



To the Bride & Groom:

Greetings and congratulations from the staff of the Presbyterian Church of Madison. We are pleased that you are considering having your wedding at our church. This information is provided to acquaint you with our procedures and assist you as you make your plans.

Marriage is a joyful event, a celebration of God's gift of love. The marriage service is the church's sacred rite wherein you express your joy, recognize God's gift of love, and transform your personal commitment into a community of faith covenant.

A wedding should be a happy, fun-filled occasion. We look forward to working with you in planning and celebrating your marriage.

Blessings.

Reverend Virginia Lee Wood, Pastor

Scheduling Your Wedding

The church office will advise you about the availability of your preferred date and will reserve it temporarily until you have spoken with the pastor and she has agreed to officiate. All weddings are to be officiated by the pastor; however, other clergy may also participate if special arrangements are made.

To secure your date on the Church Calendar, the Wedding Reservation form must be completed and returned to the Church Office with a deposit of \$250. The form also sets the date for the wedding rehearsal (normally scheduled for the evening prior to the wedding ceremony) and where the ceremony will take place: in the Sanctuary or in Webb Chapel. The sanctuary seats 500 people. The chapel, which is air-conditioned, seats 125.

Pre-marital Appointment and Counseling

You will need to meet with the pastor to discuss the marriage service itself, the rehearsal and other matters pertaining to either the wedding or the marriage in general. The conferences are held in the church office. You will need to complete both a "Prepare/Enrich" Question Booklet for the purposes of counseling. Generally, 3 one-hour meetings are held with the pastor before the wedding. Counseling should begin no later than 12 weeks prior to the wedding date. There is a fee of \$35 charged by the Prepare/Enrich program.

Fees

The base fees for non-members total \$1,300. These fees include: one rehearsal and the wedding ceremony, the required pre-marital counseling, officiating duties by the minister, and the services of the organist and wedding coordinator. The fee balance is due in the Church Office three weeks before your wedding. For our active church members the fee is \$700.00.

Rehearsal

The rehearsal will take approximately 45 minutes. Promptness of the entire wedding party is vitally important. All participants in a wedding party should be present to insure the rehearsal's worth. The marriage license should be brought to the rehearsal and given to the minister. It is also recommended that all programs, candles, guest book, etc. be brought to the rehearsal.

Music

Our church organist is available to discuss your music selections with you. Generally, this talk takes place approximately one month before the rehearsal, or sooner should you wish guidance in your search for appropriate music.

If you are considering any music in addition to that offered by the church, please call the church office as soon as possible, as it will have to be approved by the pastor and the organist. If you desire soloists or additional musicians, special arrangements may be made and will involve additional fees.

Wedding Coordinator_(Church Sexton)

The assistance of the Church Wedding Coordinator, Barbara Carey, is important for the preparation of the rehearsal and the wedding ceremony. She will contact you after the wedding is scheduled to introduce herself. Meeting with her early in your planning may save you a great deal of time and expense, as she can explain what is customary regarding decorations and what is available at the church for your use. She will work to coordinate floral deliveries. She also gives directions to the photographer.

Photography

No flash pictures are to be taken during the wedding ceremony. All photography is to be from discreetly positioned cameras. Picture taking should be planned for after the ceremony. If you plan to use a videographer, please discuss this with the pastor and Barbara Carey.

The Small Wedding

A wedding need not be “large” to be held in the church. A small wedding may be held in either venue. For a small wedding, no rehearsal is needed and organ music is optional. Special arrangements may be made with the pastor and fees discussed at that time.

Other Important Information

Birdseed, bubbles, or flower petals may be used outside of the Sanctuary or Webb Chapel.

Throwing rice is not permitted.

Parking is behind the Church and Parish House. Local authorities will ticket cars that are double parked in the borough lot. There is no parking in front of the sanctuary as it is a fire zone.

It is the responsibility of the bride and groom to advise the florist, photographer and wedding guests of our guidelines and procedures as it pertains to them.

Contact Information

Office Phone: 973 377 1600

Fax: 973 377 8756

Emails:

office@presbyterian-madison.org

pastorwood@presbyterian-madison.org

bcarey@presbyterian-madison.org

The Marriage License

Applications for New Jersey marriage licenses must be obtained at the municipal office in the bride's town. If the bride does not live in the state of New Jersey, application may be made at the municipal office of the groom's town. If both the bride and groom are from out of state, apply at the municipal office of the town where the ceremony will take place.

The bride and groom need to be accompanied by one witness (who is 18 years of age or older) at time of application. Some towns will require proof of residency such as a driver's license, a lease or tax return. Premarital blood tests are no longer necessary in New Jersey. Fees are due at the time of application.

It is recommended that you apply at least two weeks before the ceremony. You may apply as early as 6 months prior to the wedding. The marriage license is valid for 30 days from the date of issuance.

After the Wedding Ceremony

To obtain a copy of your Marriage Certificate contact the Health Department of Madison at 973-593-3079 x3058.

