

### **Music**

Music is a major part of a marriage ceremony. The Music Director/Organist will be happy to assist you in proper selections or in getting singers. You may set up an appointment directly with the Music Director/Organist.

### **Decorations**

You may not put any decorations up that will mar the walls, floor or furnishings in the sanctuary or the chapel. The only candles you may use in our chapel or sanctuary are dripless candles. We have a Unity Candle holder available for your use, if desired.

### **Video or Pictures**

Pictures and videos may be taken during the ceremony, but you must ask the pastor if there are times he/she would prefer they not be done.

### **Dressing Rooms**

Rooms will be made available one and one-half (1-1/2) hours before the wedding for all members of the wedding party who wish to dress at the church. The Sexton will have the rooms ready with a full-length mirror. Please gather your belongings, leave the room in neat and serviceable condition for our Church classes, and leave the building as soon after the ceremony as possible to allow our staff time to prepare for church services.

Please read and understand this brochure thoroughly. **If you have any questions concerning any of these rules, regulations or policies, please contact the Wedding Coordinator before proceeding with your plans.**



## **Weddings at Lynnhaven Presbyterian Church**

136 South Lynnhaven Road  
Virginia Beach, Virginia 23452-7407  
Office 757-340-2897  
For up to 285 people

Rev. Libby Rollins, Interim Pastor, 757-496-1796  
 Mr. Paul Zimmerman, Music Dir/Organist, 757-463-1427  
 Mrs. Rose Busetti, Wedding Coordinator, 757-306-8901  
 Mrs. Darlene Paxson, Assistant, 757-426-6725  
 Email – lynnpc1@verizon.net  
 “The Little Church with the Big Heart”  
 Organized June 1917

Seating Capacity – 285  
 Number of Pews – 22 + 12 on the sides  
 Length of Aisle - 42 feet

**Chapel Specifications**

Seating Capacity – 100 comfortably  
 Number of Pews – 16 + 6 in the alcoves  
 Length of Aisle – 31 feet  
 Wall Sconces – 6

**Planning Your Wedding**

Contact our wedding coordinator to assure the date and time you want is available. Return your information form and a deposit of \$100.00 (applies to the total fee). After our minister approves the information form, along with our Session, we will mark your date on our calendar as reserved. You may receive your deposit back up to 60 days before your reserved date. After that there are no refunds. **All fees due two (2) weeks prior to the event.**

**Facility Use**

Our church is delighted to be part of your wedding day. Our church is a house of worship and shall be treated as a special place. Activities not in keeping with our Presbyterian beliefs shall not be allowed. **Alcoholic beverages are prohibited on church property.** The wedding coordinator and/or assistant coordinator can assist you with any questions that may arise concerning Presbyterian traditions and beliefs. All candles must be dripless. No other candles will be allowed. If our minister(s) is not able to perform the ceremony, an outside minister may perform the ceremony, if agreeable with our minister.

**Conference**

Call our church office, 757-340-2897, to set up a pre-marital conference if you are being married by our minister.

**Sanctuary Specifications**

<b><u>Fees*</u></b>	<b><u>Members</u></b>	<b><u>Others</u></b>
Sanctuary	\$200	\$400
Chapel	\$100	\$250
Pastor	\$200	\$200
Organist	\$175	\$175
Coordinator + Cleanup	\$100	\$100
Reception Hall (includes Kitchen)	\$150	\$450
Soloist	\$50	\$50
Sound man for sanctuary	\$50	\$50

**\*All fees due two (2) weeks prior to the event.**

**General Information**

**Participants**

It is recommended that children under the age of 6 not be invited to participate in the wedding ceremony.

**Rehearsal**

A rehearsal is customary and usually occurs the evening before the wedding. It usually lasts 30 – 45 minutes and all in the wedding should be there on time. The minister and wedding coordinator will make sure all runs very smoothly.

## **Couple's Responsibilities**

1. The couple is responsible for making provision for the florist, decorations, music, caterer and photographer. If you desire, the coordinator will help in these arrangements.
2. Your marriage license, required by the Commonwealth of Virginia, can be obtained 60 days prior to the ceremony and should be presented to the minister or coordinator at the time of the rehearsal.