

## **Faith Presbyterian Church Policies and Procedures Manual**

### **CHAPTER VII – SANCTUARY EVENTS**

#### **A. WORSHIP SERVICES**

The Faith Presbyterian sanctuary shall be dedicated to worship services. Generally, traditional worship services shall be scheduled for Sunday mornings at both 8:15 and 11:00 am. EST, and a Contemporary worship service shall be conducted in the Fellowship hall at 9:00 am EST. The Session may change these scheduled worship services from time to time, to accommodate the activities at the church. Other services of worship may be scheduled at different times, to accommodate special events, holidays (such as Christmas and Thanksgiving) and special needs.

At the discretion of the Pastor, the sanctuary may be used for purposes that are in line with the Faith mission statement and/or in the interest of the congregation and community served by the church.

#### **1. Procedure for Worship Service Ushers**

##### **I. DUTIES OF HEAD USHER 11:00 a.m. Worship**

###### **a) PRELIMINARY DUTIES:**

1) The Head Usher is responsible for ensuring that the proper environment exists in the church during morning services to allow the congregation to worship without distraction or disruption. His/her responsibilities include setting up for service before the congregation arrives, supervising the ushers immediately before and during the service, and assisting with cleanup after the service ends.

2) Ushers for each Sunday will be recruited by the Head Usher and/or the Worship Committee.

3) The Head Usher may also be asked by the church office to provide ushers for other services during the month. The Head Usher should recruit from the list of those assisting during the month for these special services.

###### **b) ARRIVING AT THE CHURCH:**

1) Arrive at the church at 10:00 a.m. the first Sunday of the month, thereafter at 10:15. During the first 15 minutes at the church he/she should perform several routine duties to ensure that the worship service is conducted smoothly and with dignity.

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2) Check the heat/AC switches by the chancel doors and the two switches in the balcony at the top of each stairwell. They should already be on.

3) Place some bulletins, including large print ones, on the stands by the doors leading to the interior hallways. Assign ushers to these doors if possible.

c) IN THE NARTHEX:

1) Make sure the lights are on in the Narthex.

2) Make sure that all Narthex exterior and interior doors are unlocked. Exterior doors may be opened/shut at Head Usher's discretion. Interior doors (into the Sanctuary) should be propped open.

3) Check the two restrooms to see that they are tidy and that lights are on. There is a stretcher for emergencies in the men's restroom, and when the AED is installed at least one usher must be familiar with its use.

4) With the new name tag campaign, most ushers have their own name tags. If not, check in the 3 boxes located in the right credenza. Boxes are marked: A-J, K-R, S-Z.

5) Bulletins should be stacked on the left credenza. Scan the bulletin to get familiar with the order of worship. Look for any unusual events scheduled to occur such as: if any organized groups of visitors need to be seated together or if any significant ceremonies are scheduled. If a Baptism is planned, make sure the baptismal font has warm water in it: fill the bowl in the Sacristy, move the font to where the baptism will take place, and put the water-filled bowl back in the font.

6) If ropes or "Reserved" signs are needed for special groups, they can be found in the right credenza in the Narthex.

d) IN THE CHURCH:

1) Walk down the center aisle through the Sanctuary to check the pews for anything unusual or unsightly and observe the appearance of the pulpit/choir portion of the Sanctuary from the viewpoint of the congregation.

2) Make sure Friendship pads are on the center-aisle ends of the pews.

3) Get the brass offering plates from the Sacristy (in individual brown bags) and put them in the window niche in the Narthex.

4) Make sure Sanctuary lights are on (this should be done by custodian). If not, the light switches are located in the north hallway by the stairs leading to the choir loft. Instructions on the panel door are self-explanatory.

5) Place a glass of fresh water in the pulpit.

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6) Turn on the reading lights for the pulpit and lectern using the foot switches underneath each if they are not already on.

7) Check with ministers to see if there will be a special additional collection or if anything needs to be handed out at a congregational meeting.

e) RETURN TO NARTHEX:

1) Return to the Narthex to await the ushering team.

2) Explain to the ushers the details of their duties during the worship service – where to stand, how to distribute bulletins, how and when to show worshipers to seats, how to collect the offering, etc. Assign positions for the offering collection and tell ushers when to return to the Narthex for the offering.

If bulletins are running low, ask families to share.

3) If necessary, station one usher halfway down the center aisle to locate seats as the church begins to fill.

4) Shut the Sanctuary doors at 11:00 a.m. Shut the exterior front doors no later than 11:10 a.m. Doors should remain closed during the service.

f) DURING THE SERVICE:

1) Tell ushers to seat worshipers at the times indicated in the bulletin, if necessary.

2) Remain in the Narthex 15 minutes after the service starts to give latecomers bulletins, to seat them if necessary, and to handle emergencies.

3) In the most inconspicuous way, count the people in the congregation (staff is not included) and record the number on the form on the glass-topped cabinet. Counting from the balcony provides a better view for an accurate count.

4) At the time of the offering, ushers should already be lined up in the Narthex. The minister invites the ushers to come forward to collect the offering. Ushers go directly to their positions and start collecting the offering. They meet in the middle of the Sanctuary in each aisle and walk back to the Narthex at the same time. Balcony ushers come down to the Narthex when they have finished. At the start of the Doxology, two ushers walk up the center aisle with two offering plates filled with the entire collection and place the offering on the Communion table. On Communion Sunday, the two ushers walk with the offering plates to the front and hold them up (as they're offering them to God). They then walk back down the aisle with the offering and place the plates inside the glass-topped cabinet for the head of Finance Committee to retrieve after the service. The ushers may then return to their seats unless there is Communion by intinction.

5) During Communion by intinction, ushers will be needed to guide the congregation to the stations by having each pew stand at the appropriate time.

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6) After the pronouncement of the benediction, as the choir ends its choral response, open the middle interior Narthex doors, and the middle exterior doors (except in extremely cold weather) and prop open the two side interior Narthex doors.

g) AFTER THE SERVICE:

1) Close exterior doors.

2) All ushers help collect bulletins from seats and book racks; return hymnals, Bibles, and pencils to book racks; pick up any trash, etc. Return the Sanctuary, balcony, and chancel to good order.

3) All ushers help collect the filled-out sheets in the Friendship pads. Take them and the attendance count sheet to the Executive Secretary's office.

4) Return offering plates to the Sacristy and put each one in a cloth bag. If Finance Committee has not collected the offering, make sure it is put into a bank bag located outside the Financial Secretary's office, with a note indicating it is from the 11:00 service, and dropped through the slot in that door.

5) Turn off all lights in the Sanctuary as well as the 4 switches to the heating/AC system.

**THANK YOU FOR SERVING GOD IN WORSHIP BY PERFORMING THESE VERY IMPORTANT DUTIES!**

*Revised November 2003, Reviewed January 2005, Revised March 2007*

## **II. PROCEDURES FOR SUNDAY OFFERING**

a) Each service should be kept and counted separately.

b) Head Usher for the 8:15 am service should take the offering to the Financial Secretary's office and put the money in a zippered bank bag located on the ledge the the left of her door. Please place a note in the bag telling which service this is from. Place the bank bag through the slot in the door.

c) Head Usher for the Contemporary service should follow the same procedure as b) above.

d) Head Usher for the 11:00 am service should follow the same procedure as b) above, unless someone from the Finance Committee comes the pick up the offering.

e) The Finance Committee member or their designee will retrieve the bank bags from the Financial Secretary's office and count the money for each service separately.

f) Upon completion of the counting process, please return the still separated money to the appropriate bank bag and put all three or them through the slot in the Financial Secretary's door.

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- 5) Place a glass of water in the pulpit. Light the two candles.
- 6) Get two wooden offering plates from the Sacristy and take to the Narthex.
- 7) On your way to the Narthex, make sure Friendship pads are in place at the end of the pews at center aisle.
- 8) Make sure all narthex exterior doors are unlocked. Exterior doors may be opened/shut at ushers' discretion.
- 9) Check both bathrooms to see that they are tidy and that lights are on. There is a stretcher for emergencies in the men's bathroom. When the AED is purchased, at least one usher must be familiar with its use.
- 10) Rope off the back 10 pews on each side of the Sanctuary (so more people will sit towards the front). Red ropes are in the right credenza in the Narthex. Usually only 2 ushers are needed even with people sitting on both sides.
- 11) Bulletins should be on the left credenza in the Narthex. Review bulletin to get familiar with the order of the service.
- 12) Give a bulletin to people as they come for worship.
- 13) During worship, count the people in the congregation and write the number on the attendance form found in the glass-topped cabinet in the Narthex.
- 14) After reviewing the bulletin, decide when the best time is to go to the Narthex to be ready to collect the offering. The minister invites the ushers to come forward to collect. At the beginning of the Doxology, 2 ushers walk up the center aisle again with two offering plates containing the offering and place them on the Communion table. If Communion is celebrated, hold the offering up (as you're offering it to God) and walk back down the aisle with it.
- 15) After the pronouncement of the benediction, as the choir ends its choral response, open the middle interior Narthex doors and the middle exterior doors (except in extremely cold weather).

b) AFTER THE SERVICE:

- 1) Clean up sanctuary: pick up trash, put hymnals and Bibles back in slots, put leftover bulletins into recycling containers. Extinguish the candles. Friendship pads will be collected after the 11:00 service.
- 2) Put attendance form on top of glass-topped cabinet for 11:00 count.

3) Take the offering to the Financial secretary's office and put the money in a zippered bank bag located on ledge to left of her door. Please put a note in bag indicating from which service the money was collected. Place the bank bag through the slot in the door. Return offering plates to the Sacristy.

4) Close all doors to church, but don't lock them. Leave lights and heat/AC on.

*Reviewed January 2005, Revised: February 2007*

## 2. Procedures for Counters

Refer to Chapter IV, Organization and Structure, Section D. and the description of the Finance Committee; for the detailed procedures for counting and safekeeping the offering.

*Reviewed January 2005, Revised May 2007*

## 3. Procedures for Soundpersons

### TRAINING

The sanctuary sound system is very complicated, with many modifiable settings. It is easy to use, so long as those settings are not changed. It is appropriate to modify some of those settings to adjust the system during a service, and to meet the special needs of certain services. However, in a few moments of playing with other settings it is possible to make the system unusable, so that even a skilled technician could require hours of work to restore it to the normal state. **Therefore, it is important that anyone who uses the sound system be trained, and that even trained individuals not attempt to modify settings on which they have not been trained.** To this end, the Worship Committee will appoint and recognize one Principal Sound Person to be responsible for training in the use of the sound system and to maintain a list of trained individuals. A copy of the list, including contact information for each of the individuals on it, shall be posted in the church office.

Anyone who organizes an event that takes place in the sanctuary and requires use of the sound system is responsible for contacting one of the people on the list of individuals trained to use the sound system, to operate the system for that event.

### WARNINGS

1. When not in use, the sound system control console and equipment rack should have their covers closed and locked.
2. Individuals who may be familiar with sound systems used for multi-track music studio recording or live rock performances should not assume that the knowledge or techniques transfer directly to this sound system, which is tuned to the acoustics of the sanctuary.
3. If you need to modify and save settings, create a new scene memory entry of your own. Do not modify the saved settings of a scene that was saved by someone else unless you first coordinate with the Principal Sound Person.

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4. As a rule, do not unplug or re-plug any of the cables, or modify any control setting that cannot be restored using the scene memory recall feature. If you absolutely must make such a change, be sure to write down what you changed, and when you are done return the system to the state in which you found it. If you believe such a change should be made on a permanent basis, suggest it to the Principal Sound Person.

### **SUNDAY WORSHIP SOUND PERSON DUTIES**

The Worship Committee will select a Sound Person for each month, for each service, from a special list of trained individuals. If the Sound Person for a month is unable to serve on a given date she/he is responsible for arranging a substitute from the list of trained sound people.

The normal responsibilities of the Sound Person for a worship service are described below. Items marked with asterisk (\*) only need to be performed for the principal service, usually at 11:00 AM, not for the 8:30 AM service.

- a) Activate and monitor the sanctuary public address systems.
- b)\* Record the entire service.

### **BY 30 MINUTES BEFORE SERVICE**

- 1)\* Pick up a new tape cartridge from the church office.
- 2) Check the bulletin for special audio needs, such as microphones for instrumentalists and the hand-held wireless mike.
- 3) Power up the system, and check that all needed microphones are live. If necessary, plug in any mikes that are found to be disconnected.

3) Check the control panel settings. Restore them, if necessary, using the scene memory. Check the pilot lights of all the components on the rack to the left of the console, including the recorder, the base units of the wireless microphones, and the individual hearing assistance system, to make sure they are powered on and operational.

### **BEFORE ORGAN PRELUDE**

1)\* Start recorder and record entire service. **BE SURE THE TAPE IS RUNNING!** Check the record level light or meter. The entire service will not fit on a single side of a cassette. The recorder can be set to automatically reverse direction when it gets to the end of one side, but there will be a gap in the recording. This can be avoided by manually reversing direction at a convenient point, such as during a hymn. Stop recording after the postlude.

2) Monitor and adjust the sound volume throughout the service. Activate and deactivate microphones as necessary to follow the principal sound source and eliminate distracting sources. In particular, watch out for individuals using wireless microphones who forget to deactivate the mike at their end when they finish their speeches. Be sure to activate the overhead sanctuary mikes during the hymns.

### **AFTER POSTLUDE**



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- 1) Power down the sound system. Close the console and rack covers, and lock them.
- 2)\* Mark the date on the tape and return it to the church office.

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#### **4. Sunday Set-up for Contemporary Worship Service**

Time: Leave home at 7:30 am for enough time to pick up refreshments, set-up, etc.

Refreshments: Pick up doughnuts, donut holes, pound cake or something sweet for fellowship after the service on the way to church. Also, bring juice if you can.

Set-up: When you arrive at the Fellowship Hall, turn on all lights (on the back wall), start the coffee in the kitchen. Generally, make 2 pots regular, 2 pots decaffeinated. Sugar, creamer and cups are in the cabinet under the coffee pots and the cabinet closest to the door. Napkins are in the cabinet across from this one, if they are not in the basket on top of the counter. Serve coffee after service on drop down shelf across doorway. Keep doors to kitchen closed until after benediction and then throw them open. Have everything set up by 8:15 am. Praise band and chorus practice at 8:00 am and need some coffee or juice when they break before service.

Sacristy: Go to the Sacristy room for the materials for the Communion Table. Set up Communion Table centered in front of the stage, about 3 feet from stage. Use a 4 foot folding table – adjust the legs to maximum height.

For Communion Table: Use blue burlap cloths in Sacristy room on hangers. They are too long and you have to drape one on top of the other to go to the floor and then just tuck the ends under. On top, use the bamboo runners and they go to the floor on either side. Place the small marble cross in the middle with the brown plate and chalice on either side. (During Lent, one of the Co-DCE's will use the blue chalice and plate and will have wine in the blue pitcher and bread for the plate in remembrance of the Lord's Supper).

Set up Baptismal font to the left of the door as people enter. Use black wooden pedestal stand. Brown artists bowl for Baptismal font is on the shelf in Sacristy room. Add 1 pitcher water. Bring in one of the Asparagus ferns outside side door and put at the base of the stand.

Welcome Table: Ensure that the welcome table is pulled out at a good angle for worshippers to see and to pick up materials as they enter. Ensure there are adequate church brochures, Stephen Ministry, children's worship, etc, on the table. The church office will already have placed these on the table for the ushers and greeters to use. There should be a basket of crayons on the table for children.

Ushers: Make sure to have 3-4 wooden plates on the back row for ushers. If not on the welcome table, will be in the Sacristy room. Pencils and friendship pads are in the drawers of the table. Place pencils in the back of every other chair. Ensure there is a friendship pad at the end of every row. The ushers should do this if they are there early enough. If they are

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late, you do it. Remind ushers to be very welcoming and remind ushers to take a count of those attending about the time of the offering. Ask ushers to take up Friendship pads and remove the sheets where anyone has signed in. Ensure any guest names go to the office. Place pads back in the center drawer.

Breakdown: Turn off coffee pot and rinse pots and hang on rack. Empty Baptismal font. Put stand on side of console. Hang cloths back on the big hangers and put in the Sacristy room. Put plants back outside. Put bowl on shelf along with plate and chalice. Just put my folding table in the Sacristy room and I'll get it there the first of the week. The folding table is temporary as we have a permanent beautiful wooden Communion table built.

*Established February 2007*

## **B. FLOWERS**

### **FLOWER MINISTRY**

The flowers which are placed in the sanctuary for Sunday worship are afterwards divided into a number of smaller arrangements. One arrangement is placed in the Sanctuary for Vespers (during the year when this service is held) then moved on Monday to the Executive Secretary's office. A smaller one, usually in a vase, is placed on the volunteer desk in the reception office area. The rest are arranged in recycled containers to be taken to church members who are in or have recently been in the hospital, to members ill at home, in nursing homes or at Westminster Oaks. Check with the Church Administrator as to who might be in need of flowers. Individuals giving flowers as memorials may wish to take some or all of the flowers after the service. They need to make this clear at the time they make scheduling arrangements with the secretary.

Poinsettias in pots at Christmas and Easter lilies are taken by members of the Diaconate and delivered to recipients on the list of ill or shut-in persons which can be obtained by the Membership secretary.

The flowers are taken apart and made into a number of small arrangements by volunteers (Linda Shelly 894-8554; Vicki Weber 385-8152). Judy Branch has also helped in the past. This is usually done on Sunday afternoon. Nell Long usually delivers flowers on Monday to members in need. Names can be obtained from the hospital board or ministers on a weekly basis. Delivery persons need to keep track of who the flowers are delivered to and report back to the office as to the condition of the recipient.

The flowers for delivery outside of the church are placed in used two-liter bottles that are cut down so that the containers do no need to be returned to the church.

If delivering to a hospital or nursing home, it is wise to leave card of some kind to let the individuals know who brought them.

*Revised May 2005*

### **SANCTUARY FLOWER POLICIES & PROCEDURES**

Arranging flowers or greenery for the sanctuary is a service and an act of worship. They are symbols of the world which God has created and an aid to worship. We offer them, in all their variety, in praise of God and to His Glory.

I. It is the responsibility of the Sacristy Committee to have appropriate floral arrangements in place for every worship service. The Sacristy Chair is a member of the Worship Committee.

II. The Sacristy Coordinator for each month will contact the sacristans for the month with information regarding wedding or other special flowers and dates.

A. The flower schedule is kept by the Executive Secretary who schedules all weddings and receives the requests for placing of memorial/commemorative flowers.

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1. The Church Administrator will obtain the following information from the donor:

- a. Name of donor, honoree, message, and i.e. “In memory of or thanksgiving for.”
- b. Date desired.
- c. Get information regarding the distribution of flowers after the service?
- d. Name and phone of florist if needed.
- e. Pastoral Secretary will print memorial in the bulletin.
- f. Type and placement of arrangements (see III).

2. Floral arrangements may be supplied by florist as per donor or arranged by the sacristan. If flowers are arranged by a sacristan, a minimum donation of \$100 will be required for two arrangements or \$50 for one arrangement. Larger donations to the flower fund may be accepted.

B. Lists of both those who will do arrangements and those who have plant materials available in their yard may be obtained from the Sacristy chair.

C. The Church Administrator will contact the Sacristan assigned to that particular Sunday and will confirm date with donor two weeks prior to the service.

### III. Type and Placement of Floral Arrangements

A. Two arrangements of fresh flowers or greenery that are a minimum of 21/2 feet tall are especially nice and appreciated. These will be placed on pedestals on either side of the Communion Table. If one arrangement is done, it will be placed on a stand in front of the choir rail and behind the Communion Table. **This stand must be at least 12” from rail** so that the Choir Director will not bump into the flowers.

B. Home grown flowers or greenery are normally preferred to avoid the cost of florist flowers. Large ferns are quite acceptable. Contact the flower coordinator if you have difficulty obtaining flowers.

C. Work space and clean up: when arranging flowers at church, each person should thoroughly clean up when finished.

*Revised April 26, 2005*

## **C. FUNERALS**

### **FUNERALS SERVICE OF WITNESS TO THE RESURRECTION**

The central doctrine of the Christian faith is the resurrection. Christians should seek to make the occasion of death a time in which they reaffirm with joy the hope of the gospel.

When a death has occurred the minister should be notified immediately. If the minister is not available, then one or more of the elders should be called to serve until the minister arrives.

Christian methods of disposition of the body are interment, cremation, or donation for medical purposes. In the case of interment, ostentation and undue expense are to be avoided in the choice of a casket, flowers, and other appointments. Only two floral arrangements are used in the sanctuary of Faith Presbyterian Church.

The minister and others who may be properly invited to participate shall be in sole charge of the service.

Because the proper object of the service is the worship of God and the consolation of the living, it follows that the body of the deceased is not necessary to the service. The casket, if it be present during the service, shall be closed at all times. A pall to cover the casket in lieu of a floral spray is available through the Executive Secretary.

The service may be held before or after the committal of the body. The Christian service of witness to the resurrection shall be considered complete in itself, and another hour and place should be appointed for any fraternal or civic rite.

The service should be conducted with dignity. Emphasis should be placed upon the readings of Scripture for the declaration of the Christian hope, and any further readings or music should be carefully scrutinized to assure that they are consistent with the biblical affirmations of God's power over death. As an expression of their common faith, it is appropriate that those assembled join in the singing of hymns which declare belief in the life everlasting. A sermon may be preached which likewise bears testimony to the hope and promises set forth in Scripture. Thanks may be offered for the God-given life of the one who has died and intercession for family members and other loved ones who grieve.

The Christian service of committal should be conducted with dignity and brevity, in the immediate presence of the members and friends of the family of the deceased. Words of Scripture, prayer, and a blessing are sufficient.

*Reviewed May 2005*

## D. WEDDINGS

### WEDDINGS SERVICES OF CHRISTIAN MARRIAGE

In the Christian faith a wedding is more than a social or legal contract. It is an act of worship in which two people, traditionally a man and a woman, pledge themselves to each other in a sacred covenant. According to THE BOOK OF ORDER:

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, 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.

If they meet the requirements of the civil jurisdiction in which they intend to marry, a couple may request that a service of Christian marriage be conducted by a teaching elder in the Presbyterian Church (U.S.A.), who is authorized, though not required, to act as an agent of the civil jurisdiction in recording the marriage contract. A couple requesting a service of Christian marriage shall receive instruction from the teaching elder, who may agree to the couple's request only if, in the judgment of the teaching elder, the couple demonstrate sufficient understanding of the nature of the marriage covenant and commitment to living their lives together according to its values. In making this decision, the teaching elder may seek the counsel of the [Worship & Music Committee and the] Session, which has authority to permit or deny the use of church property for a marriage service.

The marriage service shall be conducted in a manner appropriate to this covenant and to the forms of Reformed worship, under the direction of the teaching elder and the supervision of the [Worship & Music Committee and the] Session. In a service of marriage, the couple marry each other by exchanging mutual promises. The teaching elder witnesses the couple's promises and pronounces God's blessing upon their union. The community of faith pledges to support the couple in upholding their promises; prayers may be offered for the couple, for the communities that support them, and for all who seek to live in faithfulness.

Nothing herein shall compel a teaching elder to perform nor compel [the Worship & Music Committee or] a session to authorize the use of church property for a marriage service that the teaching elder or Session believes is contrary to

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the teaching elder's or the Session's discernment of the Holy Spirit and their understanding of the Word of God.

1. General

All persons requesting marriage in Faith Presbyterian Church shall first arrange for a pre-marital conference with one of the teaching elders, regardless of who is going to officiate at the service. At this time, the date for the service shall be agreed upon and entered on the church calendar.

Weddings are to be performed by one of the staff teaching elders. After discussing the matter, one of our teaching elders may invite another minister to officiate or take part if the wedding couple so desires.

The teaching elder will talk with the couple prior to the couple's asking a person to direct the wedding and the wedding rehearsal. It is understood that the teaching elder is solely responsible for the conduct of the wedding service.

All requests for a marriage service in Faith Presbyterian Church Sanctuary, Fellowship Hall, Parlor or other facility shall go to the teaching elder, Worship & Music Committee and the Session of the church for authorization. Before the wedding date is set, it must be approved by the teaching elder, Worship & Music Committee, and the Session. If the teaching elder of Faith Presbyterian Church recommends the marriage take place, this recommendation is sent to the Session for action.

2. Use of the Sanctuary

The charge for use of the church sanctuary by church members and their families is \$400.00.

The wedding parties will be responsible for the order of the church property for the next service. This is particularly applicable for a wedding that is held on Saturday.

All properties of florists, caterers, or other persons employed to assist with the wedding shall be removed immediately after the wedding. Especially is this important for Saturday weddings.

3. Decorations

The sanctuary is designed so that a minimum of flowers and greenery is needed.

No flowers shall be placed on the communion table.

Flowers from a Saturday wedding in the sanctuary must be left for Sunday worship services.

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NO wax candles can be used. The church will make available candles and candelabra. No greenery can be placed on the church candelabra. (See Wedding Information form).

Also available for your use are:

Two (2) seven branched brass floor candelabra  
Two (2) seven branched brass railing candelabra  
Two (2) brass candle lighters/snuffers  
Two (2) brass urn-shaped containers for flowers  
Two (2) tall brass straight containers for flowers  
Two (2) pairs (4) of wooden pedestals (two different heights)  
Two (2) pottery urns for flowers  
kneeling bench  
linen kneeling bench cover trimmed with off-white lace

Sacristy Committee church members are available to help suggest ways in which the sanctuary can be decorated simply and appropriately should you need assistance. Members of this committee have access to the above church properties which are available to you. Ask the teaching elder or church secretary for a schedule indicating the person to assist you on a given date.

Aisle cloths are not necessary on a carpeted floor.

No tacks, nails, pins, screws, or any other object shall be driven into walls, floors, pews, or other furnishings. The use of tape should be avoided except for tape which is harmless to wood or paint finishes.

No rice shall be thrown in the buildings or on the steps of the buildings. It creates a safety hazard especially on steps. Departures are encouraged across grass areas where throwing of bird seed is favored instead of the traditional rice.

4. Music

After the first consultation with the church staff, the wedding couple shall immediately contact the Director of Music to discuss the wedding music. The church organist should then be secured. However, if the church organist does not play for the wedding, both the substitute organist and the proposed music shall be discussed with the Director of Music as soon as possible.

A set stipend shall be paid to the church organist who is a professional musician. Since a church wedding is a service of worship, the music shall be fitting for the worship of God. The organist will be glad to make appropriate suggestions and to discuss special requests for music.

5. Receptions

Fees shall be charged for the use of the Fellowship Hall.



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Refreshments at receptions shall have no alcoholic content.

6. Photographs

The photographer shall consult with the teaching elder no later than fifteen minutes prior to the service regarding procedures for the taking of photographs. Because the wedding service is a service of worship, no photographs will be permitted inside the sanctuary during the processional, recessional, or worship service. The photographer may not meet the couple in the aisle either during the processional, recessional, or worship service. Time exposures requiring no flash or distracting noises may be set up in the balcony. Also, an unmanned camera may be placed in a concealed position in the chancel.

Immediately after the service, the wedding party may return for the taking of pictures.

7. Dressing Facilities

A small dressing room with full-length mirror and adjoining bathroom is available for use by one member of the wedding couple, traditionally the bride and her attendants, prior to the wedding. The room is to the right off the narthex and can be reached either through the front doors or the side door to the sanctuary opposite the Fellowship Hall. (If more room is needed for larger wedding parties requiring more room for dressing, etc., the Katherine Gramling Memorial Parlor is available).

8. Sexton's Services

The church sexton shall be employed to clean up the sanctuary and/or Fellowship Hall and parlor after all weddings, for which there are set fees.

*Reviewed January 2005, Revised May 2005, Reviewed March 2007, Revised May 2015*

## **E. PROCEDURE FOR SPECIAL WORSHIP SERVICES**

### **Advent**

Advent candle-lighters will be recruited by Teaching Elder and the Advent wreath will be arranged by the Sacristy Committee.

Four Weeks of Advent is sponsored by the Faith Sacred Arts Festival. Normally this would include, but is not limited to the following events:

#### \*Candlelight Service of Lessons and Carols

- Candles (pew clamp-ons; 18 candles for chancel area; 9 per side, using church candelabras and single candleholders; hand-held candles for choirs; luminaries for front steps; 2 brass candlelighters)

Worship Committee will be responsible for:

- Four ushers to distribute bulletins, seat latecomers, and arrange sanctuary lighting with Director of Music
- Set up and operate sound and recording equipment

#### \*Special Christmas Concert

- Any special set-up (.e.g. moving communion table) be coordinated with Director of Music

Worship Committee will be responsible for:

- Four ushers to distribute bulletins, seat latecomers, and arrange sanctuary lighting with Director of Music
- Set up and operate sound and recording equipment

#### \*Christmas Joy Offering Program

- Six ushers to distribute bulletins, seat latecomers, collect offering.
- Ushers arrange with Director of Music for number of reserved pews for choirs and sanctuary lighting.
- Set up and operate sound and recording equipment.
- Arrangements for reception following program

#### \*Community Messiah Sing-Along

Co-sponsored by Tallahassee Music Guild, which is responsible for all arrangements, coordinated through the Director of Music.

#### \*Church-wide Christmas Caroling

- Coordinating arrangements for caroling with music staff.
- Providing refreshments following the caroling.

### ADVENT PRAYER SERVICES

Wednesday mornings during Advent, time TBA. Logistics coordinated by church staff.

\* Nursery needed (provided by Nursery Coordinator)

### **Christmas**

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\*Christmas Eve Services (7:00 pm, 9:00 pm, and 11:00 pm)

- Decorating sanctuary, arranging Advent wreath, placing candles and candelabras
- Ten ushers to distribute bulletins, seat late-comers, collect offering, and arrange sanctuary lighting with church staff. Head usher will coordinate candle-lighting with church staff prior to Christmas Eve.
- Moving communion table to floor and setting up for communion, returning the communion table to original position after the service.

\*Christmas

A special Christmas Day service normally is not held unless Christmas Day falls on a Sunday, in which case it is handled with normal Sunday morning worship procedures.

**Lent**

Lenten Mid-Week Prayer Services

Held on Wednesdays with logistics coordinated by church staff. Time TBA.

\*Palm Sunday

Music Department will work with Children and Families Committee in planning children's role in worship.

\*Maundy Thursday

- Moving communion table to floor and setting up for communion (returning communion table after the service)
- Draping the cross with black cloth (undraping the cross after the service)
- "Christ Candle" (long white taper) and single candlestick placed on one of the flower/plant stands
- Four ushers to distribute bulletins, seat latecomers, arrange sanctuary lighting and lighting of Christ Candle with church staff

**Easter**

Sunrise Service

- Designating location of service
- Ensuring sprinkler system is turned off the day before

\* Nursery Needed

- Four ushers who will arrive at least one hour before service to set up 200-250 chairs, place portable lectern with speaker system, distribute bulletins, return chairs, and lectern from whence they came, and move wooden cross to the sanctuary.
- Designate person(s) to provide wooden cross and flowers to decorate it.

\*Easter Worship Service(s)

- Ushers who will set up extra chairs in aisles and in narthex, distribute bulletins, collect offering, and seat latecomers
- Dismantling cross and storing it in the flower room after the 11:00 service.

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During the year there are Sunday morning worship services which do require special arrangements/set-up by the Worship Committee. These include but are not limited to the following:

Communion Sundays

Reserve front pews on both sides for elders.  
Move communion table down and replace to original position after service.

Baptism Sundays

Fill and place font in front of lectern.  
Reserve 2 pews in front of lectern for family/friends.

Children/Youth Sundays

Check with staff to see if reserved pews are needed.

Baccalaureate Sunday

Normally the Sunday before graduation.  
Reserve first 3 rows of pews on pulpit side.

Ordination/Installation of Officers

Check with staff for any needed reserved pews.

Boy Scout/Girl Scout Sundays

Reserve 3 rows of pews on pulpit side.

New Member Sundays

Reserve 3 rows of pews on lectern side.

Stewardship/Time & Talent Sundays

Ushers place stewardship cards or Time & Talent commitment forms in pew racks.

\* Nursery Needed

Other special services held during the year are:

\*Thanksgiving (occasionally)

Check with staff about any arrangements needed

College Sunday (first Sunday after Christmas).

Any special arrangements for these and other services will be coordinated by staff with Worship Committee.

**\*Faith Sacred Arts Festival Events (other than Advent Services)**

- Set up and operate sound and recording equipment
- One usher to distribute programs, seat latecomers, place donation box in narthex (and return to Director of Music), coordinate sanctuary lighting with Director of Music
- Open Arts Program

\* Nursery Needed

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NOTE: To arrange for nursery care, the Worship Committee will provide a list to the Nursery Coordinator of dates when needed.

*Revised August, 2001, Reviewed January 2005, Reviewed March 2007*

## **F. POLICY ON THE SACRAMENT OF BAPTISM**

The mystery of God’s grace and glory is unfathomable and we stand in awe and worship His grace. Baptism is the sign and symbol of inclusion in God’s grace and covenant with the Church (W-2.3004) Baptism, the sign and seal of incorporation into Christ, is one of two Sacraments of our church along with the Lord’s Supper or Eucharist. In Baptism, we participate in Jesus’ death and resurrection and die to what separates us from God and are raised to newness of life in Christ (W-2.3002).

### **Policy**

In compassion, love and a desire to inform, the policy of Faith Presbyterian Church on the Sacrament of Baptism affirms the doctrines and policies of our denomination, the Presbyterian Church, USA, as outlined in the Book of Confessions and the Book of Order. The following sections are listed or quoted to assist those individuals requesting baptism for either themselves or members of their family.

We ask that all individuals who request Baptism for themselves or their children be given a copy of the pertinent parts of the Book of Order on Baptism, and we ask that they prayerfully read the Book of Order sections in preparation before participating in this Blessed Sacrament. The sections of the Book of Order relating to Baptism include: W-2.3000 through W-2.3014 as well as other references in the two volumes of the Constitution of the Presbyterian Church (USA) known as the Book of Confessions and the Book of Order.

Requests for Baptism will go to the Session of the church for authorization. If any request for Baptism does not fall within the policies of the Church as outlined in the Book of Order, the request will be referred to the Worship Committee and to the Session for prayerful review and action.

### **Baptism**

“Baptism enacts and seals what the Word proclaims: God’s redeeming grace offered to all people. Baptism is God’s gift of grace and also God’s summons to respond to that grace. Baptism calls to repentance, to faithfulness, and to discipleship. Baptism gives the church its identity and commissions the church for ministry to the world (W-2.3006).”

“Baptism signifies the beginning of life in Christ, not its completion. God’s grace works steadily, calling to repentance and newness of life. God’s faithfulness needs no renewal. Human faithfulness to God needs repeated renewal. Baptism calls for decision at every subsequent stage of life’s way, both for those whose Baptism attends their profession of faith and for those who are nurtured from childhood within the family of faith (W-2.3007).”

“One Baptism  
Its Meaning

a. Both believers and their children are included in God’s covenant love. Children of believers are to be baptized without undue delay, but without undue haste. Baptism, whether

administered to those who profess their faith or to those presented for Baptism as children, is one and the same Sacrament.

Children

b. The Baptism of children witnesses to the truth that God's love claims people before they are able to respond in faith.

Adults

c. The Baptism of those who enter the covenant upon their own profession of faith witnesses to the truth of God's gift of grace calls for fulfillment in a response of faithfulness."

W-2.3008

### **Responsibilities**

Parental responsibility is outlined in W-2.3014. "When a child is presented for Baptism, ordinarily the parent(s) or one(s) rightly exercising parental responsibility shall be an active member of the congregation. Those presenting children for Baptism shall promise to provide nurture and guidance within the community of faith until the child is ready to make a personal profession of faith and assume the responsibility of active church membership. (W-4.2002; W-4.2003) The session may also consider a request for the baptism of a child from a Christian parent who is an active member of another congregation. If the session approves such a request, it shall consult with the governing body of the other congregation and shall notify them when the Sacrament has been administered."

Part of the Session's responsibilities for Baptism include "encouraging parents to present their children for Baptism, reminding them that children of believers are to be baptized without undue haste, but without undue delay, and authorizing the Baptism of those presented (W-2.3012)..."

The Church as a whole also has the specific responsibility for "nurturing the baptized person in the Christian life."

### **Vows Declared**

It is very important for those who request baptism for themselves or a child to know and understand the vows that they will make in this Sacrament. Section W-3.3602 on Baptism provides the vows that will be made both by individuals for themselves, or for their children as well as the congregation. This part states "The Sacrament of Baptism, the sign and seal of God's grace and our response, is the foundational recognition of Christian commitment." After the minister has proclaimed the word and explained the biblical meaning of Baptism, the following responsibilities will be read and the specific vows will be made.

"Those desiring the Sacrament of Baptism for their children or for themselves shall make vows that:

- a) profess their faith in Jesus Christ as Lord and Savior
- b) renounce evil and affirm their reliance on God's grace
- c) declare their intention to participate actively and responsibly in the worship and mission of the church,
- d) declare their intention to provide for the Christian nurture of their child.

The congregation shall:

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- e) profess its faith using the Apostles' Creed,
- f) voice its support of those baptized,
- g) express its willingness to take responsibility for the nurture of those baptized.”

### **The Great Commission**

Jesus the risen Lord assured his followers of his continuing presence and power and commissioned them “Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything that I have commanded you. And remember, I am with you always to the end of the age” (Matthew 28:19, NRSV).

*Established March 2007*