

## Lexington Presbyterian Church Policies

### Cancellation Policy

The worship services, Sunday School and other programs may be canceled if necessary. Please check WDBJ 7 for cancellation status.

### Wedding Services

The wedding policy is as follows:

**Preliminary Arrangements** - The couple wanting to be married should contact the pastor of Lexington Presbyterian Church as early as possible in order that all necessary arrangements may be made. Should there be any question as to the eligibility of a couple to marry, the pastor bears the responsibility for a final decision.

The pastor will arrange appropriate premarital counseling with the couple. If the couple would like the pastor of another church to officiate, the pastor of Lexington Presbyterian Church must be consulted in order that an invitation may be extended to the guest pastor.

The Lexington Presbyterian Church pastor or guest pastor will be the “director” of the wedding ceremony. A wide latitude of choice may be observed, and the couple and the pastor should be in agreement well in advance of the ceremony on all details including the selection of music, the decorations, and a wedding coordinator. Because the wedding service is an occasion for worship, the following policies shall be observed:

**Use of Facilities** - Arrangements should be made at the church office as far in advance as possible to avoid conflicts. When neither the bride nor the groom nor their parents are members of the congregation, the pastor has the responsibility for making the decision on the use of the church facilities. A parlor and other rooms normally used for meetings and/or classes may be made available to members of the wedding party. Absolutely no alcoholic beverages are permitted in the church buildings. (Contact the Administrative Assistant, Janice Downey)

**Music** - Only sacred or traditional music should be used. The pastor has the final decision of what is appropriate. Music should be discussed with the Director of Music far enough in advance to allow for any necessary changes to accommodate the policy on musical selections. If the services of the Director of Music are desired, he should be contacted by the couple directly and as early as possible. The Church does not have the facilities to playback pre-recorded music.

**Pulpit, Furniture, Baptismal Font, & Communion Table** - As a general rule the pulpit may not be moved. The chairs on the platform, the baptismal font, and communion table may be moved to provide more room for the wedding participants.

**Flowers, Candles, & Rice** - Flowers may not be placed on the pulpit. They may be placed on a stand behind or on either side of the pulpit and on or beside the communion table. The florist should be asked to use plastic on the carpet beneath the candelabra, even when dripless candles are used. The florist should be informed that all arrangements, candles, etc. must be removed from the sanctuary immediately following the wedding to allow the Sexton to prepare the sanctuary for the next service. If the family wishes to leave the flowers for Sunday worship, this matter should be coordinated well in advance.

Throwing fresh flower petals (flower girl) down the aisle inside the sanctuary is prohibited, however silk flower petals are permitted. Throwing birdseed outside of the church buildings while on church property is acceptable! (rice and confetti are not).

**Requests for Weddings** - Requests for weddings by same-sex couples shall be treated no differently than requests for weddings by heterosexual couples.

**Pictures** - Picture taking during the ceremony is inappropriate. It is the responsibility of the couple to inform the guests of this policy. Photographs may be taken in the sanctuary before or after the wedding service. If it is the desire of the couple to have the pastor part of the picture taking, please inform him beforehand. Video cameras remaining fixed during the service in unobtrusive locations are permitted.

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## **Fees**

**Members:** There is no charge for members of the Lexington Presbyterian Church for the use of the sanctuary, Brady Chapel, Dunlap Auditorium, or dressing rooms.

A single fee of **\$450** is charged to members for the following services:

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A single fee of **\$450** is charged to members for the following services:

Sexton	\$150
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Wedding Coordinator	\$150
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Audio/Visual Technician     \$150

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**Total \$450**

The fee for the music director is to be paid directly to the director.

The minister does not charge a fee for his/her services; however, an honorarium will be accepted.

### **Non-Members:**

Those who do not have an established relationship with Lexington Presbyterian Church must pay a fee to the church for the use of the facilities and staff.

A single fee of **\$2800** is charged to non-members for the following services and deposit:

Facility Charge                             \$1500

Refundable Deposit                        \$500

Minister                                       \$350

Sexton                                         \$150

Wedding Coordinator                    \$150

Audio/Visual Technician                \$150

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**Total \$2800**

If there is no damage to the facility, this deposit will be refunded within two weeks after the wedding.

The fee for the music director is to be paid directly to the director.

**Parking** - Spaces for the wedding party may be reserved in front of the church by calling the Lexington City Police Department on the day before the wedding.

**Miscellaneous** - Arrangements should be made with the florist if an aisle runner and/or kneeling bench are desired. If the church bell is to be rung, ask the Administrative Assistant for suggestions of persons with experience to do so.

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## **Funeral Policy**

**Notification of Pastor** - The funeral home director will usually notify the pastor of the death of a member of the congregation. Members of the congregation should feel free to ask another pastor to participate in the funeral service but should make such arrangements through the pastor of the Lexington Presbyterian Church.

**Place of Service** - The funeral or memorial service may be held in the church sanctuary or chapel, the funeral home, or at the graveside. The choice is made by the family. Since the sanctuary is the center for the weekly worship of God, it is the desirable place to conduct a funeral service.

**Music** - If the funeral service is to take place in the sanctuary or chapel of Lexington Presbyterian Church, sufficient notice should be given to the organist. Hymns are an appropriate part of the funeral service. As well, a make-shift choir can be arranged with sufficient notice.

**Fees** - The church charges no fees of any kind for funeral services.

## **Facility Use**

For the Facility Use Schedule and Request Form please contact the administrative assistant.

## **Use of Facility**

Lexington Presbyterian Church has been richly blessed with a beautiful facility. The hopes and prayers of our church is that God will allow us to utilize this facility to reach out beyond our congregation to our community. Our facility which makes our ministry possible, must be handled prayerfully and with great care and wisdom.

Towards this end, this statement and general guidelines reflect Lexington Presbyterian Church's values.

## **Scheduling and Building Eligibility Guidelines**

The facilities of Lexington Presbyterian Church exist for the primary purpose of being used by its members through its ministries. The following priorities exist to resolve scheduling conflicts.

1. Regular Church functions such as worship services
2. Special Church functions such as funerals and weddings
3. Church sponsored events such as seminars, leadership events, and concerts
4. Individual member events such as member receptions, anniversaries
5. Non-profit Community events requested by members of our community

**All groups or individuals using Lexington Presbyterian Church facilities will note the following guidelines:**

1. Complete the Facility Request Form
2. Facilities are not available for political purposes
3. A Certificate of Liability and Property Damage insurance naming Lexington Presbyterian Church as an additional insured **MUST** be on file prior to the date of the event by all outside groups to Lexington Presbyterian Church for the purpose of covering liability and property damage or accidents that might occur on church property. This will be for groups or organizations utilizing the facility on an ON-GOING basis. All groups will be required to sign a liability waiver.

## **General Guidelines**

In order to make your event and other events enjoyable, please adhere to the following guidelines:

1. The conduct of all persons attending your event are expected to be respectful of the property and maintain noise levels that respect others in adjoining spaces.
2. Activities and programs are limited to the space that is assigned.
3. **SMOKING** and the use of **ALCOHOLIC BEVERAGES** or **ILLEGAL SUBSTANCES** are not permitted under any circumstances.
4. Use of non-drip candles is allowed only in designated areas.
5. The user is expected to leave the facility reasonably clean and in the same condition it was in prior to the event and must remove all items associated with their program immediately following the event.
6. The user will be held responsible for any damages done to church property. Please report any damage to church property to the church office.

7. The user assumes liability for injuries to persons attending the event and for damages or loss of user's property.
8. There should be no animals in the facility except for service animals
9. Programs in the sanctuary that require use of the sound system must have a church sound technician on duty.
10. Children must be under the control of parents or adults at all times and not permitted to roam freely on church property.
11. The following items are not allowed in or on church property: Weapons, Alcoholic Beverages, Tobacco Products, Fireworks, Controlled substances/drugs
12. Ministry furniture and equipment is not to be removed from the church property without consent of the Property Committee Chair.
13. If a key is needed to an interior door for an event, the key must be picked up from the church office on the day of the event and returned promptly after the event. Outside keys or lock combinations are not loaned out.

### **Interpretation of Policies, Procedures, Regulations and Rules**

1. The Property Chair shall be responsible for the interpretation and enforcement of all rules.
2. Policies and procedures will be reviewed periodically by the Property Committee and revised as necessary.
3. Any situation not specifically covered in this list of policies will be treated when the situation arises at the discretion of the minister or the Property Committee chair.