

# **NASSAU PRESBYTERIAN CHURCH**

**61 Nassau Street**

**Princeton, New Jersey 08542**

**(609) 924-0103**

## **WEDDING BOOKLET**

The marriage service is one of the most significant times in the lives of people. It is far-reaching in its implications and consequences, not only for the couple being married, but also for the families from which they come and for the larger community of which they are a part.

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### **MEET THE MINISTER/SCHEDULE YOUR WEDDING**

Contact the minister well in advance of your anticipated marriage date. The minister will want opportunities to meet with the couple to discuss your marriage plans. After your initial contact with the minister, your wedding and rehearsal date will be placed on the church calendar and a Wedding Coordinator will be designated to assist you with many of the details. If a minister or musician is desired from outside Nassau Church, the minister will review and approve your request.

To have a minister from outside the church officiate a wedding at Nassau Church, a letter from the minister to the Head Pastor, including the date of the minister's ordination and religious affiliation, is required. This is required for Session approval of the officiant no later than six months prior to the ceremony.

### **THE MARRIAGE LICENSE**

The Marriage License must be given to the minister the week before the wedding so the service may be performed. The law requires that the minister mail the license to the Bureau of Vital Statistics of the town in which the service is performed within five (5) days of performing the service.

Photostatic copies of your Marriage License may be obtained from the State on request at a cost of \$3. A copy of the marriage service is given to each couple following the ceremony. You will want to keep this book containing the signatures of the minister and witnesses.

### **HOW TO SECURE A MARRIAGE LICENSE IN NEW JERSEY**

#### **1. APPLICATION MUST BE MADE**

- A.** In the municipality where the female resides OR
- B.** In the municipality where the male resides, if the female is not a New Jersey

- resident OR
- C. In the municipality where the marriage is to be performed, if both applicants are non-residents of New Jersey

## **2. WITNESS TO APPLICATION**

A witness, at least 21 years of age, must appear with the applicants and swear to the completeness and accuracy of the answers supplied by the applicants and him/herself.

## **3. WAITING PERIOD**

Seventy-two (72) hours must elapse between the time of application and the issuance of the Marriage License. It is not necessary for both applicants and the witness to appear in order to start the waiting period. One applicant and the witness may appear at least 72 hours later with the same witness, complete the other section of the application and receive the License at once. When issued, the License may be used immediately. A premarital certificate form need not be submitted when applications are made, but must be submitted before the License is issued.

## **SCHEDULE THE REHEARSAL**

The time for rehearsal is scheduled with the Minister. All members of the wedding party must attend, including parents of both the bride and the groom, if at all possible. You and the entire party are expected to make every effort to be at the church on time.

## **CONTACT THE CHURCH ORGANIST**

As soon as the wedding date has been scheduled with the minister, contact the church organist to arrange all matters pertaining to the music for the wedding service. The organist will be able to assist you in your selections of music. Please plan for a one hour meeting.

Additional instrumentalists and vocalists are welcome to participate in your ceremony. Please be advised that fees are associated with the additional work required of the organist. If you wish to have a guest organist, that must be approved by the director of music.

## **CONTACT THE WEDDING COORDINATOR**

You may contact the Wedding Coordinator at the church office between the hours of 9 a.m. and 12:30 p.m. and 1:30 and 5:00 p.m. Monday through Friday. They will assist you in handling the details of your wedding. Any questions regarding the details of your wedding should be addressed to the Wedding Coordinator.

Please advise us in advance if any additional wedding coordinators have been contracted. Nassau's wedding coordinator has sole authority during the rehearsal and ceremony.

## **DECORATIONS**

Simple treatments are preferred. Please indicate on the information form who your florist will be and whether the flowers are to be left for church use. Liners for vases will be made available to your florist, upon request. Pew bows are permitted, but please advise your florist that they must be attached to plastic clips. We do not allow tape to be used anywhere in the sanctuary--it takes the paint off.

Two large standing candelabra are available for late afternoon or evening weddings. The church does not provide the candles. Most florists will supply the candles. You will need fourteen (14) 15 - 18 inch high candles. Use of candles elsewhere is prohibited by Princeton Borough Fire Code. Smokeless and driplless candles are preferred.

Throwing of rice, birdseed or flowers on the outside steps is **NOT** permitted. Bubbles are permitted on the paved plaza in front of the church unless it is raining.

Wedding decorations, including floral details and delivery, should be discussed with the Wedding Coordinator.

## **MUSIC**

When selecting music for ceremony, please be mindful that your wedding is considered to be a service of worship by the Presbyterian Church. Therefore your music should fit the joyous and sacred character of the day. In particular, texts sung by a soloist or congregation must be sacred and not secular. Your organist will assist you in determining the best music for your ceremony from a wide variety of selections.

## **PICTURES**

The wedding service at Nassau Church is a service of worship. Flash Photography is **NOT** to be taken during the service – from the first word spoken by the officiant. The photographer may take flash photographs during the entrances and exit. They may take non flash photography from a stationary position behind the last seated guest or the balcony. The wedding coordinator will communicate with the photographer to ensure the photographer knows when they may begin taking flash photos again.

The minister will be glad to regroup with the wedding party in the front of the church or sanctuary following the service for pictures.

Please advise your photographer of this prior to the wedding. Videos may be done only from the balcony, and only at a standing location with a tripod. Please consult with the Wedding Coordinator for more information.

## **PARKING**

Parking space at the church is quite limited, but the space on Nassau Street, in front of the sanctuary, can be reserved for the bridal party. The church will contact the Police Department for permission to

use these spaces. Please make sure to communicate the need for these spaces at least 3 weeks prior to the wedding.

### **RECEPTION**

A reception may be held in Nassau Presbyterian Church, if that is desired. **NO** alcohol is allowed. If you plan a reception at the church, arrangements must be made well in advance. Contact the Church Administrator for the appropriate fees and to schedule the additional use of the Nassau facilities. The Wedding Coordinator will also assist you with reception plans.

### **CONTRIBUTIONS AND HONORARIA**

There is a fee for the use of the Sanctuary or Chapel for non-members, and a deposit of \$200 is required before a non-member wedding is scheduled on the church calendar. All weddings have fees for the custodian and the Wedding Coordinator; these individuals are responsible for the building and all your wedding activities. There is also an honorarium for the organist and minister. These fees must be paid to the Wedding Coordinator, no later than at the wedding rehearsal. If you have questions, talk to your Wedding Coordinator.

Experience tells us that weddings that begin late impact all who are involved. After 30 minutes, a fee of \$200.00 will be charged and will be charged again for every 30 minutes. The fee will be distributed among all church staff involved.

### **WEDDING INFORMATION FORM**

There is a Wedding Information Form which must be filled out in full and returned prior to placing a wedding on the church calendar. This form contains information which is required for your wedding certificate, and therefore, must be complete in every detail. The completed form must be returned to assure that your date will be entered on the church calendar. Non-members are required to send a \$200 deposit with this form.