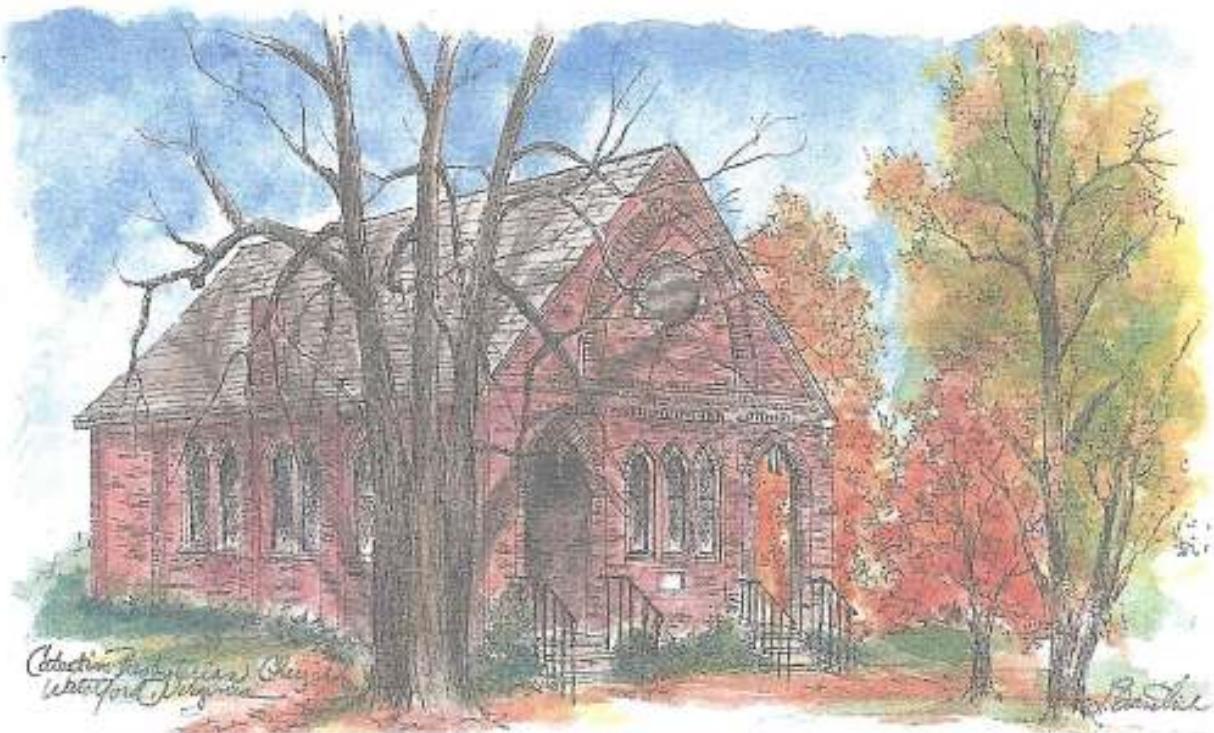


*The Catoctin Presbyterian Church
Waterford, Virginia*

Marriage Service Guide



"For this reason a man shall leave his father and mother and be joined to his wife, and the two shall become one flesh. So they are no longer two, but one flesh. Therefore what God has joined together, let no one separate."

Mark 10:7-9 & Matthew 19:5-6

*Welcome...
And Congratulations.*

We are pleased that you are considering The Catoctin Presbyterian Church as the location for your wedding ceremony.

The Celebration of Christian Marriage is a sacred covenant uniting a man and a woman, making them one in the eyes of God and the community of God.

The Directory of Worship of the Presbyterian Church (U.S.A.) states:

"Marriage is a gift God has given to all humankind for the well-being of the entire human family. Marriage is a civil contract between a woman and a man. For Christians marriage is a covenant through which a man and a woman are called to live out together before God their lives of discipleship. In a service of Christian marriage a lifelong commitment is made by a woman and a man to each other, publicly witnessed and acknowledged by the community of faith."

Because of the religious significance of this important occasion, The Catoctin Presbyterian Church has adopted the attached Marriage Service Guide. This guide is in accordance with Directory of The Book of Order as provided by the Presbyterian Church, USA and is intended to ensure that your wedding is memorable and pleasing in the eyes of God.

Again, our best wishes and congratulations as you approach one of the most important events in your lives.

TABLE OF CONTENTS

1. MARRIAGE INFORMATION	1
1.1 Basic Requirements.....	1
1.2 Form and Order of Service	1
1.3 Officiate(s).....	1
1.4 Director of Music.....	1
1.5 Church Wedding Liaison.....	2
2. THE CHURCH FACILITY	3
2.1 Sanctuary.....	3
2.2 Fellowship Hall.....	3
2.3 Church Exterior	3
2.4 Other Facility Information.....	4
3. WEDDING MUSIC.....	5
4. PHOTOGRAPHY AND VIDEO TAPING.....	6
5. THE REHEARSAL AND WEDDING DAY	7
5.1 The Rehearsal	7
5.2 The Wedding Day	7
6. WEDDING AGREEMENT	8
7. PRE WEDDING WORKSHEET	9
7.1 Wedding Information.....	9
7.2 Wedding Party	9
7.3 Other Participants	10
7.4 Order of Service.....	10
7.5 Music for Service	10
7.6 Other	11
7.7 Post Wedding Contact Information.....	11
8. IMPORTANT NAMES, ADDRESSES & NUMBERS.....	12
9. FREQUENTLY ASKED QUESTIONS (FAQ'S).....	13

1. MARRIAGE INFORMATION

1.1 BASIC REQUIREMENTS

The date of your marriage requires approval by the governing body “session” of The Catoctin Presbyterian Church. The session meets on the second Tuesday of each month. Once approved, this guide will direct you in making preparations for your marriage. Please plan a minimum of three (3) months for all church processes to be concluded.

Certain requirements must be met for marriage in The Catoctin Presbyterian Church.

One or both of the couple:

- Has been baptized in the Christian faith
- Is a professing Christian and preferably an active member of a Christian congregation

The couple is required to:

- Attend premarital counseling sessions with the Minister of The Catoctin Presbyterian Church.

The pre-marital counseling will aid in preparing for your ceremony and future together as a couple. The sessions will focus on such elements as Biblical understandings of marriage, in addition to communication skills, conflict resolution, and issues such as money management, sexuality and the blending of families. The Minister also may refer the couple to another professional for pre-marital counseling.

In addition to meeting with the Minister, you will meet with the Director of Music and Church Wedding Liaison for Weddings. These three individuals will work to make your ceremony at The Catoctin Presbyterian Church memorable.

1.2 FORM AND ORDER OF SERVICE¹

“The service begins with scriptural sentences and a brief statement of purpose. The man and the woman shall declare their intention to enter into Christian marriage and shall exchange vows of love and faithfulness. The service includes appropriate passages of Scripture, which may be interpreted in various forms of proclamation. Prayers shall be offered for the couple, for the communities which support them in this new dimension of discipleship, and for all who seek to live in faithfulness. In the name of the triune God the minister shall declare publicly that the woman and the man are now joined in marriage. A charge may be given. Other actions common to the community and its cultures may appropriately be observed when these actions do not diminish the Christian understanding of marriage. The service concludes with a benediction.”

1.3 OFFICIATE(S)

The Minister of The Catoctin Presbyterian Church will be the officiate. Others may be invited to participate as leaders in the service at the discretion of the Minister².

1.4 DIRECTOR OF MUSIC

The Director of Music will work with you in choosing music that is appropriate for the service of Christian Marriage. Arrangements for other musicians, in addition to or instead of, are to be discussed with and made at the discretion of the Director of Music.

¹ Based on the Directory for Worship in the Book of Order as provided by the Presbyterian Church USA. W-4.9004

² Based on the Directory for Worship in the Book of Order as provided by the Presbyterian Church USA. W-4.9002

1.5 CHURCH WEDDING LIAISON

The Church Wedding Liaison will work with you in understanding and adhering to the policies and procedures of Christian Marriage at The Catoctin Presbyterian Church. A wedding coordinator may be used for activities that do not include The Catoctin Presbyterian church. This person should be made aware of the policies and procedures included in this manual, if necessary.

2. THE CHURCH FACILITY

"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."¹

2.1 SANCTUARY

The Catoctin Presbyterian Church's interior is simple in style with walls a traditional off-white, three pews sections and two aisles. The pew cushions and aisle rugs are golden in color.

2.1.1 Seating

The sanctuary seats 150 people. Reserved seating should be coordinated with the Church Wedding Liaison

2.1.2 Flowers

It is recommended that very few flowers are used. Two white pedestals are available for arrangements and may be placed on either side of the pulpit area. A small table in the vestibule is available for arrangements.

Bows may be placed on the end of the pews. The florists should use clips that will not damage the pews. "Reserved" signs are available and should be requested through the Church Wedding Liaison.

It is the couple's responsibility to have the arrangement(s) removed if they are to be taken to the reception. If the bridal couple desires to leave the arrangement(s) for use by the church, it is greatly appreciated. Please notify the Church Liaison if you intend to leave the arrangement(s).

During major holiday seasons such as Christmas and Easter, the church interior and exterior are decorated appropriately.

Access to the church should be coordinated between the florist and Church Wedding Liaison.

2.1.3 Lighting

The natural beauty of the stained glass windows during the day provide a gentle glow for the ceremony. For evening weddings, the candle wall sconces may be used. If you wish to use the sconces, white candles will be provided. The Church Wedding Liaison will ensure that the candles are lit prior to the service and arrival of guests.

2.2 FELLOWSHIP HALL

The Catoctin Presbyterian Church's fellowship hall is available for a reception. The facility can accommodate 80 people seated.

2.3 CHURCH EXTERIOR

2.3.1 Exterior Decorations

The banisters outside the entrance to the sanctuary may be decorated with garlands and bows.

If there are multiple weddings on the same day, the Church Wedding Liaison will coordinate with all parties on interior and exterior decorations.

¹ From the Directory for Worship in the Book of Order as provided by the Presbyterian Church, USA. W-4.9005

2.3.2 *Parking*

Parking is available in the front and right side of the church. There are four handicap parking spaces in the front. The entry on the left side of the church is available to accommodate physically handicapped guests into the sanctuary and fellowship hall.

Parking is permitted at the Loudoun Mutual Insurance building and/or the Waterford Baptist Church by request. The Church Wedding Liaison can request either or both of these parking areas on your behalf.

2.4 OTHER FACILITY INFORMATION

The sanctuary will be cleaned prior to the ceremony as well as following the photography session.

Restrooms are available in the fellowship hall.

A telephone for outgoing local calls is located in the church's office. If needed, please contact the Church Wedding Liaison.

3. WEDDING MUSIC

"Music suitable for the marriage service directs attention to God and expresses the faith of the church. The congregation may join in hymns and other musical forms of praise and prayer."¹

The Director of Music will meet with you to discuss any selections you may have, as well as suggest music from which you can select. The meeting will take approximately 1 – 2 hours. Additional meetings may be necessary.

If instrumentalist(s) or soloist(s) are desired, the Director of Music can suggest instrumentalists and vocalists available for weddings. The Director of Music will work with the couple on selecting vocal selections that are appropriate for Christian Worship. Rehearsals with instrumentalists and/or soloists will be scheduled, as needed, by the Director of Music.

A program of music will be played prior to the wedding. The processional will begin at the appointed hour. Congregational singing is appropriate and can be used during the service.

Pre-recorded music is prohibited unless the appropriate copyright permission has been obtained.

Final music selections (instrumental and/or vocal) should be made two to four weeks prior to the ceremony. All music selections are at the discretion of the Director of Music and Minister.

¹ From the Directory for Worship in the Book of Order as provided by the Presbyterian Church, USA. W-4.9005

4. PHOTOGRAPHY AND VIDEO TAPING

Photography and Videotaping are an important element of the wedding day. Your photographer/videographer should be made aware that this is a service of Worship. While they may take photographs during the ceremony, no flash or artificial lighting is permitted during the service.

A brief announcement by the Minister may be made at the beginning of the service requesting that guests refrain from taking pictures until after the service has concluded.. In addition, a brief note in a printed program is suggested.

Access to the sanctuary prior to the wedding should be coordinated with the Minister or the Church Wedding Liaison.

5. THE REHEARSAL AND WEDDING DAY

5.1 THE REHEARSAL

5.1.1 Attendance

The following individuals will be in attendance at the rehearsal:

Minister
Director of Music
Other Musicians (*optional*)
Church Wedding Liaison
The Wedding Party

In addition, parents, grandparents and other special guests may attend

5.1.2 Entrances, Exits and Everything in Between

Prior to the rehearsal the following should be decided and coordinated with the Church Wedding Liaison:

Entrances and Exits:

Parents, grandparents, and other special guests.
The wedding party
Guests in attendance
Usher's responsibilities

The Minister will conduct everything in between. It will include the order of entrance of the wedding party, an abbreviated order of the service, informing all individuals of their roles and responsibilities during the service, and exit of the wedding party.

5.2 THE WEDDING DAY

Access to the church will be one and a half-hour prior to the wedding. Earlier access should be coordinated with the Church Wedding Liaison.

The wedding party, including parents, grandparents and any special guests, should arrive at least 45 minutes prior to the ceremony.

If pictures are being taken prior to the service, arrangements should be coordinated with the photographer and Church Wedding Liaison.

Catoctin's Church Wedding Liaison will orchestrate the processional and recessional according to the plans finalized at the rehearsal. At the conclusion of the ceremony, the wedding party will proceed to the Fellowship Hall to reenter the sanctuary from the front while the guests exit. The after ceremony photography may then begin.

6. WEDDING AGREEMENT

The wedding agreement for the service of Christian marriage at The Catoctin Presbyterian Church will be provided to you by Church Wedding Liaison. The Liaison will be able to provide answers to any questions you may have regarding the policies included in this manual and the fees associated with your wedding.

7. PRE WEDDING WORKSHEET

Please complete, to the best of your knowledge, the below worksheet. This information will be distributed between the Minister, Director of Music and Church Wedding Liaison.

7.1 WEDDING INFORMATION

Wedding Date/Time: _____

Rehearsal Date/Time: _____

Style of Wedding: _____

Approximate Number of Guests: _____

7.2 WEDDING PARTY

(please list below the names of the participants)

Bride:

Parents:

Step Parents:

Grand Parents:

Maid/Matron of Honor:

Attendants:

Groom

Parents:

Step Parents:

Best man:

Groomsmen:

Junior Attendants:

Junior Groomsmen:

Flower Girl(s):

Ring bearer:

Reader(s):

7.3 OTHER PARTICIPANTS

Co-Officiate: _____

Phone Number: _____

Florist: _____

Phone Number: _____

Photographer: _____

Phone Number: _____

Instrumentalist(s)/Vocalist(s) : _____

Phone Number(s): _____

7.4 ORDER OF SERVICE

Scripture Readings: _____

Other Readings: _____

7.5 MUSIC FOR SERVICE

Seating of Parents: _____

Processional: _____

Recessional: _____

Hymn: _____

Solo(s): _____

7.6 OTHER

Are there any special needs guests (i.e. wheelchair access)? If yes, please list any special requirements:

A pew will be reserved for the parents. Are there any additional pews to be reserved? If yes, how many?

Is earlier access needed to the facility? If so, by whom?

7.7 POST WEDDING CONTACT INFORMATION

Bride's and Groom's Full Names: _____

Address _____

Telephone Number(s): _____

E-mail: _____

8. IMPORTANT NAMES, ADDRESSES & NUMBERS

The Catoctin Presbyterian Church

Street Address

15565 High Street
Waterford, Virginia 20197

Mailing Address

PO Box 195
Waterford, Virginia 20197

Telephone: 540-882-3058

Fax: 540-882-4683

Website: WWW.CATOCTIN.ORG

Minister: David A. Douthett

Office: 540-882-3058

Cell: 571-594-6710

Email: pastor@catoctin.org

Church Administrative Assistant Theresa Gibbs

Office: 540-882-3058

Email: cpc@catoctin.org

Co-Director of Music: Mark A. Fletcher

Church Wedding Liaison: Karellyn Donahue

Loudoun County Clerk of Circuit Court,
Marriage License Department 703-777-0270

The wedding license and souvenir certificate must be given to either the Minister or Catoctin's Church Wedding Liaison at the rehearsal. The Minister will ensure that they are signed upon the conclusion of the wedding ceremony. The couple will receive the certificate either by mail or following the ceremony.

The license is sent to the court, not to the couple. The court does not send you a copy unless you request it according to the instructions printed by the court.

9. FREQUENTLY ASKED QUESTIONS (FAQ'S)

Q: Can I have a guestbook?

A: Yes. A stand is available which may be used for a guest book. However, it is suggested that you may wish to have your guest book at your reception instead since our vestibule is small and this may cause crowding and a line to form and seating to become slowed.

Q: Can the wedding party get dressed at the church?

A: Space is very limited. However, a small parlor is available upon request. It is recommended that the groom and groomsmen arrive prepared at the church.

Q: Can I have a receiving line?

A: A receiving line can take place after the ceremony. For space and time reasons, it is suggested that the receiving line take place outside of the sanctuary in the church yard (weather permitting) and include the bridal couple and parents.

Q: Can the pulpit furnishings be moved or removed? Who is responsible for moving or removing these items?

A: These items can be moved, but should remain within the Sanctuary. The Church Wedding Liaison will coordinate the movement of these items.

Q: Can the piano be moved? Who is responsible for moving the piano, if move is approved.

A: The piano can be moved only with the express permission and presence of the Director of Music. The wedding party will be responsible for moving the piano under the supervision of the Director of Music. If an outside source is required, the fees will be incurred by the party(s) responsible for payment.

Q: Can flowers be placed on the table located in the front of the sanctuary (communion table)?

A: No, it is not appropriate to place flowers on this table.

Q: Can flowers be placed on the piano or organ?

A: Flowers cannot be placed on the piano and organ.

Q: Can alcohol be served at the reception?

A: No alcohol is allowed on the church premises at any time.

Q: Can my photographer/videographer have access to the church prior to the wedding?

A: Yes, it is recommended that they do see the church prior to the service. It is also recommended that they view the church at the approximate time of the wedding to get a feel for the lighting.

Q: Can we schedule to have pictures taken prior to the ceremony?

A: Yes. The pictures should be completed at least 30 minutes prior to the service. We recommend that as many formal pictures as possible (including pictures of the bride and groom together) be done prior to the ceremony so that the wedding party can get to the reception quickly.

Q: Where can a video camera be placed?

- A. A stationary video camera may be placed on either side of the chancel or in the choir loft near the organ. Once it has been placed, it cannot be moved during the worship service. The placement of the equipment should be coordinated with the Church Wedding Liaison.
- Q. Can my photographer take pictures during the ceremony?
- A. Yes. However, use of flash or artificial lighting during the ceremony is not permitted. The location of the photographer should be discussed with the Church Wedding Liaison.

THE CATOCTIN PRESBYTERIAN CHURCH A BRIEF HISTORY

Following closely on the heels of the Quakers who founded Waterford, Scottish and Irish Presbyterians migrated south from Pennsylvania in to Loudoun County around the middle of the eighteenth century. It was these immigrants who founded The Catoctin Presbyterian Church, one of the oldest Presbyterian organizations in Virginia.

The church was founded in 1765 when Amos Thompson was ordained as the first pastor of Kittocktin Presbyterian Church. Three years later, a plot of land two miles south of Waterford was conveyed to the church, a log church was built on that site. Today no trace of the original church building remains, but grave markers bearing the date 1776 still stand on that site.

The land on which the present church stands was conveyed to The Catoctin Presbyterian Church in 1814. A brick church was built between 1814 and 1833, and was used for worship intermittently until it was destroyed by fire in 1878. While the church was being rebuilt, the congregation met in the Baptist church across the street.

The church was rebuilt in 1882, using many of the bricks from the original structure. The fellowship wing was added in 1951; the basement of the fellowship wing was recently renovated, and further improvements are planned. The stained glass windows in the sanctuary were installed in 1952, replacing clear glass windows that had been covered with colored paper to simulate the look of stained glass. The large Moline cross was placed in the sanctuary in 1994. A modern heating and air conditioning system was installed in 1999.

Today, The Catoctin Presbyterian Church continues to serve the spiritual needs of Waterford and the surrounding community. A traditional worship service is held each Sunday at 11:00 AM. In addition to the Sunday worship service, Catoctin offers a full range of Christian Education classes and a vibrant music program, participates in many local and world wide mission projects, and provides a wide variety of opportunities for fellowship.