



Weddings at
Wycliffe Presbyterian Church



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Congratulations on your engagement!

We would be honored to walk with you through your decision to marry and to help make your wedding a rich and meaningful event. Wycliffe Presbyterian Church is committed to the belief that marriage is a sacred blessing from God, which begins with the wedding. We request your careful attention to the following guidelines as we seek to facilitate worshipful weddings with clarity for both the church and the couple. The Constitution of the Presbyterian Church (USA) says this about marriage and weddings:

Marriage is a gift God has given to all humankind for the wellbeing of the entire human family. Marriage involves a unique commitment between two people, traditionally a man and a woman, to love and support each other for the rest of their lives. The sacrificial love that unites the couple sustains them as faithful and responsible members of the church and the wider community.

In civil law, marriage is a contract that recognizes the rights and obligations of the married couple in society. In the Reformed tradition, marriage is also a covenant in which God has an active part, and which the community of faith publicly witnesses and acknowledges. (W-4.9001 of the PC(USA)'s Book of Order)



Your Wedding

We are delighted you are planning to have your wedding at Wycliffe Presbyterian Church. We wish you every happiness in your new life and will be pleased to help you in every way possible so that your wedding will be a joyous and memorable experience. If you are not church members, we also welcome you to hold your wedding at Wycliffe if you desire to marry before God in a worship service under the guidance of our pastor.

It is our desire to assist you for this important occasion, and to also offer support as you seek to establish a Christian home. As you plan your wedding, and celebrate your new life with your family and friends, please know the members and staff of Wycliffe Presbyterian Church will always be here for you.

Setting the Date & Time

- The first step is to contact the church office office@wycliffepresbyterian.org (757-496-2620) to ensure the date and time you desire for your wedding is available. (Ordinarily a 90 day notice is required)
- If the date is available the church administrator will contact the Clerk of Session and the pastor with your initial information and date.
- You will be contacted by the Clerk of Session, followed by the pastor about your wedding. Once the date has been approved by the session, a \$100.00 deposit must be paid. Once your deposit is received, your date will be added to the church calendar.
- Our wedding coordinator will then contact you with all the details about our church policies in regard to your ceremony.

Facility Use

Wycliffe Presbyterian Church is a house of worship. No smoking or alcoholic beverages are allowed in the buildings or on the grounds. When setting the date for your wedding, please be sure to let the church office know if you wish to use the Fellowship Hall for your reception. All food and decorations must be cleared away when the reception is over. No food may be left in the refrigerator or freezer. Rice or confetti may not be used at the church. The use of birdseed or bubbles is permitted outside the building.

In the event of any damage to equipment, furnishings, the building or any church property, you will be expected to assume the replacement cost.

Our parking lot is shared with a corporate partner, Mythics. They will be notified of all events on the church calendar.

Wedding Coordinator

Our wedding coordinator can advise and inform you on all details for the rehearsal and wedding. She is familiar with all church policies regarding decorations, photography and facility use. The wedding coordinator works with bride and groom to ensure that all details have been covered so your wedding runs smoothly.

Should you hire a professional wedding planner, we ask that he/she limit his/her involvement to activities outside the church.

The Pastor

Wycliffe Presbyterian Church is blessed with a gifted pastor who caringly meets with couples prior to their wedding and plans meaningful wedding services. If you wish to use an ordained minister from another church, this must be approved by the session and the pastor. An outside clergy person may assist with the service at the invitation of the presiding pastor.

The Pastor of Wycliffe Presbyterian Church has primary responsibility for the order and conduct of the wedding service. Pre-marriage counseling with the pastor is required. It is your responsibility to contact the pastor to arrange a meeting. The pastor will ask a couple to meet with him a certain number of times before the wedding.

According to the governance of the Presbyterian Church (USA), the pastor is responsible to bless and approve each wedding he officiates; therefore, you must meet with the pastor before your wedding date can be confirmed and no later than six weeks prior to the date of the wedding. The pastor may ask another professional to do non-member pre-marriage counseling, in which case the couple is responsible for the charges.

Music

Our organist will discuss music selections with you during your consultation with her. The church organist is expected to play for all weddings in the church for members. (If you are a non-member, other arrangements will be coordinated.) If you desire to use another musician, prior approval must be obtained. Arrangements for the services of additional musicians can be made, if you desire. Fees for instrumentalists and vocalist vary, and may be discussed with the organist.



The Rehearsal

The rehearsal gives members of the wedding party the opportunity to become acquainted with the church, practice their role in the wedding, and see the rooms they will use for changing clothes, if that is to be done at the church. The rehearsal is under the direction of the pastor and the wedding coordinator.

The Wedding Service

Because you have decided to be married in a church, your wedding will be a service of worship honoring God in recognition of the love between two people. As Christians, we view marriage as a means of discipleship and seek to allow our relationship with Christ to form the pattern for the covenant of marriage. It is assumed that at least one of the marriage partners is a faithful member of a Christian community and that the vows of marriage will be made in response to the Word of God, in the context of prayer, and in the presence of a faith community. In consultation with your pastor, the liturgy for your service will most likely be based on the Presbyterian Book of Common Worship including scripture readings and a brief homily. If you desire to have communion, this must be approved by the session.

Photography & Videotaping:

There are guidelines pertaining to both photography and videotaping during the actual wedding ceremony. In general, the photographer should remain in the background during the service, and should not use flash equipment. If you desire to have pictures taken in the sanctuary before the wedding ceremony begins, all photography must be completed before the guests arrive. All poses during the ceremony can be re-photographed after the service. Videotape equipment is permitted under limited circumstances.

Decorations & Flowers



In planning your floral decorations, the communion table is central and the two candles under the stained glass window are included as part of the permanent decorations. They are not to be removed.

Nothing may be fastened to the walls, woodwork or fastened to the aisle; tracking is not provided and may not be tacked to the floor.

There are 22 rows of pews. The Sanctuary holds approximately 300 guests.

If you desire an aisle runner, the sanctuary center aisle is 42 feet long. Only drip less candles may be used in the sanctuary. Candles and stands are not available.

Please be sure to share with the wedding coordinator the name of the florist. On the day of the wedding the church will be open two hours prior for delivery. It is your responsibility to let the florist know this information. Additionally, due to the lack of storage space, the florist should pick up any ferns immediately after the service.

Should you desire to leave a floral arrangement at the church to be used for the next worship service, please let the church office know at least one week before the wedding.

It is not necessary to provide a corsage or boutonniere for the pastor, wedding coordinator or organist.

Nursery

Nursery care is generally not provided by the church for rehearsals or wedding ceremonies.

Dressing Rooms

Rooms will be made available for all members of the wedding party who wish to dress at the church. We ask that you leave the rooms in serviceable condition.

It is the responsibility of the bride and groom to arrange for the care and security of all personal property of the wedding party and any gifts brought to the wedding. The church cannot be responsible for any valuables lost, stolen or damaged.

Contact Information

The Church office is open Monday – Friday from 9:00 am until 5:00 p.m. Worship services are held Sunday at 10:00 a.m. For your convenience the following contact information is provided:

Rev. Garrett Bugg, Pastor	pastorbugg@wycliffepresbyterian.org	(757) 496-2620
Sandra Billy, Music Director	sbilly@vwc.edu	Leave message at church office
Judy Dodaro, Office Administrator	office@wycliffepresbyterian.org	(757) 496-2620

Fees for Weddings

All fees should be given to the church administrator two weeks prior to the wedding. Each fee is to be paid by separate check to the appropriate recipient.

	Member fees	Non-Members Fees
Sanctuary	\$0	\$600 ^a
Fellowship Hall	\$0	\$200 ^a
Organist <i>consultation and performance at wedding and rehearsal</i>	\$200 ^d	\$200 ^d
Wedding Coordinator	\$75 ^a	\$150 ^a
Custodian <i>wedding only/wedding & reception</i>	\$100/\$150 ^a	\$100/\$150 ^a
Pre-marital Counseling	\$50 per hour ^b	\$50 per hour ^b
Pastor Bugg's Honorarium	^c	\$350 ^b

^a Check payable to *Wycliffe Presbyterian Church*.

^b Check payable to the *Rev. Garrett Bugg*

^c An honorarium is appropriate if a church member so desires.

^d Check payable to *Sandra Billy*