A WEDDING AT FIRST PRESBYTERIAN CHURCH OF SANTA FE

A wedding is a happy occasion and we at First Presbyterian Church are glad to share in it with you. Before plans are made, let us explain to you our understandings about church weddings and Christian marriage.

The Meaning of Christian Marriage
A church wedding is more than one which simply fulfills the requirements of the law. It is a worship service. It should be a beautiful and joyous service filled with dignity, good taste and meaning.

Presbyterian ministers are required by the Constitution of the Presbyterian Church (USA) to marry no couple without consultation and discussion of the privileges and obligations they will assume in Christian marriage. The Directory for Worship states that:

In preparation for the marriage service, the minister asked to lead the service shall provide for a discussion with the man and woman concerning the nature of their Christian commitment (assuring that at least one is a professing Christian); the legal requirements of the state; the privileges and responsibilities of Christian marriage; the nature and form of the marriage service; the vows and commitments they will be asked to make; the relationship of these commitments to their lives of discipleship; and the resources of the faith and Christian community to assist them in fulfilling their marriage commitments. This discussion is equally important in the case of a first marriage, a marriage after the death of a spouse, and a marriage following divorce.

If the minister is convinced after discussion with the couple that the commitment, responsibility, maturity or Christian understanding are so lacking that the marriage is unwise, the minister shall assure the couple of the church's continuing concern for them and not conduct the ceremony.

Pre-marital Counseling
First Presbyterian Church of Santa Fe requires that arrangements be made with the minister for pre-marital counseling prior to the marriage ceremony. Normally, three appointments will be made: the first, for general discussion regarding plans, backgrounds, the meaning of Christian marriage, and the review of this booklet; the second, designed to prepare the couple with professionally developed counseling aids; the third, to finalize plans and to discuss the ceremony itself. On occasion, the minister might suggest additional meetings if she/he believes them to be needed. If the couple is living at a distance, suitable arrangements might be made, with the minister's approval, for the counseling to be done closer to the couple's home.

With these basic Presbyterian understandings of a Christian wedding in mind, the Session (governing board of the church) has approved the following regulations and policies:

Officiant
1. One of the ministers on the staff of this church must be consulted before a definite date is set, and, for members, as far ahead as possible. Wedding dates for non-members cannot be confirmed more than one year in advance.

2. It is required that one of the ministers on the staff of the church officiate. If other clergy are to be included, proper etiquette calls for the family to ask the Pastor to extend the invitation. This arrangement should be made between the minister and the couple as early as possible. The staff minister will have final approval concerning the elements of the service.

Wedding Coordinator
3. Set up an appointment with the Wedding Coordinator. Call the church office and the Wedding Coordinator will call you back to set a time to begin the detailed planning. At the meeting, the Coordinator will review the basic policies, show you the church facilities, answer questions, and help you complete the neces-
sary forms. You will also begin the process of selecting appropriate music for the service.

The services of the Wedding Coordinator are not optional.

Reserving the Date

4. Reserve the church for the date of your wedding. Once your wedding date has been confirmed by one of the ministers of the church, the Wedding Coordinator will help you to schedule your wedding on the church calendar. Your reservation can be made by the Wedding Coordinator with a non-refundable deposit (See fee schedule). The deposit insures that your date is confirmed. Normally, four hours are reserved to allow time for dressing, the ceremony, and clean up. Receptions at the church are normally scheduled for two hours, beginning at the conclusion of the wedding ceremony. Rehearsals are usually scheduled for one hour on the evening prior to the wedding day.

Music

5. The next step is to meet with the Director of Music to plan the music for your wedding. Please complete the attached form with your music selections and return it to the Director of Music at least three weeks before your service. She will call you to confirm your plans. The Director of Music is responsible for the music of all worship services of the church. Normally, she will play for your ceremony but, even if you make other, or additional, arrangements for music, she must review and approve your plans.

Our Directory for Worship says:

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.

Our church does not use recorded music.

6. Make arrangements with the minister for scheduling premarital counseling. (See first page of this booklet)

Marriage License

7. Secure a Marriage License from the Santa Fe County Clerk. Call the County Court House for up to date information. The license must be brought to the church one week prior to the wedding. Full names and addresses of the witnesses must be provided with the license. Once signed, the license must be left at the church so that it might be recorded in the church records. The church secretary will forward it to the county clerk.

Photography

8. Photographs are lasting memento of the wedding day. Here are some things to keep in mind as the bride and groom plan for picture taking.

First, once your guests arrive, your primary role is as hosts. Though there are old superstitions about grooms seeing their brides before the ceremony, those superstitions stem from a time when marriages were arranged by families and the bride and groom did not meet prior to the wedding day. It is much more thoughtful to get the picture taking out of the way before guests arrive for the ceremony.

The Session adopted the following policy concerning photography:

a. The officiating minister and/or Wedding Coordinator requests that the wedding party be dressed, photographed, and out of the sanctuary one-half hour before the ceremony begins. During that half-hour the photographer may take group shots of the women in the bridal party in the Rendon Room, and the men in the Library.

b. The photographer must discuss locations for picture taking with the Wedding Coordinator prior to the wedding. Only non-flash photos and video are permitted to be taken during the ceremony from the rear of the sanctuary. No artificial lighting is permitted. Two locations for video taping of worship are approved. They are: stationary video taping from a corner of the choir loft and the balcony. No photography is permitted in the choir loft during the service.
c. Video taping of the processional (and recessional) is permitted if the camera operator does not stand more than four pews from the back of the sanctuary. Under no circumstances shall the photographer block the aisle or hold up the processional/recessional.
d. No camera operator will be permitted in the front of the sanctuary where the ceremony will take place.
e. Please put a simple note in the wedding bulletin asking guests not to use flash photography during the service. Ushers will explain this policy to guests carrying cameras.

An additional copy of this policy will be supplied for you to give to your photographer. Please ask her/him to sign it and return it to the church. Failure to abide by these guidelines may result in the photographer not being allowed to photograph in the church in the future.

Brass candelabra are available for your use. They require fourteen 12" dripless candles to be supplied by the bride. A unity candle requires one large center candle and two tapers to be supplied by the bride. It is permissible to use a small ring of flowers or greens around the unity candle. Aisle candle holders are available at an additional cost. (See fee schedule) These require ten 6" candles and are to be supplied by the bride.

If farolitos are used, the wedding party is responsible for supplying, placing, lighting, and removing them after the service. These may be used outside only.

Removal of flowers to the reception must be arranged by the wedding party. Flowers left in the sanctuary will be used for Sunday morning services or taken by our Deacons to shut-ins.

There are 18 pews on each side of the sanctuary. The use of tacks, tape or other stick material, or pins cannot be used on the pews to secure flowers, bows, etc. Wrapped wire hooks or ribbon that will not mar the pews or leave a residue are permitted. Several pews on the center aisle have been modified to allow for wheel chairs.

Church aisle: The length of the sanctuary aisle is 55 feet. and 8 feet to the table. An aisle runner is not permitted for reasons of safety.

The sanctuary seats approximately 200 people. The chapel seats approximately 100 people.

Flowers and Decorations

9. Presbyterian churches are governed by this guide from our Directory for Worship:

*Flowers, decorations, and other appointments should not be unduly elaborate. In all the activities surrounding the ceremony, excessive expense and ostentation should be avoided.*

The appointments of worship and decor of the sanctuary have been established by the Session. Sanctuary furniture and paraments (Pulpit, lectern and table hangings) shall not be changed. Due to the limitations of space, a maximum of 12 persons, including the bride and groom, may be in the wedding party. A white linen cloth may be used to cover the table.

No flowers may be placed on the communion table. Arrangements in the side niches or on candelabra, or free standing are allowed. Garlands on outside banisters are permitted. The Wedding Coordinator will inform you what is possible and what equipment is available. Delivery of flowers should be arranged with the Wedding Coordinator or through the church office.

Building Policies

10. Policies governing use of the Church Building:
a. Dressing rooms are provided for the use of the bridal party. All personal items must be removed immediately after the ceremony.
b. The church is not responsible for losses that might be incurred due to items left in dressing rooms and/or other places in the church building. Please secure valuable items either with family, friends or off site.
c. Throwing of rice, bird seed or confetti are not allowed inside or outside of the church.
d. Smoking is not permitted on church property.
e. The use of ALCOHOLIC BEVERAGES is NOT permitted in the church building or grounds. Food and beverages are not permitted in the sanctuary or chapel. Light refreshments may be served in dressing rooms.

11. NOTE: A wedding is a solemn religious service during which vows are taken before God. In addition, it is a legal and binding contract in the eyes of the State. First Presbyterian Church reserves the right to postpone any service for which the bride or groom arrive under the influence of alcohol or drugs. The presiding minister is authorized to make such a determination.

THE FEE SCHEDULE

The Session has approved the following schedule of fees:

FOR OUR MEMBERS

We define "members" (for this purpose only) to include the children and grandchildren of members.

<table>
<thead>
<tr>
<th>Weddings in the Church</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use of Sanctuary</td>
<td>No Charge</td>
</tr>
<tr>
<td>Use of Chapel</td>
<td>No Charge</td>
</tr>
<tr>
<td>Pastor</td>
<td>Gift at your discretion</td>
</tr>
<tr>
<td>Wedding Coordinator</td>
<td></td>
</tr>
<tr>
<td>(Up to 4 hours)</td>
<td>$150</td>
</tr>
<tr>
<td>(Over 4 hours, per hour)</td>
<td>$40 *</td>
</tr>
<tr>
<td>Director of Music</td>
<td></td>
</tr>
<tr>
<td>(including rehearsal)</td>
<td>$200</td>
</tr>
<tr>
<td>(extra rehearsals, per hour)</td>
<td>$50</td>
</tr>
<tr>
<td>Soloist (when available)</td>
<td>$100</td>
</tr>
<tr>
<td>Custodian (Up to 4 hours)</td>
<td>$80</td>
</tr>
<tr>
<td>(over 4 hours, per hour)</td>
<td>$20</td>
</tr>
<tr>
<td>Child Care (per attendant per hour)</td>
<td>$15</td>
</tr>
<tr>
<td>(1 attendant required for each 4 children)</td>
<td></td>
</tr>
<tr>
<td>Aisle Candle-holders</td>
<td>$50</td>
</tr>
<tr>
<td>Dining Room for Receptions</td>
<td>No Charge</td>
</tr>
</tbody>
</table>
FOR LEGAL RESIDENTS OF SANTA FE AND ACTIVE MEMBERS OF PRESBYTERIAN CHURCHES

Fees are as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sanctuary</td>
<td>$500</td>
</tr>
<tr>
<td>Chapel</td>
<td>$200</td>
</tr>
<tr>
<td>Pastor (includes pre-marital counseling, preparation of service and bulletin, rehearsal, service, etc.)</td>
<td>$250</td>
</tr>
<tr>
<td>Wedding Coordinator</td>
<td>$150</td>
</tr>
<tr>
<td>Director of Music (including rehearsal)</td>
<td>$200</td>
</tr>
<tr>
<td>(extra rehearsals, per hour)</td>
<td>$50</td>
</tr>
<tr>
<td>Soloist (when available)</td>
<td>$100</td>
</tr>
<tr>
<td>Custodian (for work over 4 hours, per hour)</td>
<td>$20</td>
</tr>
<tr>
<td>Aisle Candle-holders</td>
<td>$50</td>
</tr>
<tr>
<td>Child Care (per attendant per hour)</td>
<td>$15</td>
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</tr>
<tr>
<td>Dining Room (reception)</td>
<td>$200</td>
</tr>
<tr>
<td>Use of Kitchen</td>
<td>$150</td>
</tr>
</tbody>
</table>

A NON-REFUNDABLE DEPOSIT OF $250 WILL HOLD YOUR DATE

All Fees are payable and due in the church office one week prior to the rehearsal.

The Pastor fee for an off site wedding is $250.

FOR NON-PRESBYTERIAN, OUT-OF-TOWN RESIDENTS

There is a flat fee for Non-Presbyterian, out-of-town residents of $2,500.

Included in the flat fee of $2,500 are the following services:

- Use of Sanctuary or
- Use of Chapel
- Pastor (including pre-marital counseling, preparation of service, preparation of bulletin, rehearsal, service, etc.)
- Wedding Coordinator
- Director of Music
- Custodian
- Child care attendant (if needed)
- Aisle Candle-holders (if desired)

If additional personnel are to be included in your wedding, they may be added, and paid by you, with the approval of the Pastor of the church.

WEDDING DATES MAY BE CONFIRMED WITH A NON REFUNDABLE DEPOSIT OF $1,000, WITH THE REMAINING $1500 TO BE PAID TO THE CHURCH OFFICE THREE WEEKS BEFORE THE REHEARSAL.

After the costs to the church are deducted, a portion of the fees are given to feed the hungry and house the homeless of Santa Fe.

Approved by session January 18, 2006
Requirements for Marriage in Santa Fe

By Julia Linder

Every year, hundreds of people come from near and far just to get married in Santa Fe, said Santa Fe County Clerk Becky Bustamante. For couples planning to marry, the city offers lavish sunsets, magical scenery and starry nights that make it hard for anyone not to fall in love.

But before you say, “I do,” there are some important requirements that will need to be fulfilled.

At 102 Grant Ave.

Bustamante awaits you with a smile and a list of requirements. Her office is open Monday through Friday, 8 a.m. -4:30 p.m., except for Tuesday, when the office opens at 9 a.m.

Bustamante said many people ask what they have to do to get married. She will think about it for a minute and teasingly reply.

“I hope you have someone who wants to marry you.” Then she will get down to the basics.

First, bride and groom must apply for the marriage license together. Each will need either a certified birth certificate, a passport, an identification card or a driver’s license. These should include a date of birth and a valid picture. A Social Security number also is required.

There are strict requirements for those wanting to get married who are under the age of 18. For ages 16 and 17, the parents or legal guardians of the bride and groom must be present. They must also have a valid identification showing a picture and a date of birth.

If the bride and groom are both under the age of 16, a court order is required along with identification. The parents or legal guardians must be present as well.

Santa Fe county charges a $25 fee, which must be paid in cash at the time the license is issued.

Once a marriage license is obtained, a couple must make their own wedding plans.

“You don’t know how many people assume that they are married just because they have received their license. This is not the way it works.” Bustamante said.

Bustamante’s office will supply the names and numbers of judges who perform the civil ceremonies.

After you tie the knot, “It is important to know where your marriage license is,” Bustamante said. It is necessary to record a marriage within 90 days of the ceremony or it might not be valid. This can be important for more than one reason. The first is that New Mexico is a community property state, which means assets and liabilities are split evenly between husband and wife in the event of a divorce. This also makes it easier to get alimony or child support. Another reason is that when a spouse dies, the survivor is entitled to Social Security benefits, but only if there is a record of the marriage. And when you receive your marriage license in Santa Fe, Bustamante will give you a gift bag containing some basic household needs.

For more information, call 986-6278.

Commonly asked questions

- “Do we need a blood test?” No.
- “If we get a marriage license in Santa Fe, do we have to get married here?” No. A couple can get married anywhere in the state of New Mexico with this license.
- “If we get married by a tribal judge, is this legal?” Yes.

Saturday, February 28, 1998

The New Mexican