



PEACHTREE  
CHURCH

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# WEDDING GUIDEBOOK

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## WELCOME

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Thank you so much for choosing Peachtree Church as your wedding venue. We aim to make this momentous day memorable, special, and stress-free.

At Peachtree, we rejoice in Christian marriage, which is created, ordered, and given by God, blessed by our Lord Jesus Christ, and sustained by the Holy Spirit.

Our Pastoral Staff is committed to nurturing healthy Christian marriages and providing the right tools and support so that your marriage will thrive and flourish. We are committed to your commitment.

This booklet is designed to keep you on track with planning your wedding and to answer any questions you may have. Please do not hesitate to reach out to me with any additional questions.

Best,

**Suzanne Zoller-Brinson**

Wedding Coordinator

404.842.5834

SZoller@PeachtreeChurch.com



## PASTOR CONTACT LIST

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Please contact your preferred pastor or their coordinator directly to check their availability.

You are allowed to use an outside pastor, but they must be ordained in a traditional Christian denomination, and they must work in tandem with a Peachtree pastor.

Once your pastor is confirmed, please contact Suzanne to let them know who your officiating pastor will be.



**Rev. Vicki Franch**  
Pastor for Pastoral Care  
o: 404.842.2571  
VFranch@PeachtreeChurch.com

**\*\*Celeste Cody**  
Pastoral Care Coordinator  
o: 404.842.5853  
CCody@PeachtreeChurch.com  
**\*\*Celeste Cody is Vicki's Coordinator.**  
Please copy her on all communication.



**Rev. Dr. Richard Kannwischer**  
Senior Pastor

**\*\*Minta Horton**  
Executive Coordinator  
to Senior Pastor  
o: 404.842.5824  
MHorton@PeachtreeChurch.com  
**\*\*Minta Horton is Rich's Executive Coordinator.** Please email her and she will consult with Pastor Rich directly.



**Rev. Dr. Jay Madden**  
Executive Pastor  
o: 404.842.2578  
JMadden@PeachtreeChurch.com

**\*\*Melissa Snipes**  
Senior Coordinator to  
Executive Pastor  
o: 404.842.5867  
MSnipes@PeachtreeChurch.com  
**\*\*Melissa Snipes is Jay's Senior Coordinator.** Please copy her on all communication.



**Rev. Wes Nichols**  
Pastor for Belong  
o: 404.842.3171  
WNichols@PeachtreeChurch.com



**Dr. Joe Skillen**  
Pastor for Teaching  
o: 404.842.5865  
JSkillen@PeachtreeChurch.com



**Dr. Deanne Townsend**  
Pastor for Congregational Life  
o: 404.842.5845  
DTownsend@PeachtreeChurch.com



**Rev. Scott Tucker**  
Pastor for Grand Adults  
o: 404.842.3172  
STucker@PeachtreeChurch.com



## WEDDING SUPPORT STAFF

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**Suzanne Zoller-Brinson**  
Senior Hospitality & Wedding Coordinator  
o: 404.842.5834  
SZoller@PeachtreeChurch.com



**Liz Tash**  
Senior Hospitality Director  
o: 404.842.5810  
LTash@PeachtreeChurch.com



**Sarah Dempster**  
Senior Music Associate  
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SDempster@PeachtreeChurch.com



**Steven Wooddell**  
Lead Organist  
o: 704.830.4133  
StevenWooddell@gmail.com



**Mary Hoffman**  
Senior Music Ministry Director  
o: 704.830.5814  
MHoffman@PeachtreeChurch.com



# WEDDING CHECKLIST

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**Immediately following your meeting** with Suzanne, please complete the following steps in any order:

- Finalize the venue and wedding date.
- Confirm a pastor (refer to the contact list).
  - Notify Suzanne once he/she is confirmed.
- Submit the wedding payment.
- Read, sign, and submit the Wedding Reservation Worksheet to Suzanne.
- Read, sign, and submit the Wedding Music Agreement to Suzanne.

## THREE TO SIX MONTHS PRIOR TO THE WEDDING DATE:

- Schedule and attend the Music Consultation with Steven Wooddell, lead organist.
  - Please copy Mary Hoffman, Senior Music Ministry Director, and Sarah Dempster, Senior Music Associate.
- Attend one free premarital counseling session at LifeGate Counseling Center with Matt Carter.
  - Contact LifeGate ([admin@lifegategroup.org](mailto:admin@lifegategroup.org)) and copy Matt ([matt@lifegategroup.org](mailto:matt@lifegategroup.org)) or call at 404.842.3162 to schedule.
- Meet with your pastor.
  - They will require faith-based premarital counseling sessions with them in addition to LifeGate.

## ONE TO THREE MONTHS PRIOR TO THE WEDDING DATE:

- Provide Suzanne with contact information of your outside vendors (florist, photographer, videographer, wedding planner, musicians, etc.)
- Meet with Suzanne.
  - She will reach out to you directly to schedule a meeting.

## ONE MONTH PRIOR TO THE WEDDING DATE:

- Provide the wedding program for proofing and approval.
  - Please send a copy to Suzanne, Steven Wooddell, and your pastor.
    - DO NOT print program until it is approved by the appropriate parties.
- Provide final details to Suzanne.
- Remaining balance paid in full.



# WEDDING CHECKLIST

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## REHEARSAL:

- At the rehearsal, please bring notarized Marriage License
- Honorarium for pastor
  - \$500+ recommended
- Final printed copies of your program, if you wish to house them at the church overnight.

## WEDDING DAY:

- Wedding rings
- Snacks and water for the wedding party (no alcohol)
- Payment for additional musicians, if necessary





## GENERAL INFORMATION

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### REHEARSALS

All rehearsals take place on the Friday before your wedding and typically begin at 5:00pm. The time can be flexible and is dependent on your pastor and wedding party's availability. However, you may not schedule a rehearsal any later than 5:00pm. Rehearsals last between 45 minutes to an hour. Please ensure that all involved in the procession and recession are present and punctual.

### WEDDING DAY

Your wedding party may arrive at the church one hour and thirty minutes before the ceremony begins and may stay for one hour after the ceremony begins. (For example, a wedding at 5:00pm will have use of the facility from 3:30–6:00pm.) Please assign someone to remove all of your belongings from the Bride's Room before the wedding begins as these rooms will not be secured during or after your ceremony. Ceremonies may be scheduled earlier than 5:00pm but no later than 6:00pm.

## VENUES AND FEES

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**MAIN SANCTUARY (SEATS UP TO 500+):** \$3000

**KELLETT CHAPEL (SEATS UP TO 300):** \$2000

**WILSON CHAPEL (SEATS UP TO 100):** \$1500

### The cost of your wedding includes the following:

- Set up, breakdown, and cleaning of the venue
- One premarital counseling session at LifeGate Counseling Center located in the Kellett Chapel
- An audio/visual technician
- An APD security officer
- Wedding music consultation
  - Please see pg. 10 and 11 for details
- Use and payment of a Peachtree organist
  - Please see pg. 11 if you plan on hiring additional musicians
- Services of the Peachtree Wedding Coordinator

The pastor's honorarium is not included in your wedding cost. While we welcome any amount you are able and willing to give, we typically suggest \$500 or more.

**Smoking/vaping and alcohol of any kind is prohibited on campus.** Any wedding party members, family members, or guests who are seen engaging in the prohibited activities or are visibly intoxicated will be asked to leave.





## MARRIAGE LICENSE

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For Georgia residents, please contact your local probate court for more information on obtaining your marriage license.

For non-Georgia residents, you must obtain your marriage license in the county in which you are getting married. Peachtree is located in Fulton County, so please contact the Fulton County probate court for more information.

After the ceremony, the officiant will sign your Georgia marriage license and submit it back to the court. Then, the court will send the official marriage certificate, which declares you legally married, to the address you registered under. This process can take four to six weeks. Please seek information from the probate court on the process of changing names.

## PREMARITAL COUNSELING

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Through Premarital Counseling, you and your partner will learn useful interpersonal skills set, expectations of marriage, and be equipped with the tools you will need to manage the lows and rejoice in the highs you will share in your life together. The cost of one premarital counseling session with LifeGate Counseling is included in your wedding fee. You will also receive additional counseling directly from your Peachtree pastor. Premarital counseling, whether with LifeGate, your pastor, or a combination of the two, is **required** for your wedding at Peachtree.

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For more information, please contact:

**LifeGate Counseling Center**

Admin@LifegateGroup.org

o: 404.842.3150

## YOUR MUSIC

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### MUSIC CONSULTATION

At least 2–3 months prior to your wedding date, contact Steven Wooddell to schedule your wedding music consultation. This is a mandatory meeting for you and Steven Wooddell or a member of Music Ministry to decide on the music for the service.

Music will be selected at least 8 weeks prior to the ceremony to facilitate the approval process required for the printed wedding program. Any other music-related arrangements or hiring of musicians, including the organist, soloists, and other instrumentalists, will occur after this meeting. To maintain a level of consistency among services, you should be mindful of the following:

- All music must be sacred in nature (referencing God, blessing a union, etc.).
- All wedding music must be coordinated with Steven Wooddell or Peachtree's Music Ministry.
- All accompaniments for soloists or instrumentalists must be live; recorded music or tracks are not permitted.

### HIRING OF MUSICIANS

**Please consult with Steven Wooddell or Peachtree's Music Ministry before hiring outside musicians.** They can easily connect you with an elite group of approved, professional musicians who have performed at other Peachtree weddings and will ensure that the music sounds as beautiful as your wedding looks. This applies to all outside musicians including but not limited to: pianists, string ensembles, trumpeters, vocal soloist, flutists, etc. Musicians are contracted and not under the employ of Peachtree, therefore, it is necessary that musicians be paid directly for their services.

Musicians rehearse one hour prior to the service and must provide the organist with a copy of the music, written in the key in which it is to be played the day of the wedding.

### WEDDING PROGRAM

A program is not required, but if you choose to have a printed program for your wedding, you must send a PDF copy to Suzanne, your Peachtree pastor, and the Music Ministry for proofing 4–6 weeks prior to the wedding. This will help to ensure that all of the worship information is correct and allows time for modifications. Peachtree reserves the right to withhold the programs at the wedding if any content has changed after our approval.



# WEDDING DAY PROGRAM TEMPLATE

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This is a general template for your wedding program. Please work directly with your pastor to explore the unique program of your wedding. You are responsible for supplying your own programs.

The Celebration and Blessing of the Marriage of

[Bride's Full Name]

and

[Groom's Full Name]

[Complete Wedding Date: Day, Month, Year]

Peachtree Church

Atlanta, Georgia

The Wedding Ceremony

The Prelude Chosen by Organist

The Seating of Grandmothers and Mothers Song Title / Composer Name

Wedding Party Processional Song Title / Composer Name

Procession of the Bride Song Title / Composer Name

The Call to Worship

The Presentation of the Bride

The Declaration of Intent

The Homily Pastor Name

Reading of the Scriptures - (up to 3 scriptures) Verse 1 / Reader Name

The Exchange of Vows and Rings

The Prayer of Blessing and The Lord's Prayer

Pronouncement of the Marriage

The Benediction

Presentation of the Couple

The Recessional Song Title / Composer Name

The Prayer of Blessing and The Lord's Prayer

Pronouncement of the Marriage

The Benediction

Presentation of the Couple

The Recessional Song Title / Composer Name

## THE WEDDING PARTY

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Officiant  
[Pastor Name]

Parents of the Bride  
[Their Names]

Parent of the Groom  
[Their Names]

Grandparents of the Bride  
[Their Names]

Grandparents of the Bride  
[Their Names]

Maid of Honor  
[Their Name]

Best Man  
[Their Name]

Bridesmaids  
[Their Names]

Groomsmen  
[Their Names]

Flower Girl(s)  
[Their name(s)]

Ring Bearer(s)  
[Their Name(s)]

Readers  
[Their Names]

Greeters  
[Their Names]

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### A Word of Thanks

Love, [Bride] and [Groom]

The flowers on the altar are in memory of our loved ones  
who join us in spirit on this special day:  
[Their names]

Reception Location





## YOUR VENDORS

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Peachtree allows you to provide your own wedding vendors. Every wedding at our church is a worship service and each detail should honor God and his plan for the holy covenant of marriage. We ask for the professionalism of your vendors in honoring and upholding the policies listed in our contracts. All vendors must read, agree to, and sign their specific church contract and provide a certificate of liability insurance naming Peachtree Church as the additional insured in the amount of \$1,000,000. Without these documents, vendors will not be allowed on the church campus. Please contact Suzanne with your vendor's contact information and she will secure all necessary documents.

### FLORIST

Your florist will find explicit instructions and design parameters in their Peachtree contract sent by Suzanne. If you choose to have a unity candle as a part of your ceremony, your florist must provide all candles and their accessories. Failure to comply and honor our rules could result in removal from the church or being barred from future weddings.

### PHOTOGRAPHER

We ask that photographers cooperate with and assist Suzanne at all times to help maintain the sacred nature of your special day so that the act of taking pictures does not inhibit the worshipful atmosphere of your service. Your photographer will find instructions and parameters in the contract sent by Suzanne. Failure to comply and honor our rules could result in removal from the church or being barred from future weddings.

### VIDEOGRAPHER

Should you decide to hire a videographer for your wedding, there are certain instructions that must be followed to ensure that the integrity of the worship service is maintained and that the act of filming does not distract from the service itself. Your videographer will find instructions and parameters in the contract sent to them by Suzanne. Failure to comply and honor our rules could result in removal from the church or being barred from future weddings.





PEACHTREE PRESBYTERIAN CHURCH



## FAQ

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Feel free to contact Suzanne if you have any additional questions or need clarification on any of these topics.

### **Q: Can I incorporate candles?**

A: Yes, but all candles must be flameless. The only exception is the use of a unity candle as part of your ceremony. Your florist can provide all candles desired.

### **Q: Where can I get my marriage license?**

A: Please reference page 10.

### **Q: Who puts together my program, and where can I get them printed?**

A: It is your responsibility to put your program together and have them printed with a local printer. Please work on this with your officiating pastor. Be sure to proof your program thoroughly and have Suzanne, your Peachtree pastor, and Steven Wooddell proof it before printing.

### **Q: Can I have a guest pastor officiate my wedding?**

A: All weddings must be officiated by one of our pastors; however, a guest pastor from an accredited denomination may assist or co-officiate if the Peachtree pastor is comfortable with this.

### **Q: Does the pastor receive an honorarium?**

A: Yes, we suggest \$500 or more, but we welcome any amount you are willing and able to give.

### **Q: When can I plan my ceremony music?**

A: Please refer to the Peachtree Wedding Checklist on page 6 and 7. Any payment and paperwork must also be received prior to calling the Music Ministry.

### **Q: Where can I find appropriate music for my wedding?**

A: Please reach out to Steven Wooddell or Mary Hoffman for wedding music samplings.

## FAQ

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**Q: What happens to my flowers after the ceremony if I leave them at the church?**

A: Our Flower Guild will repurpose larger arrangements to be delivered to those who may be homebound, sick, recovering from surgery, etc. If you would like to dedicate your flower arrangements for Sunday Services, please contact Marsha Sims to check for openings.

**Q: Can we leave cars parked overnight in the church parking lot?**

A: Please communicate your needs prior to rehearsal so arrangements can be made. Please understand that vehicles left overnight are at the risk of the owner. Peachtree will not assume liability for damages or stolen items.

**Q: Does the organist receive an honorarium?**

A: The organist fee is included in your wedding fee. Anything additional would act as a generous thank you gift from you.

**Q: How do I pay for musicians who are an additional part of my ceremony?**

A: Additional musicians are independent contractors and must be paid separately. Please reach out directly to your musician(s) with specific payment questions.

**Q: Who is the Wedding Guild?**

A: The Peachtree Wedding Guild is a group of trained volunteers who will work with you on your wedding details, guide you in proper policies, and assist Suzanne in directing the ceremony.

**Q: Who can I talk with about the needs of those who have mobility challenges?**

A: Please contact Suzanne. Arrangements can be made concerning parking, seating, directions, etc.

**Q: Can I have children in my wedding?**

A: Yes, we are open to all ages! Please be aware that younger children will need an adult chaperone at the rehearsal and on the wedding day.













PEACHTREE  
CHURCH

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