

**Mount Hebron Presbyterian Church
2330 Mt Hebron Drive Ellicott City,
MD 21042**



Wedding Policy and Guidelines

Mount Hebron Presbyterian Church Staff

Pastor: Rev. Amy Carlson

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Mount Hebron Presbyterian Church Wedding Liaison

Phone:

Email:

Mount Hebron Presbyterian Church Wedding Policy and Guidelines

“Marriage is a gift God has given to all humankind for the well-being of the entire human family. Marriage involves a unique commitment between two people to love and support each other for the rest of their lives.”
The Book of Order Christian Marriage W-4.0601

Arrangements:

We are an inclusive congregation that welcomes all denominations and faiths, Christian and non-Christian, and LGQBTQIA; to be married at Mount Hebron Presbyterian Church. Church Members and non-members who wish to be married at Mount Hebron Presbyterian Church (MHPC) may reserve a wedding date by contacting Mt Hebron Church Rentals (rentals@mthebronpc.org) At that time, you will be given the Application for Marriage Service form. Complete the application form and return it to the church office. At that time tentative dates and times for the wedding and the rehearsal can be placed on the church calendar and you will be given a copy of the Hebron House and Sanctuary Wedding Guidelines. A deposit of \$100 (payable to Mount Hebron Presbyterian Church) is required with the Application. Session, the MHPC governing board, approves all weddings held at the Church, Hebron House and the Outdoor Chapel.

After Session approves your application to be married at Mount Hebron Presbyterian Church, the wedding date is confirmed on the church calendar with a signed facilities contract and initial down payment of 50% of the total facility fee.

The Facility is available for weddings on Saturdays. Weddings are not scheduled on Sundays, or during Holidays (New Year, Palm Sunday, Easter weekend, Fourth of July, Labor Day, Thanksgiving, and Christmas).

Pastor:

Rev. Amy Carlson has the right of first refusal as officiant for all weddings at Mount Hebron Presbyterian Church. MHPC may invite other pastors to assist, participate, or officiate, if personal reasons or circumstances warrant it. Members and nonmembers must discuss such requests with Rev. Amy Carlson as early as possible. As the host pastor, Rev. Carlson may wish to officially invite the guest pastor to participate.

Suggested Order of Service (Christian Wedding):

Ushers seat the guests (Prelude music playing)

Special music begins *

Special family members/VIPs enter

Parents of the couple are seated

The Pastor, members of the wedding party will enter and proceed to the front

Music concludes for the wedding party *

Music begins for the couple's entrance (Processional music) *

Opening words/welcome

The couple present flowers to parents and/or VIPs

“Declarations of Intent” by the couple

First reading *

Special music (congregational hymn, musical interlude, or musical and vocal offering) *

Exchange of wedding vows

Blessing of the rings

Exchange of wedding rings

Pastor's prayer of blessing for the couple (Lord's Prayer)

Couple kiss

Introduction of the new couple by the Pastor

Recessional music begins *

Couple exit

Pastor's instruction to the congregation

* Selections for these elements of the order of wedding should be decided no later than 60 days prior to the wedding date.

Music:

“Music suitable for the marriage service directs attention to God and expresses the faith of the church”. The Book of Order W-4.9005

Worship and blessing through music are an important part of your wedding ceremony. Mount Hebron Presbyterian Church community believes that wedding music reflects this spirit of worship and Christian faith. Mount Hebron Presbyterian Church has a rich musical tradition of sacred and classical music, along with some of the finest musicians and soloists in the area.

The Music Director at Mount Hebron Presbyterian Church has the right of first refusal as the musician for your wedding, as well as oversees all instruments being used for the wedding ceremony. The Music Director should be contacted when your date is reserved on the church calendar.

Rehearsal:

The rehearsal will take place on the Friday evening before the wedding date at 5 p.m. (or at a time otherwise agreed upon between the pastor and the couple). The Pastor or your selected officiant will direct the rehearsal. Ordinarily, the rehearsal does not include music. Rehearsals are intended to ensure a smooth ceremony, so all who have a role in the wedding are expected to be present. Please be prompt.

Communion:

The Session of Mount Hebron Presbyterian Church must approve the celebration of the Lord’s Supper at the marriage service. If you would like to celebrate the Lord’s Supper at your wedding, please talk with the Pastor or your officiant as soon as possible so that arrangements can be made well in advance.

Church Etiquette:

Out of respect for this place of worship, Mount Hebron Presbyterian Church expects that everyone on the premises will avoid using obscene language and acting in any discourteous manner. Smoking is not allowed in the church building or Hebron House. We respectfully request to please make sure your florist, photographer, wedding planner, caterer, and any other professionals you hire are aware of this policy.

Mount Hebron Presbyterian Church does not allow alcohol to be served in the Church building. Wine used for purpose of communion is allowed.

Instructions to the Florist:

“Flowers, decorations, and other appointments should be appropriate to the place of worship, enhance the worshipers’ consciousness of the reality of God, and reflect the integrity and simplicity of Christian life”. Book of Order, W-4.9005

Floral arrangements

Floral arrangements may be placed on the communion table and windowsills in the Sanctuary. Floral arrangements and/or bows may be used on the pews, but, to prevent damage, they must be attached with plastic clips. Nails, tacks or tape must not be used on the pews or on any painted surface in the sanctuary. There are 10 rows of pews divided by a center aisle.

Floral arrangements in moderate-sized containers may be used in the Narthex or hallway outside the Sanctuary.

Floral arrangements may be arranged in containers and placed in areas on pedestals.

Confetti, Rice, Bird Seed, Flower Petals (natural or artificial)

Because the use of such materials may create safety hazard and always creates extra clean up, you may not use these or similar materials inside or outside the church building, Hebron House , Outdoor Chapel or other areas.

Candelabras

The candelabras are fragile and we request no decorations of any kind be displayed on the pedestals.

Candles

Aisle candles are prohibited because the narrow aisles prevent safe passage of the wedding procession and guests. No one may hold or carry candles in the Sanctuary, except for lighting the unity candle as coordinated with the officiating minister.

The Unity Candle

The florist may provide the unity candle and holder. If you wish to include lighting the unity candle in your ceremony, the officiating pastor will coordinate its lighting with the couple.

Aisle Runner

Aisle runners pose a safety hazard and may not be used.

Live Animals

Live animal being used as part of the wedding ceremony, including birds, are not allowed in the church building or Hebron House.

Instructions to the Photographer and Videographer:

Your wedding is a worship service. Documenting it is important, but the sight, sound, and movement of documenting it should not disturb the service itself. The photography and videography policy apply to all in attendance, professionals and guests alike.

In general, the taking of photographs during the marriage service is discouraged. However, by prior arrangement and with the permission of the pastor limited photographs and/or video done in an unobtrusive manner may be permitted. Flash photography is permitted during the processional and recessional, but is not recommended during the actual wedding service.

Advance permission from the pastor is required to use electronic equipment such as video or tape recorders. The use and placement of this equipment must not distract from the service of worship.

Programs:

If you choose to provide printed programs, we suggest that you include wording to remind your guests of the following: Please, no flash photography! Please turn off your cell phones and beepers.

After the Ceremony:

Please let your wedding coordinator/event planner know if you will be leaving chancel arrangements for the following day's service. If you will be taking arrangements with you, chancel and all other decorations must be removed from the sanctuary immediately following the ceremony.

MHPC Wedding Liaison, Hebron House Coordinator, Church Venue Coordinator.

When the application to be married has been completed and submitted to the church office and the wedding and rehearsal dates become tentative please also include the name and contact information for your personal wedding coordinator/event planner. All weddings are required to have a wedding coordinator/event planner. You and your wedding coordinator will be working with the Church

The MHPC Wedding Liaison, Hebron House Coordinator and Church Venue Coordinator all of whom will be available for guidance and to answer questions through your planning process and will assist you at the rehearsal and wedding.

Specifically, the MHPC Wedding Liaison will be available for church sanctuary weddings as needed to assist the pastor, your officiant and personal wedding coordinator/event planner with logistics of the church facilities and arrangements at the rehearsal and on the day of the wedding.

Mount Hebron Presbyterian Church Payment Guidelines Use of Facilities

Worship Facilities:

Sanctuary, seating capacity 200

Outdoor Chapel, bench seating for 60-70, additional rental chairs may be added.

Payment of Fees:

The Church Wedding Liaison, Hebron House Coordinator or Church Venue Coordinator will discuss and provide a list of current fees with the couple.

- Complete the Application for Marriage Service and a deposit of \$100 (payable to Mount Hebron Presbyterian Church) is required at the time the tentative wedding date is scheduled. The deposit becomes nonrefundable 60 days before the confirmed date.
- An initial 50% non-refundable facilities fee is required at the time of signing the contract.
- The final facilities payment and security deposit fees are due 30 days before the wedding day.
- Other additional fees—a reminder to plan with you Pastor, soloist(s), musicians as to fees and when payable prior to wedding day.

Mount Hebron Presbyterian - Payment of Staff

The staff members listed below will receive direct payment. Checks may be given to your Church Wedding Liaison at the time of your rehearsal or directly to the Pastor and Musician(s).

Pastor – Rev. Amy Carlson - The customary honorarium for the officiating pastor is \$500. whose duties include meeting with the couple several times prior to the wedding and conducting the wedding rehearsal, in addition to officiating at the wedding.

Church Music Director - will provide organ or piano music. The fee begins at \$250. Additional fees for accompanying soloist(s) and providing additional music may be negotiated with the Music Director.

Useful information about the Marriage License:

Maryland requires that a marriage license be obtained from the Circuit Court Clerk's Office in the county where the marriage is to take place.

In Howard County Maryland, your license may be obtained from:

Howard County Marriage License Department of the Circuit Court for Howard County
9250 Judicial Way
Suite 1900
Ellicott City, MD 21042
Phone: 410-313-5850.

At least one of the individuals seeking the marriage license must appear in person. Bring your marriage license to the Church Office one week before the wedding date or please give to your officiant per their request before your wedding ceremony. Visit the website for fee's and office hours.