

Your Wedding at The Royal Poinciana



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www.royalpoincianachapel.org

To The Bride and Groom

We are pleased that you are considering the Royal Poinciana Chapel for your wedding. We are aware of how much this day means to you, and we will do everything we can to assist you to make it a grand occasion. We include some general information in this brochure regarding Chapel procedures. Because your wedding is a worship service in a Christian church, it falls under the jurisdiction of our Board of Directors and the established policies of the Chapel. The Pastor, Dr. Robert S. Norris, will try to accommodate special requests, but final authority for appropriate procedures in the service is determined by Chapel policy.

Chapel Expectations

The Royal Poinciana Chapel is a Protestant Christian congregation, although guests and participants from all faiths are welcome to come to the Chapel for a wedding. Those who wish to be married in the Chapel, however, should keep in mind that it is a House of God. We are not a "Wedding Chapel." Our primary purpose is to celebrate and worship Almighty God. In this regard, we suggest and encourage the wedding couple to attend Chapel services on Sunday mornings at 10:30 a.m. All couples are invited to consider membership at the Chapel, but it is not required.

Chapel weddings have a defined order of service. They are traditional religious ceremonies. While we warmly welcome lay leaders or guest clergy of other faiths, we cannot surrender the order of service to that which is not in keeping with Chapel purposes. Therefore, customs pertaining to wedding services from other faiths or nations will be considered, but not necessarily approved. Please settle this issue prior to the time that a guest officiant is invited, or other customs assumed. The proper procedure is for the Chapel staff to invite outside participants.

If you have selected a professional Wedding Coordinator, she/he is most welcome at the Chapel. However, the conduct of the wedding, in and around the Chapel, will be under the direction of the Pastor.

How To Begin

*Arrangements for weddings begin with a call or visit to the Chapel Office to obtain a **Marriage Ceremony Application**. No service can be scheduled on the Chapel calendar until the **completed application is submitted along with a deposit of \$500**. That deposit will then be applied to the **Wedding Fee**. You will be informed of the availability of the Chapel facilities and your requested date. If the wedding is cancelled, \$400 of the deposit will be refunded.*

Wedding Date

All weddings will normally be scheduled on Saturday at two-hour intervals beginning at 11:00 a.m., but no later than 5:00 p.m. Exceptions to this may be made for small weddings, which are scheduled at the discretion of the minister. You will be permitted to use the Chapel facilities one hour prior to and one hour following the time of your wedding. Due to Chapel commitments, please do not ask for exceptions to this policy.

Should it become necessary to change the date or time of your scheduled wedding, please call the Chapel Office. If your revised request is available and approved, you will then be asked to submit the change in writing. The Chapel Office will also confirm to you any changes in writing.

Rehearsals

Wedding rehearsals normally will be scheduled on the Friday afternoon prior to the day of your wedding. All rehearsals begin promptly. It is the responsibility of the bride and groom to assure prompt arrival of all members of the wedding party.

Wedding Fees

The total fee for a wedding at the Chapel is \$2,000. Included in that amount are: honoraria for the minister, organist, and custodian; a fee for the Chapel use, utilities, candles for the candelabras, air-conditioned room for the bride and her attendants, a waiting room for the groom and groomsmen; and the custodial costs of the Chapel and related facilities. Following the deposit of \$500, the remainder of the fee (\$1,500) is due thirty days prior to the rehearsal date.

For informal or small family weddings, which may be scheduled at the discretion of the minister, fees may be adjusted where deemed appropriate. Fees will be discounted for all Town of Palm Beach employees, and for Police Officers in Palm Beach County.

Non-Chapel Weddings

Under ordinary circumstances, it is not the policy of the Chapel for the minister to conduct a wedding ceremony off site of the Chapel.

We are sorry we cannot schedule weddings outside the Chapel Grounds, e.g., the West Garden or by the Lake.

Music

In considering the music for your wedding, keep in mind that your wedding is a worship service. The music should be in keeping with the reverence that is observed on entering the House of the Lord. All music, whether played or sung, should be a part of the praise and prayer of the event, and should be religious in form and content.

The official church organist, or someone he designates, shall be the organist for all weddings at the Chapel. If desired you may choose to have vocal music as part of the service. The organist will help in arranging a professional soloist, or you may choose your own soloist, provided that the soloist is experienced. The soloist must keep in mind that the text must be sacred. No taped accompaniment is allowed. It is the responsibility of the bride to see that the guest soloist contacts the organist for rehearsal. This rehearsal usually takes place near the time of the wedding rehearsal. The fee for a professional soloist arranged by the Chapel is usually \$150 and should be given to the organist at the wedding rehearsal.

Pre-Nuptial Music

Processional and Recessional

The organist begins playing 15 to 20 minutes prior to the service. Organ music will include light classics such as: Pachelbel's Canon, Bach's Air, Bach's Jesu, Joy of Man's Desiring, etc. The Processionals include: Purcell's Trumpet Tune for bridesmaids; Wagner's Bridal Chorus for the entrance of the bride and Mendelssohn's Wedding March for the Recessional.

If the bride prefers non-traditional music, other marches include: Clarke's Trumpet Voluntary, or Handel's Hornpipe (from Water Music), etc. If there are specific questions regarding special music desired for the wedding, or if you desire to have instrumental music, the organist/music director will be available to counsel about selections.

Organist/Director of Music

Dr. Jack W. Jones

Chapel (561) 655-4212

Office (561) 547-9865

Officiants

The Chapel Pastor, The Rev. Dr. Robert S. Norris, or his designate, will officiate and conduct all weddings. A minister, priest, or rabbi may be invited to assist. However, the visiting clergyman must comply with the regulations and directives of the Chapel Board with regard to the service. It should be understood that the Chapel policy requires that our pastor is the certified officiant.

The general outline of the order of service with suggested scripture readings, listed in the ensuing sections, will be followed to ensure an appropriate service.

Wedding Program

The preparation and printing of a program, if you choose to have one, is the responsibility of the couple. We will be happy to assist and answer any questions. A draft of the order of service must be approved by the Chapel Office prior to printing.

As a suggestion, the cover or first page may contain the wedding couple's names, Chapel name, officiating minister, and the date. Additional pages of your program could include names of attendants, family members, a personal message to your guests, a note regarding flowers in memory of a friend or family member, etc. Sample programs will be made available to you upon request.

Wedding Ceremony

Order of Service

**Seating of the Grandparents, Parents of the Groom, and Mother of the Bride*

**The Processional*

The Call To Worship God

The Prayer of Adoration and Thanksgiving

The Questions of Marital Intent

Will you have _____, to be your husband/wife? Will you pledge your faithfulness to him/her; in all love and honor, in all duty and service, in all faith and tenderness; to live with him/her and to cherish him/her all the days of your life? (I will.)

The Parents Blessing on the Marriage

The Reading from the Word of God (See selections listed below.)

Wedding Homily

The Declarations of Devotion (See options listed.)

The Exchange of Rings

Declaration of the Marriage Union

Lighting of the Unity Candle (If used.)

The Prayer of Consecration

The Benediction

The Introduction of the Couple and the Wedding Kiss

**The Recessional*

(Musical selections included before and during the wedding ceremony are to be arranged with Dr. Jack Jones, the Chapel's Director of Music.)

Scripture Readings and Declaration of Devotion

Mark 10:6-9

Ephesians 3:14-20

Philippians 2:1-11

Ruth 1:16-17

Ephesians 5:21-32

Matthew 19:4-6

I Corinthians 13:4-7, 13

Romans 12:9-18

Genesis 1:27-31, 2:8

I John 4:7-12

Colossians 3:12-17

Ecclesiastes 4:9-12

(The readings may be read by the minister, lay readers or guest clergy. Other selections from the Bible may be chosen. All other items to be read in the wedding must be approved in advance by the pastor.)

_____, I take you to be my wife/husband to love, honor and cherish for as long as you shall live. I promise to share and grow with you through your joys and sorrows, your challenges and accomplishments. I will be sensitive to your needs, giving you love, support and encouragement as you strive to develop your full potential as one of God's people. I promise always to remember that you are God's gift to me.

_____, I take you, as a gift from the hand of God to be my wedded wife/husband. I thankfully receive you into my life that together we may be one. With God's help, I will be your loving and faithful husband/wife offering my trust and encouragement; in weakness and in strength, whether we be rich or poor, through all the seasons of life. I pledge you my love and my life, for as long as I live.

_____, I take you to be my wife/husband. I promise to love and sustain you in the bonds of marriage from this day forward; in sickness and in health, in plenty and in want, in joy and in sorrow, till death shall part us, according to God's holy ordinance.

_____, I take you to be my wedded wife/husband and I do promise and covenant before God and these witnesses, to be your loving and faithful husband/wife; in plenty and in want, in joy and in sorrow, in sickness and in health, for as long as we both shall live.

Flowers

Wedding floral arrangements are beautiful and encouraged. However, certain guidelines must be followed. Under no circumstances should any decoration or flowers be taped or glued to the Chapel pews. The custodian will be pleased to assist you or your florist. Please ask your florist not to proceed with decorating the Chapel (other than the arrangement on the altar) without approval in advance by the custodian or the Chapel Office. Rearrangement of chancel furnishings is not permitted. The candelabras can be decorated with flowers, but not removed from the chancel.

The Chapel does not permit candles along the center aisle due to the danger of fire. Neither can we approve ribbons or decorations, which impede entry from the center aisle into the pews. Flower petals, rice, birdseed nor any substance may be dropped in the aisle or on front steps of the sanctuary.

Your florist may enter the Chapel and place the floral arrangement one hour prior to

the time the wedding is to begin. All items brought into the Chapel must be removed within one hour of the beginning of the wedding, unless specific arrangements are made with the Chapel Office or custodian in advance.

Unity Candle

The custom of lighting a Unity Candle during the ceremony is permitted. If you choose to celebrate with this custom, you or your florist should provide the necessary candles and candle holders.

Photography and Videography

Because engaged couples and photography professionals they hire want to know the latitude and limit for photographic work on the premises during weddings, the Chapel Board of Directors has established this policy pertaining to all wedding photography and videography.

A wedding at the Royal Poinciana Chapel is a formal worship service and is to be afforded the respect and reverence of such. Wedding photography and videography is allowable to the extent that it does not intrude upon that dignity of worship, or in any way draw attention of the couple, the wedding party or congregation from the wedding ceremony and its worshipful nature.

IT IS TO BE UNDERSTOOD BY ALL PHOTOGRAPHERS AND BY THE BRIDE AND GROOM THAT, WHERE PHOTOGRAPHY DURING WEDDINGS IS CONCERNED, THE CHAPEL POLICY IS NOT NEGOTIABLE AND IS TO BE STRICTLY ADHERED TO WITHOUT EXCEPTION:

- No camera flash or external video camera lighting is allowed at any time during the wedding ceremony.*
- At no time during the wedding ceremony may the photographer or videographer physically be stationed on or shoot from the chancel dias of the sanctuary. A still camera may be set up beside the dias on the north-east entry way prior to the wedding.*
- Photographers and videographers may be stationed at the front of the aisle only during the entrance of the grandparents and parents of the bride and groom, the bridal party, and the bride and her father or escort.*
- Once the bridal processional ends and the music stops, the photographers and videographers must absent themselves immediately from the front and return to the rear of the sanctuary. The wedding ceremony will begin only after this occurs.*

- *Photography during the wedding ceremony is permitted only from the rear of the Chapel.*
- *Any desired restaging will be arranged after the recessional and immediately following the ceremony prior to family photos being taken.*

It is in anticipation of the photographer's broad professional ability and full expectation that the Chapel policy be adhered that we afford them the privilege of serving as wedding photographer or videographer at the Chapel. Disregard of this established policy will result in an embarrassing pause in the ceremony and a verbal reminder that the photographer must cease or move, and will negatively influence invitations that may be theirs to photograph future weddings at the Royal Poinciana Chapel.

Aisle Runners

Aisle runners are strictly prohibited due to safety concerns. Please inform your coordinator or florist that we do not permit them in the Chapel.

Time Schedules

Since the Chapel is in use on tight schedules Fridays and Saturdays throughout the year, it is imperative that all members of the wedding party be on time for both the rehearsal and the wedding ceremony.

License

You will need to have a marriage license in hand before the wedding can be conducted. The license can be secured through application at the County Marriage License agency. In Palm Beach County: (561) 355-2230.

Website

You may read about our wedding ceremonies and see photographs of the Chapel at www.royalpoincianachapel.org.

Please Note...

Please note that there are times in Palm Beach that hurricane shutters may have to be installed for a period of time that may impinge upon the wedding date.

Thank you and God bless you as you plan your wedding. If you have any questions, please call the Chapel Office.

Office (561) 655-4212

Fax (561) 655-7747

The Rev. Dr. Robert S. Norris, Pastor

Dr. Jack W. Jones, Director of Music

Armida A. Welsh, Office Manager/Financial Coordinator

Paula Waterhouse, Administrative Assistant

