soon as possible.**

Requests will be honored on a first-come-first-served basis. Should the Sanctuary or Chapel flowers already be reserved for a memorial, the bride's family may request that the wedding flowers be left in the Jubilee Atrium for Sunday morning. Wedding flowers left for Sunday services will be noted in the bulletin.

Church furniture (including chairs, tables, kneeling bench, piano) will not be available for courtyard weddings or receptions. The wedding party will be responsible for those items.

#### RECEPTIONS

The following facilities are available to members for use for a Reception or Rehearsal Dinner:

<u>Location</u>	<u>Seating Capacity</u>
Jubilee Hall	335
Founders Hall	400
Parlor	75
South Courtyard	75
Small Dining Room	50

The fees for the use of these facilities are outlined on the attached fee schedule. Fees include the use of tables, chairs and kitchen items when all but the Jubilee Hall are used. In the case of Jubilee Hall, all food and food service items will be contracted through Preston Hollow Caterers. This agreement is separate from the Wedding contract. It is required that a PHPC hostess be engaged to oversee the use of the facilities, and will be scheduled through the Wedding Administrator; the fee for this service is also outlined on the fee schedule.

When a reception is self-catered (available through the North Kitchen only), one person per 100 guests (or any portion thereof) will be engaged to clean the reception area, kitchen, and all equipment used (i.e., all plates, cups, silver, etc. are to be gathered, washed and put in their proper places). The hostess can provide a list of persons who are available to assist at a reception.

#### DEPOSITS

Florists engaged for the wedding must deposit a \$100.00 performance bond if they have never decorated for a wedding at PHPC. No decorations may begin until this deposit has been made. PHPC reserves the right to approve all florists. Deposits will be refunded following the wedding or can be held by the Wedding Administrator for future weddings.

#### ATTIRE AND DECORUM

Appropriate attire is required of all wedding party participants at the rehearsal and wedding ceremony. It is the responsibility of the bride and groom to see to it that their wedding party conduct themselves in a manner befitting the sacredness of the wedding ceremony.

## APPROPRIATE WEDDING MUSIC

The church wedding ceremony is a form of worship and is therefore sacred in nature. Any music which is used before, during or after the ceremony should reflect the sacred nature of the Holy Institution of Marriage. **Consultation with the Organist should be scheduled as soon as the wedding date is entered on the church calendar, by contacting her directly through the church office.** The music for the wedding **MUST be approved by the Organist.** She will have the titles of the sacred music and a full copy of the text. Listed below are some examples of appropriate music. **Due to the sacred nature of the wedding ceremony, the use of “popular” music is not allowed, (e.g. “The Wedding Song”).**

**1.            *PROCESSIONALS - The entrance of the bridal party into the sanctuary/chapel.***

Trumpet Voluntary in DM	Jeremiah Clarke
Trumpet Tune and Air	Henry Purcell
Rondeau	Jean Mouret
Trumpet Voluntary	John Stanley
Trumpet Tune in CM	David Johnson
Procession in CM	Hal H. Hopson
Procession of Joy	Beethoven/Hal H. Hopson
Psalm XIX	Benedetto Marcello
Rigaudon	Andre Compra

**2.            *RECESSIONALS - The exit of the bridal party from the sanctuary/chapel:***

The Rejoicing	G. F. Handel
Allegro Moderato	G. F. Handel
Psalm XIX	Benedetto Marcello
Allegro Maestoso	G. F. Handel
Now Thank We All Our God	J. S. Bach
Toccata in Seven	John Rutter
Now Thank We All Our God	Sigfried Karg-Elert

**3.            *HYMNS - May be used as pre-service music, processionals, recessionals, or for solo or congregational singing:***

**Hymns for Weddings**

Joyful, Joyful We Adore Thee  
Now Thank We All Our God  
Be Thou My Vision  
O Perfect Love  
Love Divine, All Loves Excelling  
Praise Ye the Lord, the Almighty  
Praise, My Soul, the King of Heaven  
From All That Dwell Below the Skies  
All Creatures of Our God and King  
For the Beauty of the Earth  
Not for Tongues of Heaven's Angels

Any of the Psalm 23 hymns

#### 4. ***MUSIC WITHIN THE SERVICE***

The opportunities for music within the marriage ceremony itself include possible solos following the Declaration of Intent, Exchanging of Rings, and the Pastoral Prayer. Both solos and instrumental pieces are appropriate for pre-service music. Solos should reflect the couple's relationship with God. Romantic solos mentioning God but whose music is of a "pop" or contemporary style are not suitable for the wedding. Some appropriate solos are listed below:

Hopson	Gift of Love
Handel	Wedding Hymn
Handel	Let the Bright Seraphim
Busarow	Love is the Sunlight
Dale Wood	A Blessing
Fedak, Alfred	When Love is Found
Handel	Let the Bright Seraphim*
Mozart	Alleluja (Exultate Jubilate)*
Roger Copland	Wedding Prayer
J. S. Bach	Jesu, Joy of Man's Desiring
J. S. Bach	God Our Ever Faithful Shepherd
J. S. Bach	Be Thou with Them
David Haas	When Love is Found
Michael Joncas	I Have Loved You
Albert H. Malotte	Lord's Prayer

\*These are virtuosic solos that require an outstanding soprano soloist.

Choices for wedding solos are not restricted to this list. Anything that is appropriate for worship service here would be welcome

#### 5. ***PRE-SERVICE MUSIC***

The organist assumes the responsibility of selecting the pre-service music (of about 15-20 minutes duration) which is in keeping with the sacred, yet joyful, nature of the wedding service.

## INSTRUCTIONS TO FLORISTS

The following procedures are for your convenience in planning wedding decorations for Preston Hollow Presbyterian Church (PHPC). It is our wish that you find these helpful, and we ask that you refrain from making special requests for decorations which are not outlined in these instructions. To make exceptions for one couple would not be fair to all the couples and florists who have followed the procedures of the church.

### **1. DEPOSIT**

Florists engaged for the wedding must deposit \$100.00 performance bond if they have never decorated for a wedding at PHPC. Florists previously bonded and performing satisfactorily must deposit \$50.00. No decorations may begin until this deposit has been made. PHPC reserves the right to approve all florists.

### **2. DECORATIONS AND FLORAL DESIGNS**

The placing of decorations for weddings will be scheduled with the Wedding Administrator (214-368-6348 X 150) by Monday of the week of the wedding. Decorations for a weekday wedding should be in place prior to 4:00 PM on the day of the wedding.

Families wishing to leave their flowers for Sunday services must make their request known to the Wedding Administrator as soon as possible. Requests will be honored on a first-come-first-served basis. Should the Sanctuary or Chapel flowers already be reserved for a memorial, the bride's family may request that the wedding flowers be left in the Jubilee Atrium for Sunday morning. Wedding flowers left for Sunday services will be noted in the bulletin.

All decorations must be appropriate and compliment the beauty of the sanctuary or chapel and the architecture. Decorations should never cover marks of identity that establish these rooms as places of Christian worship; specifically, the decorations must not obscure the communion table, baptismal font or the pulpit; and arrangements or decorations are not to be placed on the communion table. The silver cup and tray must remain on the table. Flower arrangements are to be limited to two bouquets, one on each side of the communion table or on each side of the cross, on pedestals which match the woodwork in the sanctuary and chapel and are provided by the church.

If decorations are used in the windows, the window sills must be protected. If candles are used in the windows, they must be accompanied with hurricane globes. Aisle ribbons may only be attached to pews using cushioned hooks or ribbon, so that the wood will not be scratched. Illusion or tulle may not be swagged from pew to pew.

Urns and vases are available for use at the wedding, but they cannot be removed from the church; or the florist may provide disposable vases. If using the church urns, the designs are to be made in plastic or papier mache containers and placed into the urns or vases just before the ceremony. Florist

should check with the Wedding Administrator for sizes and shapes of containers.

For weddings during the month of December (after the church has been decorated for Christmas with poinsettias) there may be no additional decorations, and the poinsettias may not be moved. Poinsettias will be removed on Christmas Day.

A kneeling bench (prie-dieu) which matches the woodwork in the sanctuary and chapel is available for use, provided that it is not changed, covered, or obscured by decorations. No aisle runners will be used.

### **3. *MECHANICS OF DECORATIONS***

No decorations may be hung or suspended from lighting fixtures. No nails, tacks, staples, glue, tape or floral adhesive may be used to fasten any decorations to the furnishings or the buildings, and no carpentry work will be allowed within the building.

### **4. *CANDLES AND CANDELABRA***

Candelabra for weddings are available for the bride's use. There are four brass candelabra for seven candles each, and they are adjustable. Candles used in the candelabra will be provided by the church. Two candelabra are customarily used in the chapel, and four in the sanctuary. Use of a unity candle must be authorized by the minister performing the ceremony, and the candles must be provided by the florist or bride, with clear plastic placed under it to protect the carpet. Hurricane globes for the windows are provided by the Church; however, the bride shall furnish the pillar candles if they are to be used.

No candles may be used on the pews or down the aisles or in the arrangements that are placed on each side of the cross or communion table.

No wire or tape may be used to attach Styrofoam, oasis, greens or flowers to the candelabra. Greens such as smilax may be draped on the candelabra.

### **5. *PROTECTION OF FURNISHINGS***

The furnishings and floors must be fully protected at all times from moisture. Floral decorations used must depend on damp oasis or similar substance. Once they are placed in the sanctuary or chapel, no further water may be added. Florists will be held responsible for any damage done to the buildings and/or furnishings.

### **6. *REMOVAL OF DECORATIONS***

Removal of all decorations other than the design on each side of the cross or communion table must begin immediately following the service. Personnel to remove the decorations must be on hand immediately following the ceremony. The crew sufficient to adequately remove the decorations (other than the floral

arrangements) must be provided by the florist, unless arrangements have been made by the bride to have someone else remove the wedding decorations.

The sanctuary, chapel and parlor must be left “broom clean” and in the condition in which they were found.

## **DIRECTIONS TO PHOTOGRAPHERS/VIDEOGRAPHERS**

The wedding procedures are for your convenience in planning wedding pictures for weddings held at Preston Hollow Presbyterian Church (PHPC). We hope that you will find these instructions helpful and that you will read them thoroughly and follow them carefully.

Because this is a service of worship **FLASH PHOTOGRAPHS MAY NOT BE TAKEN** in the sanctuary, chapel or parlor during the processional or the spoken service. Time exposures are permitted only from the balcony.

The wedding party may return after the ceremony for as many flash pictures as they wish. Pictures may also be taken in the narthex before the wedding begins.

The wedding ceremony is considered to begin with the seating of the mothers, and no flash pictures may be made until the recessional is in progress.

**VIDEO TAPING** - The video camera may be located only in the balcony of the sanctuary or chapel. No supplementary lighting may be used. Wireless microphones may be used, but no wires or cables may leave the balcony area. Wireless microphones shall be turned off if they interfere with the church's sound system. The person who will video tape the ceremony is encouraged to attend the rehearsal in order to be shown the acceptable procedures.