



FIRST & FRANKLIN PRESBYTERIAN CHURCH
210 W. MADISON STREET
BALTIMORE, MD 21201
410-728-5545
weddings@firstfranklin.org

NON-MEMBER WEDDINGS

YOUR WEDDING

A Christian Marriage

By requesting that marriage ceremony be performed at First & Franklin Presbyterian Church you are asking for a service of worship, and God to bless your marriage. The Book of Order of the Presbyterian Church (USA), requires that:

One of the persons be a professing Christian;

A meeting between the couple and First & Franklin's Wedding Coordinator and Minister of Music take place before final confirmation of the wedding.

The presiding minister will offer the couple options for wording of the service. The couple is welcome to add other readings, and the minister has the final say over the ceremony.

The Session is the governing body of First & Franklin Presbyterian Church. It has final approval over all aspects of ceremony.

The Sanctuary

Our beautiful sanctuary, designed by Norris Starkweather and completed in 1859, it is one of the finest examples of flamboyant gothic architecture in the United States. Recently refurbished, it is air-conditioned and is handicap accessible, although the restroom is not wheelchair accessible. The church can comfortably seat 500 people.

Backus House

Backus House, located next door to the church, is available for the bridal party before the wedding for dressing and photographs. The beautiful house, also designed by Starkweather, features a magnificent spiral staircase. Refurbished in 2005, it is a wonderful setting for wedding photos. The building is not handicap accessible.

Parking

The church has use of a parking lot located off of Howard Street one block away and will issue up to six permits for honored guests, musicians, wedding party, and officiant. Public parking is available on the streets surrounding the church as well as at University of Maryland Medical Center - Midtown Campus garage (one block from the church.)

The church has use of a parking lot located off of Howard Street one block away and will issue up to six permits for honored guests, musicians, wedding party, and officiant. Public parking is available on the streets surrounding the church as well as at University of Maryland Medical Center - Midtown Campus garage (one block from the church.)

Pastor

The Pastor of First & Franklin Church will perform all weddings at the church, or, at his/her discretion and on behalf of the Session, will invite or approve another officiant to preside. Three prenuptial counseling sessions are required by the First & Franklin Pastor, and will be scheduled at agreed upon times. The Pastor must follow his/her conscience in terms of serving as the officiant or declining to do so. In the latter case, the Pastor will discuss his/her decision with the couple in ample time to arrange for another officiant. **See attachment for list of recommended officiants.**

Wedding Coordinator

The Wedding Coordinator's role is to ensure the respectful use of the church and property, and adherence to the guidelines set by the Session. Outside private wedding planners must work with the church's coordinator for all events which take place within church buildings. The Wedding Coordinator shows the Sanctuary, Chapel, and Backus House and acts as a liaison between the Session, Pastor, Minister of Music, church office, and the couple. The Coordinator also will be present at the rehearsal (**45 minute limit**), usually scheduled the day before the wedding, as well as the day of the wedding to work with the florist, photographer, videographer and guest musician(s)/soloist(s). The Coordinator assists the Pastor and wedding party to ensure that the ceremony proceeds in a timely and respectful manner.

Minister of Music & Organist

The Minister of Music will serve as the principal musician for the service and will assist in selecting music that reflects the couple's preferences and upholds the integrity of the service of worship. All outside musicians, including instrumentalists and soloists, require permission from the Minister of Music to participate.

Music

"Music suitable for the marriage service directs attention to God and expresses the faith of the church" (from The Constitution of the Presbyterian Church (USA), W-4.9005). The congregation may join in hymns and other musical forms of praise and prayer. Because a wedding is a service of worship, joyful, reverent and dignified, the liturgical guidelines for music are subject to the same standards as music for any other worship service at First & Franklin Presbyterian Church. The Minister of Music will discuss with you all musical choices and give final approval. **No recorded music will be permitted.**

Communion

Church policy states that if the Sacrament of the Lord's Supper is to be included in a wedding ceremony, the elements must be served to the entire assembly of guests who participate freely as baptized Christians. Communion must be approved by the Session.

Church Membership

If you are not a member of this church, you are welcome to attend services of worship and consider membership in our church family for support and growth in your faith.

Changes or Cancellations

Please notify the church office as soon as possible if there are any changes in the date or time of your wedding. If the wedding is canceled 60 days prior to the scheduled date you will receive a full refund. If later than 60 days, the deposit will be forfeited.

Rehearsal

All rehearsals will be held after 4:00 p.m. **but no later than 5:00 p.m. (a later time or alternative date may be negotiable, if unavoidable)** the day before the wedding for no more than 45 minutes. Punctuality is appreciated. All members of the wedding party, including parents and readers need to attend. Please bring the wedding license to the rehearsal for the minister.

The Wedding Day

The wedding party, including attendants, may dress in the parlor or dining room of Backus House. Please bring wedding dresses/suits to the church the day of the wedding and not before, in the event you select to dress at the church. Because the Pastor's office is on the same floor; wedding parties are asked to notify the Wedding Coordinator well in advance if they intend to use Backus House for dressing.

The party and attendants should be at the church at least 60 minutes prior to the ceremony and may relax in the air-conditioned Reid Memorial Chapel prior to the ceremony. Ushers will normally begin seating guests thirty minutes prior to the wedding, although larger weddings may require additional time for seating. The rule of thumb is one usher for every fifty guests.

Children in the Wedding

Children in the wedding party between the ages of 5 to 10 years may process but may not stand with the wedding party during the service. Children younger than 5 years generally are not encouraged to participate.

Photography and Videography, and Programs

The photographer may take flash photographs during the processional and the recessional. During the service no flash photography may be taken, although photographs may be taken from rear of sanctuary and balcony. The service may also be videotaped as long as natural light is used and the camera is placed on a tripod and is not moved during the service. Please instruct your guests that photography during the service is not allowed, as this distracts from both the purpose and solemnity of the occasion. **See attached diagram of allowable areas for photography prior to and during wedding ceremony. Please share with your photographer.**

All programs must include the following wording: "As this wedding is a service of worship, there may be no photography or videography during the service. I-pads and tablets are prohibited. Thank you for your cooperation."

A draft of the program must be submitted to the First & Franklin wedding coordinator for approval.

Flowers and Decorations

Two fresh floral arrangements are permitted in the sanctuary and may be taken or left for Sunday mornings worship. You may also decorate the ends of the pews with tie on bows or fresh floral decorations. No tacks, nails, clip or tape may be used. All decorations must be in place at least 90 minutes prior to the service, and you will be responsible for their removal within an hour after the ceremony. Note: No aisle runners.

Candles

The Church has a large brass unity candle holder and/or candelabra for your use, as desired. Candles for these must be purchased from First & Franklin.

Rice

Since the church doors empty out onto a busy city sidewalk, no rice or birdseed may be thrown after the ceremony.

Rehearsal Dinners and Receptions

The catered rehearsal dinner or reception may be held in the Reid Chapel or in Backus House, for an additional rental fee. We are able to accommodate 60 people seated or 100 for a stand up buffet. Any use of alcohol must be approved by the Session.

Marriage License

It is the couple's responsibility to obtain a marriage license and to provide proof to the Wedding Coordinator and Pastor.

Other Details

Smoking is not permitted in the church or on the church grounds.

The Session respectfully requests that members of the wedding party refrain from alcoholic beverages prior to the rehearsal and prior to the wedding ceremony.



First & Franklin Presbyterian Church Donation Schedule for Non-Member Weddings

For the Wedding: (No weddings will not be held on Sundays)

Couple's names, date of ceremony: _____

Address: _____

Phone Number: _____

Email: _____

Ceremonial Fees Rehearsal and Service: includes use of Sanctuary for rehearsal & ceremony, Backus House on wedding day, services of Minister of Music, Wedding Coordinator and custodian. \$2,450

Pastor (includes premarital) \$500

Soloist \$200

Receptions/Rehearsal Dinners Backus House Fee available upon request

Reid Chapel Fee available upon request

Note: initial each note to indicate you have read and understand

1. First & Franklin's Minister of Music & Organist must grant permission for any outside musician to participate in the ceremony.

2. In order to schedule a wedding the completed application and a deposit of \$500.00 must be received by the church office. (Note: For cancellations received 60 days prior to the ceremony, a refund for unused services will be made. The deposit will be forfeited for cancellations with less than 60 days' notice.)

3. The balance must be received 60 days in advance of the ceremony; otherwise the date will be removed from the church calendar.

4. The wedding day is allotted four hours; if you need to use the facilities for more than four hours, the additional charge is \$100 per hour or any part thereof.

Make checks payable to: First & Franklin Presbyterian Church Mailing address: 210 West Madison Street Baltimore, MD 21201-4693

Wedding Application

Date of Application: _____

Wedding Date: _____

Time: _____

Number of Guests: _____

Rehearsal Date and Time: *(Must be After 4:00 p.m. Latest appt 5:00 p.m.)* _____

Party One Full name: _____

Birth Date: _____ Religious Affiliation: _____

Residence: _____
(Address) (City) (State) (Zip)

Cell Phone: _____ Other Phone: _____

Email: _____

Names and ages of children (if any):

Mother: _____
(Name) (Phone)

Father: _____
(Name) (Phone)

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Party Two Full name: _____

Birth Date: _____ Religious Affiliation: _____

Residence: _____
(Address) (City) (State) (Zip)

Cell Phone: _____ Other Phone: _____

Email: _____

Names and ages of children (if any):

Mother: _____
(Name) (Phone)

Father: _____
(Name) (Phone)

Couple's future residence:

(Address)

(City)

(State)

(Zip)

Officiating Clergy: _____

(Name)

(Phone)

(email)

Church: _____ Religious Affiliation: _____

(Address)

(City)

(State)

(Zip)

Person of Honor: _____ Best Person: _____

Attendants: _____

Flower Children: _____

Ring Bearers: _____

Musicians and Soloists: _____

Readers: _____

Wedding Planner: _____

(Name)

(Phone)

Photographer: _____

(Name)

(Phone)

Videographer: _____

(Name)

(Phone)

Florist: _____

(Name)

(Phone)

Will flowers be left for Sunday Worship? _____

Time flowers will arrive at church: _____

HOW DID YOU HEAR ABOUT FIRST & FRANKLIN?

WEBSITE ____ WORD OF MOUTH ____ OTHER (*please specify*) _____

I have read and understand all the terms in the booklet and agree thereto.

Signature: _____

Office Use Only

SESSION APPROVED DATE: _____

INITIAL MEETING DATE: _____

Date Deposit received: _____

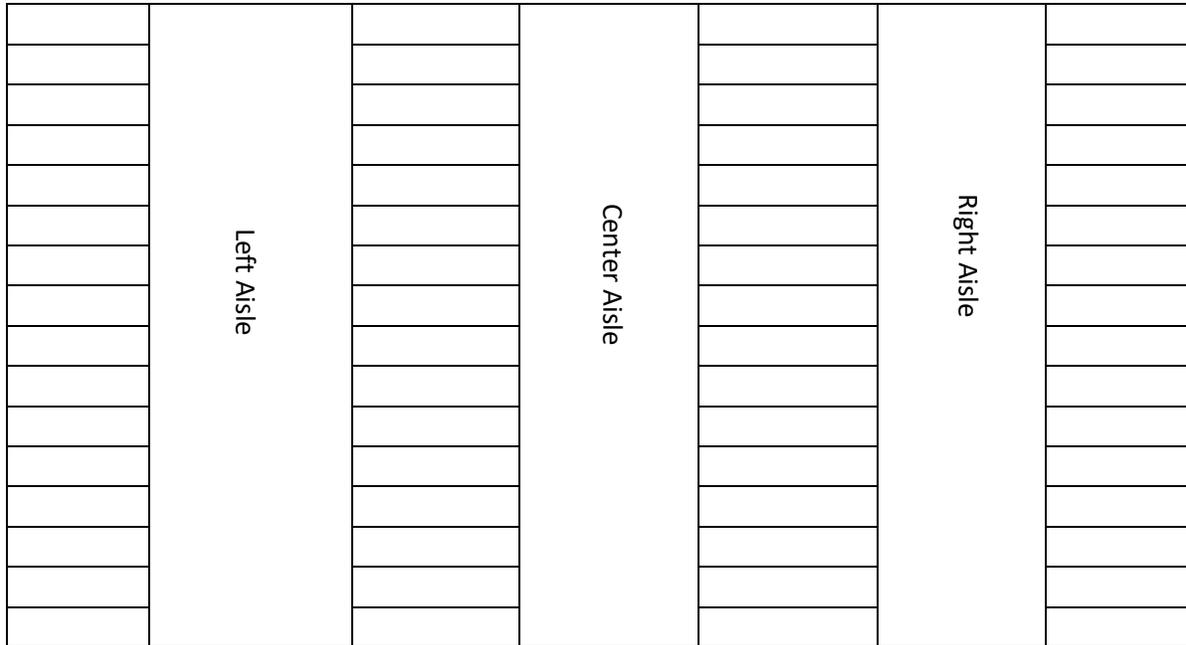
Paid with Check # _____ in the amount of: \$ _____

Balance Due by: (60 days before wedding date): _____

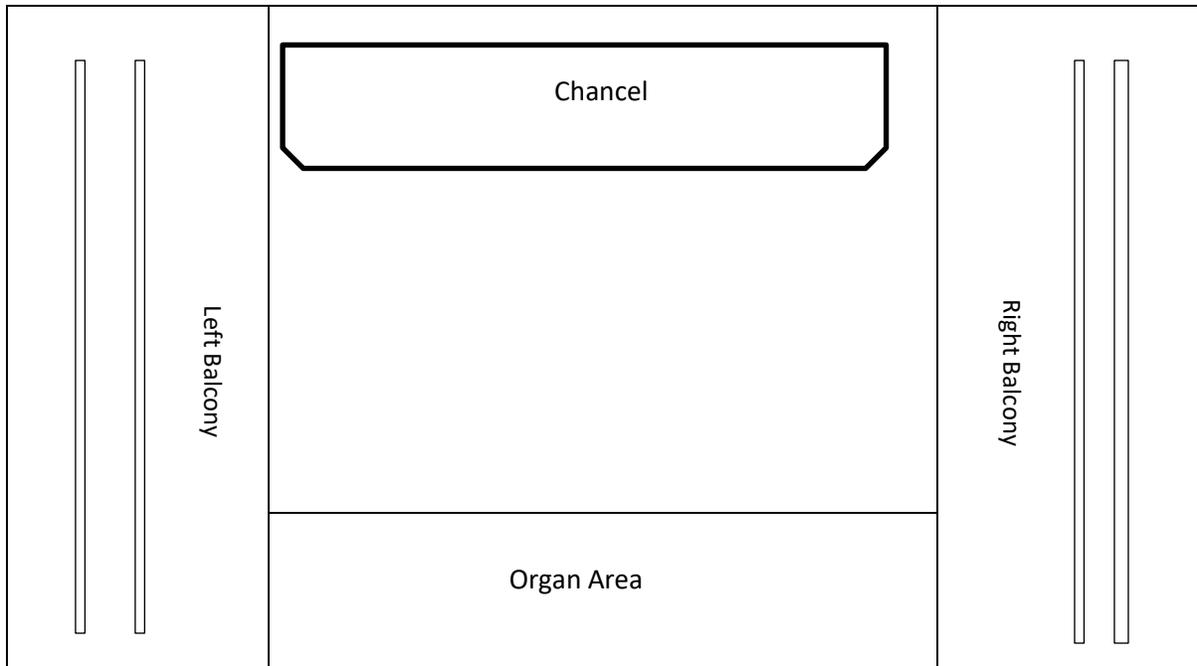
Final Balance \$ _____ Date paid: _____

Miscellaneous Fees: _____
(*Pew Candles, Unity Candles, Candelabras*)

SANCTUARY



Lower Level



Balcony

**See Notes On Back for Photographers –
(Please share Diagram and notes with
photographers)**

Important Notes for Photographers:

1. NO FLASH PHOTOGRAPHY DURING CEREMONY
2. Chancel Area – Off Limits
3. Center Aisle – Off Limits during Ceremony. No restrictions during Processional and Recessional.
4. Right & Left Aisle – No restrictions during ceremony
5. Balcony Area (Left & Right) -- No restrictions during ceremony
6. Organ Area – Off Limits
7. After the Ceremony the Sanctuary is available for pictures

Pastor's Officiant Recommendations:

(Officiant Fee determined between couple and minister)

Rev. John Carlson	410-978-1017
Rev. Rhonda Cooper	410-502-1500
Rev. Jenn DiFrancesco	410-235-4271
Rev. Sarah Diehl	410-382-9800
Rev. Phyllis Felton	443-622-0242
Rev. Steve Hollaway	401-536-4609 <i>(not 410)</i>
Rev. Keith O. Paige	410-916-3642

Revised February 2020