

APPENDIX 3A: WEDDINGS AT FPCe

I would like to get married in your church. What should I do first?

Congratulations! Contact the minister, Dr. Brian Wyatt (brian@fpcelizabethton.org), and set up a time for him to meet with you. It is important to talk with the minister as soon as possible, even before you set a date, so you are not disappointed if he or the church is unavailable.

Are there rules for getting married?

We are a Presbyterian Church (USA) congregation and follow the PCUSA Book of Order. Guidelines for marriage ceremonies are found in W-4.9000. See APPENDIX 3A: GUIDELINES FOR MARRIAGE CEREMONIES PER THE PC(USA) BOOK OF ORDER. Ask the minister for clarification.

Do I have to be a member or a Presbyterian?

No.

Do you marry same-sex couples?

Yes. Both Tennessee and the Presbyterian Church (USA) affirm marriage as a commitment between two consenting adults. The minister is able (though not required) to act as an agent of the civil jurisdiction and sign the marriage certificate. For couples who, for whatever reason, do not wish to be united in the civil contract of marriage (or perhaps are already legally married), we are also happy to celebrate a blessing of the couple's holy union.

Do you marry people if they have been divorced?

Yes.

Is counseling required?

Yes. But it's fun and helpful. The minimum is four hours of counseling which includes the planning of the service. The minister is a certified Prepare/Enrich counselor and the counseling involves assisting the couple with communication, conflict management, and other issues that couples face. (In Tennessee, you also get a significant discount on your marriage license if you participate in four hours of counseling).

What are the rules for getting married in Tennessee?

See APPENDIX 3B: Rules for Getting Married in Tennessee.

Can we have our ceremony in your church building with our own minister?

No. The minister of First Presbyterian is part of the package. However, the minister will be glad to work with your minister in celebrating the service.

Do we need a pianist, organist, or other musician(s)?

No. But if you wish to use musicians, the minister may be able to provide contact information. Any musician fees are independent.

Are there costs?

Yes. The cost varies depending on whether or not the church building is used for the rehearsal and ceremony and/or a reception. Checks should be made out to "First Presbyterian Church, Elizabethton" and can be mailed to the address below or given to the minister when you meet. Other payment options are also available. Costs are as follows:

- *\$200 (required): 4 hours of premarital counseling with the minister, including PREPARE / ENRICH materials.*
- *\$150 (required): Wedding rehearsal and wedding ceremony officiated by the minister, and filing of paperwork with the County Clerk.*
- *\$350: Use of the church building / facilities over a two-day period. **Only required if ceremony or reception is held at the church.***

- *\$100: Deacon / host fee provides for a deacon from the church to serve as host during a reception, including locking up the church afterwards and assisting with cleanup. **Only required if reception is held at the church.***
- *\$100: AV Fee – covers the costs for an AV tech if the AV system is used in the fellowship hall and/or the sanctuary (e.g. for a live streamed ceremony, playing recorded music during the ceremony, showing a video during the reception, etc.). **Only required if ceremony or reception is held at the church AND requires use of the AV system.***
- *\$150 refundable cleaning deposit: The deposit is fully refundable if the church is left clean and in good condition after the reception. **Only required if reception is held at the church.***
- *\$varies: Musician’s fees. We can assist with musicians from the church if desired. Cost is separate from any fees listed above and is negotiated with and payable to the musicians directly.*

Can we have a reception at the church?

Yes. We have a very nice facility for that. See APPENDIX 4: BUILDING USE GUIDELINES

How can I get in touch with you?

Our website is www.FPCelizabethton.org

Rev. Dr. Brian Wyatt, Pastor	423-543-7737	brian@fpcelizabethton.org
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Lee Kirkwood, Events Coordinator	423-794-7333	leek505@aol.com
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Church address:	First Presbyterian Church 119 West F Street Elizabethton, TN 37643
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APPENDIX 3B: GUIDE FOR MARRIAGE CEREMONIES PER THE PC(USA)

BOOK OF ORDER

Presbyterian Church USA Book of Order

Directory for Worship Section W-4.9000 Marriage

W-4.9001 Marriage is a gift God has given to all humankind for the well-being of the entire human family. Marriage involves a unique commitment between two people, traditionally a man and a woman, to love and support each other for the rest of their lives. The sacrificial love that unites the couple sustains them as faithful and responsible members of the church and the wider community.

W-4.9002 In civil law, marriage is a contract that recognizes the rights and obligations of the married couple in society. In the Reformed tradition, marriage is also a covenant in which God has an active part, and which the community of faith publicly witnesses and acknowledges.

W-4.9003 If they meet the requirements of the civil jurisdiction in which they intend to marry, a couple may request that a service of Christian marriage be conducted by a teaching elder in the Presbyterian Church (U.S.A.), who is authorized, though not required, to act as an agent of the civil jurisdiction in recording the marriage contract. A couple requesting a service of Christian marriage shall receive instruction from the teaching elder, who may agree to the couple's request only if, in the judgment of the teaching elder, the couple demonstrate sufficient understanding of the nature of the marriage covenant and commitment to living their lives together according to its values. In making this decision, the teaching elder may seek the counsel of the session, which has authority to permit or deny the use of church property for a marriage service.

4.9004 The marriage service shall be conducted in a manner appropriate to this covenant and to the forms of Reformed worship, under the direction of the teaching elder and the supervision of the session. In a service of marriage, the couple marry each other by exchanging mutual promises. The teaching elder witnesses the couple's promises and pronounces God's blessing upon their union. The community of faith pledges to support the couple in upholding their promises; prayers may be offered for the couple, for the communities that support them, and for all who seek to live in faithfulness.

W-4.9005 A service of worship recognizing a civil marriage and confirming it in the community of faith may be appropriate when requested by the couple. The service will be similar to the marriage service except that the statements made shall reflect the fact that the couple is already married to one another according to the laws of the civil jurisdiction.

W-4.9006 Nothing herein shall compel a teaching elder to perform nor compel a session to authorize the use of church property for a marriage service that the teaching elder or the session believes is contrary to the teaching elder's or the session's discernment of the Holy Spirit and their understanding of the Word of God.

APPENDIX 3C: REQUIREMENTS FOR MARRIAGES IN TENNESSEE

Carter County Clerk
Elizabethton, TN
423-542-1814

What is the cost of a marriage license?

The marriage license fee is \$98.50. Couples who complete a four-hour marriage counseling course by a qualified counselor or minister will be charged \$38.50. If either the county or counselor does not approve the session you must pay the full price.

What are the residency requirements for Tennessee?

None, you do not have to be a previous or current resident of Tennessee to obtain a marriage license that is valid statewide.

Is there a waiting period from the application date to the date the license is issued?

No, you will receive your license immediately.

Is there a waiting period from the date the license is issued to the date I am allowed to marry?

No, you can marry immediately after receiving your license.

What is the minimum age a man or woman may marry?

You must be 18 years old or older to marry without parental consent. A birth certificate may be necessary to show proof of age.

What if one or both of us is younger than 18?

If either partner is under 18, parents or legal guardians must be present. If a parent can not be present, due to death, separation, divorce or other circumstances, proper evidence must be presented for verification. You will need a certified copy of your birth certificate. If you are under 16 you can not marry without a court order.

Are blood tests and physical exams required?

No blood test or physical exam is required.

How long does a marriage license remain valid once it's been issued?

Your license will expire 30 days from the date it is issued.

What if one or both partners have been divorced or have had a spouse die?

If previously married, the date of divorce or date of spouse's death must be provided. Bring a certified copy of the divorce decree or death certificate. A copy of your divorce records or spouse's death certificate can be ordered online.

APPENDIX 4: BUILDING AND FACILITIES

APPENDIX 4A: BUILDING USE GUIDELINES

The First Presbyterian Church of Elizabethton, Tennessee is a Progressive Christian Community. We welcome everyone into full participation in church life regardless of age, gender, sexual orientation, race and ethnic identity. We welcome all groups willing to extend a similar welcome to participants in their functions.

We ask you to observe the following guidelines when using church facilities.

Please make arrangements with the Office Assistant ahead of times for specific use of the church facilities. Please fill out the Facility Use Request Form, located online at <https://form.jotform.com/fpce/buildinguseapp>

Depending on the activity, a damage deposit may be requested.

A church member will open and close the church for groups whose meetings have been approved by the Session. It will be the sponsoring church member's responsibility to see that guidelines of the church are followed by the group.

Please wash and put away all dishes used.

Please return all equipment, chairs, tables, kitchen items, games, etc., to their original location. Please sweep and /or vacuum floors and clean all counter tops.

Be sure that the stove top and oven are turned off and that coffee pots are unplugged. Take out garbage and replace bag.

Please confirm that all doors and windows are locked before the last person leaves. (It is suggested that your group appoint one individual to be responsible for this.).

Turn out the lights before leaving.

No smoking in the building or on the grounds.

Contact the church office if you have any questions or special requests. (423-543-7737)

First Presbyterian Church

Elizabethton, Tennessee 37643

APPENDIX 4B: KITCHEN USE GUIDELINES

First Presbyterian Church has a Green Congregation Covenant which includes the following principles:

- Consider our impact on the environment when we plan and pursue any activity in the life of our church and our personal lives.
- Transform our habits and practices to achieve a just, sustainable and equitable future for all.
- Serve as an example of Earth-friendly practices for our community.

In light of this commitment as a Green Congregation, we encourage:

- The use of the dinnerware and tableware provided in the kitchen (*The use of Styrofoam and disposable plates, cups and plastic ware is **highly discouraged**.)
- The use of pitchers of water and glasses, rather than individual bottles of water.
- The use of only recyclable heavy paper take-out boxes.
- Sorting glass, plastic and aluminum into the Recycle Bins
- Placing all other trash in large waste can. Before leaving, TAKE BAGGED TRASH OUT to the dumpster located inside the fenced area beside the tool shed. This area is located to the east side of the church.
- The use of only Green Cleaning products.
- Running dishwasher only when full.
- Turning off all lights when leaving.

Kitchen Health and Safety

The Health and Safety of our children, youth and adults depends on all members and visitors adhering to these every day practices:

- Wash, dry and replace all plates, glasses, silverware to labeled cabinet or drawer.
- All counter tops must be wiped clean and free of all clutter prior to leaving.
- Pantry: Place ALL food, cookies, snacks, crackers in PLASTIC containers with lids tightly secured.
- Pantry: Keep ALL paper napkins, plates, cups, plastic eating utensils in PLASTIC containers with lids tightly secured.
- Wash, fold neatly and replace tablecloths in designated cabinets.

A “Found Dishes” Cabinet is located to the left of the serving window. Place all dishes not belonging to the church in this cabinet.

Directions for use of the large coffee maker are posted for your convenience. Wash and dry carafes and replace filter basket after use.

Unplug small coffee maker after use. Wash and dry carafe and replace filter basket.

We appreciate your efforts in helping us maintain a CLEAN, GREEN and SAFE kitchen. Thank you!

APPENDIX 4C: GREEN CONGREGATION COVENANT

In response to the cosmic story of the billions of years of evolution that brought us the gift of life on this planet we call Earth, we are moved to a deep sense of awe. This intricate web of life reveals amazing complexity, diversity, harmony and beauty. With deep gratitude we honor the Divine Mystery which births and sustains us.

Recognizing our interdependence and interconnectedness with all elements of Earth, we commit ourselves as individuals and as a congregation to the well-being of our planet and to future generations.

We will strive to:

- Build a connection between spiritual practice and environmental consciousness which affirms Earth as sacred and celebrates our relationship to the whole.
- Educate ourselves, our congregation and our community about environmental issues and injustices.
- Consider our impact on the environment when we plan and pursue any activity in the life of our church and our personal lives.
- Transform our habits and practices to achieve a just, sustainable and equitable future for all.
- Serve as an example of Earth-friendly practices for our community.

APPENDIX 4D: ENVIRONMENTALLY FRIENDLY SUPPLIES GUIDELINES

Environmentally Preferable Kitchen Supplies - Guidelines			
Seek: Recycled Content, low VOCs, grain alcohol, plant oils, no testing on animals			
Avoid: Petroleum-based cleaning ingredients, antibacterial agents, fragrance, bleach, phosphates, polystyrene (e.g. Styrofoam)			
Please Use Kitchen Bins for Recycling Materials and BUY RECYCLED CONTENT to Preserve Earth's Resources			
CLEANING PRODUCTS		PAPER, PLASTIC, ALUMINUM, ETC.	
PREFERRED PRODUCTS	WHERE TO BUY	PREFERRED PRODUCTS	WHERE TO BUY
<i>Dishwashing Liquids</i>		<i>Paper Products</i>	
7 th Gen. Free and Clear, and Natural	Ingles, Target	Marcel Small Steps Paper Towels	Ingles, Earth Fare
Ultra Dishwashing Liquid by Planet	Ingles, Earth Fare, Health Bard	7 th Generation Paper Towels	Ingles, Food City
Simple Green Naturals Dishwashing Liquid	Kroger, Lowes, Target, Wal-Mart	Full Circle Paper Towels	Food City
Greenworks	Target, Ingles	Marcel Small Steps Napkins	Ingles, Earth Fare
<i>Automatic Dishwashing Liquids</i>		<i>Wax Paper, Plastic, and Aluminum Wrap</i>	
Planet	Ingles	Natural Values Waxed Paper	Earth Fare
7 th Generation Gel & Powder	Food City	Natural Values Plastic Storage Bins	Earth Fare
Full Circle Auto Dish Gel & Powder	Food City	Natural Values Clear Plastic Wrap	Earth Fare
<i>Liquid Hand Soap</i>		100% RC Aluminum Foil by EFP	Earth Fare
Method	Ingles, Earth Fare, Target	<i>Disposable Utensils & Dinnerware</i>	
<i>Counter & Appliance Cleaners</i>		7 th Generation Tall and Lg.	Food City, Ingles
7 th Generation Kitchen Cleaner	Ingles, Earth Fare	Full Circle Eco Friendly Dinner Plates	Food City
Full Circle All Purpose Cleaner	Food City	Solo Bare 18oz. PET Cup	Food City, Ingles
First Presbyterian's Green Congregation Covenant Recognizing our interdependence and interconnectedness with all elements of Earth, we commit ourselves as individuals and as a congregation to the well-being of our planet and to future generations		Diamond Knife / Fork / Spoon Recycled Combination Pack	Food City
		Full Circle Eco Friendly Dinner Plate	Food City