

# Weddings at Druid Hills Presbyterian Church

## Wedding Policy



1026 Ponce de Leon Ave. NE Atlanta, GA 30306 • 404-875-7591 • [www.dhpc.org](http://www.dhpc.org)



# Welcome to *Druid Hills Presbyterian Church*

## A note from our Pastor...



Dear future newlyweds,

We at Druid Hills Presbyterian Church are overjoyed that our sanctuary serves as a place where couples make binding commitments to one another and before God. The celebration of Christian marriage in a church wedding is an occasion of great joy and excitement and, at the same time, of great significance and reverence. A wedding in a church is a service of Christian worship. When a couple marries in the church they are affirming that marriage is more than a civil contract recognized by the state; it is also a covenant, which involves not only the couple but also God and the Christian community. Therefore the decision to have a church wedding rather than a secular ceremony means that the couple affirms the sacred nature of the occasion. In weddings performed at Druid Hills Presbyterian Church one or both members of the couple will be professing Christians, and the couple

should intend to be actively involved in a community of faith following their marriage, as this is the beginning of a covenanted journey forward with each other and God.

If the procedures and policies provided here are fully understood and followed, we are confident that your wedding will be a joyous, worshipful experience for you and your guests. May God bless this time of preparation.

In Christ,

Rev. Shelli Latham  
Pastor

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## About Us...

Founded in 1881, Druid Hills Presbyterian Church has ministered to the neighborhood across many changes and challenges. This French Gothic inspired sanctuary was erected during World War II. During the Great Depression, the church commissioned Francis Palmer Smith, the first Director of Georgia Tech's School of Architecture, to design the current sanctuary. It features hand-crafted stained glass windows by Henry Lee Willet and a rare Aeolian-Skinner organ. Alongside its ever evolving in-town ministries to children, the homeless and international refugees, this sanctuary endures as a center of parish life and a home for community events, including concerts, forums, and political debates.

We are an open and affirming congregation located in the Virginia Highland neighborhood across from The Majestic, on Ponce de Leon Ave. Our church has a rich history in the city of Atlanta and within the Presbyterian Church (U.S.A) denomination and we invite you to join us as we build on that history as an authentic and effective witness of God's love.

Our Mission Statement: Druid Hills Presbyterian Church calls everyone into Christian community to explore God's purpose for our lives, celebrate God's work in the world, and serve the needs of our neighbors.

Our congregation is a diverse, welcoming family of people from all around the metro-Atlanta area. Our building is located in the center of the Midtown, Virginia Highland, Poncey Highland, Candler Park, Lake Claire, Inman Park, The Old 4th Ward, Reynoldstown, Druid Hills, and Little 5 Points neighborhoods. We also have members who attend from all over the Atlanta Metro region.



# Weddings at Druid Hills...

## Church Facilities

**Sanctuary:** The Gothic style Sanctuary seats 200 comfortably on the main floor, and have additional seating in our balcony for 65. We also have removable pews and chairs that can be placed in the Sanctuary to create seating for a maximum of 350 guests. We have a wonderful Aeolian Skinner three-manual 36 rank organ as well as a Mason & Hamlin grand piano in the Sanctuary. Every floor of our campus is accessible by elevator to allow ease of access to guests who are disabled.

**Converse Hall:** Downstairs is our Dining Hall and that space is available for your wedding reception or rehearsal dinner as well. Our dining hall can seat 150 guests for a formal seated dinner using six foot long tables, and up to 200 guests using round tables. We have a stage available for your DJ, or this space can be used for you, your fiancé and your wedding party to sit. A reservation of this space includes the use of our six foot long tables, buffet tables, and chairs.

## Reserving a Date & Wedding Approval

Prior to announcing your wedding date and having invitations printed, all steps mentioned below must be completed. All weddings are scheduled through the church office. It is important that the date be entered on the church calendar as early as possible so that both your plans and the church schedule can work together.

### To Reserve a Rehearsal and Wedding Date:

- Schedule a tour with Ms. Danielle Wilson, Office & Facilities Manager by phone or email (Direct: 404-920-8987; Email: [dwilson@dhpc.org](mailto:dwilson@dhpc.org)). Ms. Wilson will let you know upon the initial conversation prior to your tour whether the date and time of your wedding and rehearsal are available. At the end of the tour, Ms. Wilson will provide you with a wedding packet containing the following items:
  - Wedding Policy (this document)
  - Wedding Application
  - Wedding Fee List
  - Photo/Video Release Form
- If interested in securing your date, please complete the Wedding Application and sign and date the Wedding Fee List and Photo/Video Release form. A check in the amount of \$500 is also required as a security deposit, and is used to hold your wedding date. Please see the section titled "Wedding Fees" for more information on the deposit. **Dates will not be reserved until the \$500 deposit is paid and the Fee List and Application are signed.**
- Once all above documents and the security deposit are received, your rehearsal and wedding date and time will be reserved.

### Weddings will not be scheduled on the following dates:

- Holy Week (Palm Sunday through Easter Sunday)
- Thanksgiving Weekend (Thursday through Sunday)
- New Year's Eve
- New Year's Day
- Christmas Eve
- Christmas Day

A wedding will not be scheduled at any time when it will conflict with regular church activities or programs.

### Wedding Approval Process:

*For a DHPC Member/Non Member with a DHPC Pastor officiating*

- Ms. Wilson contacts the DHPC Pastor, on behalf of the couple, and provides the Pastor with the couples' Wedding Application.
- The Director of Music Ministries and Organist are also provided with your Wedding Application for approval.

*For a Non-Member*

- Ms. Wilson contacts the DHPC Pastor, on behalf of the couple, and provides the Pastor with the couples' Wedding Application. DHPC's Pastor then contacts the outside Pastor to discuss and approve the Order of Service. The Director of Music Ministries and Organist are also provided with your Wedding Application for approval.

## Your Wedding Timeline

- **Once your wedding is confirmed:** Ms. Wilson will email you a confirmation of your wedding and rehearsal dates/times, and copies of all of the documents you submitted. You will also be emailed the name and contact information of the Church Wedding Coordinator assigned to your wedding.
- **Five months before your wedding:** The officiating Pastor will contact the couple to confirm the date, to



schedule a meeting to begin pre-marital counseling, and to give the couple a sample copy of the service options. If an outside Pastor or counselor is being used, the couple must provide proof that pre-marital counseling is underway.

- Three months before your wedding: The couple reviews the service and emails or sends it back to the Pastor and Church Wedding Coordinator.
- Two months prior to the wedding: The officiating Pastor meets with the couple to discuss the ceremony.
- Six weeks prior to the wedding: The order of worship for the service is finalized. If an outside Pastor is being used, the service must be emailed to Ms. Wilson for review by DHPC's Pastor.
- One month before the wedding: The couple meets with the Church Wedding Coordinator to finalize details. A timeline for decorating, vendor arrival/departure times, wedding rehearsal and the wedding day schedule will be prepared at this time. Any additional meetings with vendors or tours will be scheduled through the Church Wedding Coordinator. Any balance owed to DHPC must be paid at this time.
- Three weeks before the wedding: The final wedding timeline and schedule will be emailed out to all DHPC staff involved by the Church Wedding Coordinator. Any adjustments to the timeline must be done prior to this email being sent out.
- The day before your wedding: Your Church Wedding Coordinator, Sound Technician, DHPC Organist/Pianist, Sexton and Security Officer will all arrive at the designated time for your Wedding Rehearsal.

## Participants and Details

### Officiants

All weddings in the church sanctuary normally will be performed by one of the Pastors at Druid Hills Presbyterian Church. Couples desiring to have non-Druid Hills clergy officiate and/or assist in the service will need to provide the clergy's name, church affiliation, title and complete address and telephone number on the wedding reservation form. Such requests require consultation with and approval by the Druid Hills Pastor, who may consult with the session regarding the invitation, giving particular attention to theological and liturgical concerns. Following approval, a copy of Druid Hills' wedding policies will be sent to the guest minister by the Wedding Coordinator or Ms. Wilson along with an invitation to participate, sent by the Pastor of DHPC.

### Pre-Marital Counseling

Pre-Marital Counseling is required in preparation for the marriage service. This counseling shall be provided by a DHPC Pastor, a counselor or Pastor approved by a DHPC Pastor, or the non-Druid Hills clergy officiating the service.

### The Liturgy

Guidance for wedding liturgies in the Presbyterian Church is given in the "Directory for Worship" of the Presbyterian Church (USA) *Book of Order*. *As a service of Christian worship, the wedding service is under the direction of the minister and supervision of the session.* The Pastor will review with you one or more orders of service which are in keeping with the guidelines from the "Directory for Worship" of the Presbyterian Church (USA) *Book of Order*.

### Communion

If you wish to serve communion during your ceremony it must be offered to everyone attending your wedding or may be serve to everyone at your rehearsal or prior to the wedding, provided a brief time of worship is celebrated. This request must be made to Ms. Wilson at least two months before your wedding date. Communion requests must be authorized by the Session, in conjunction with DHPC's Pastor. Please await formal approval before proceeding.

Please note that private communion in which only the couple, wedding party or any small group attending the wedding is served without inviting all baptized attendees to the table, is against the theology and polity of the Presbyterian Church USA and is prohibited. Below is an excerpt from the Book of Order, The Constitution of the Presbyterian Church (U.S.A.) 2015-2017 edition:

W-2.4010 - Special Occasions: It is also appropriate to observe the Lord's Supper on other occasions of special significance in the life of the Christian community, as long as the celebration of the Sacrament is open to the whole believing community. The Lord's Supper may be observed in connection with the visitation of the sick and those isolated from public worship as a means of extending the church's ministry to them. On all such occasions of the celebration of the Sacrament, the Word shall be read and proclaimed. Even though such a celebration may involve only a few members of the congregation, nevertheless it is not to be understood as a private ceremony or devotional exercise, but as an act of the whole church, which shall be represented not only by the teaching elder or the one authorized by presbytery to administer the Sacrament, but also by one or more members of the congregation authorized by the session to represent the church.

If your request to serve communion is approved and you are a non-member, it is the responsibility of the wedding party to bring all supplies and communion ware needed to serve communion. DHPC and their staff will not be responsible for providing, storing, serving or cleaning any supplies.

## **Wedding Coordinator**

The church will provide a Wedding Coordinator. This person is not a wedding director and is not expected to plan the details of the wedding. The church's wedding coordinator will be a member of the church and will assist you in understanding and following our wedding guidelines, the church facilities and amenities and will assist the Pastor in directing the rehearsal and the wedding ceremony. The Wedding Coordinator and Pastor can interpret and are authorized to enforce policies and procedures provided in this document.

The church Wedding Coordinator will schedule a phone conference with the couple soon after a date is reserved to review the wedding policy and rules. The coordinator will be present before the time of the wedding and will be responsible for ensuring the sanctuary is restored to its proper setup following the wedding. A Church Wedding Coordinator is provided by the church and the cost is included in your wedding fees.

## **The Music**

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.

The Music Committee must approve all music, special musicians, or soloists. Music played on a CD, for use prior to the service only, is allowed and must be approved by the Music Committee. Such CD must be provided to the DHPC audio technician no later than the rehearsal day so that it can be tested on church equipment. The Music Committee consists of members of the Worship Ministry, Director of Music Ministries and the Church Organist/Pianist.

The church organist/pianist will normally provide music for all weddings. If the organist is not available, suitable substitutes will be recommended. Any substitute organist must be approved by the Director of Music Ministries in consultation with the organist/pianist.

The church organist/pianist will be available for an early consultation if needed, and will be on site for the wedding rehearsal and wedding day. Additional fees may be negotiated directly with the organist if more than 30 minutes of pre-service music or music requiring unusual demands is desired. The church organist/pianist receives an additional \$75 for each soloist and/or instrumentalist engaged, over and above any fee to these musicians.

The Music Committee must approve all music, special musicians, or soloists. Music played on a CD is allowed and must be approved by the Music Committee. The CD must be provided to the DHPC audio technician no later than the rehearsal day so that it can be tested on church equipment. The Music Committee consists of members of the Worship Ministry, Director of Music Ministries and the Church Organist/Pianist.

## **Audio Visual Technician**

An Audio Visual Technician is required for every wedding. He/she will be present for one hour prior to the wedding and throughout the wedding and during your rehearsal. A pre-set lighting plan will be previewed during your wedding rehearsal. The pre-set lighting plan for your wedding will not be altered after your rehearsal. On your wedding day, DHPC will provide one lavalier microphone for the officiating minister and typically the bride and groom can also be heard from this microphone. This audio is recorded, and can be provided to the couple by email as an mp3 file. An Audio Visual Technician is provided by the church and the cost is included in your wedding fees.

The following AV items can be used during your wedding and is included in your fees:

- 1 wireless lavalier microphone
- one wireless hand held microphone (on stand)
- up to 4 assisted listening devices
- Audio Playback from CD or from computer (playback source music must pre-arranged in desired order)

## **Bands / Quartets and Trios / Vocalists**

If you are going to have a band or other musicians, or are in need of additional Audio Visual needs, scheduling a consultation with our Sound Technician is required. The cost for this consultation is billed at a rate of \$25 per half hour, and is not included in your basic cost of wedding amount. The following AV items can be used during your wedding for an additional fee :

- Wireless lavalier (clip on or headset) microphone - \$55.00 each
- Hand Held Wireless - \$45.00 each
- Vocal Microphones (singing) - \$25.00 each (hard wired)
- Music Microphone (guitar, flute, harp etc) - \$25.00 each (hard wired)
- Standard hand held microphone (wired, on stand) - \$25.00 each
- Fender PA system (for your reception etc) includes one hard wired microphone on stand - \$55.00 each
- LCD Projector on cart with 9' diagonal screen (client to provide AV source with VGA Output) - \$55.00 each

## Security Officers

All weddings require two Security Officers to be present. The lead Security Officer will stay for the entire time of your wedding, from opening to closing. The second Security Officer will arrive 30 minutes before your wedding starts and will stay up to 30 minutes after your wedding ends. Coverage is scheduled in this manner to assist in creating an easy flow of traffic and parking for guests entering our property and leaving once your wedding has ended. Security Officers are provided by the church and the cost is included in your wedding fees. If your rehearsal, wedding, or reception goes over the allotted time, additional fees for security will be billed at a rate of \$50.00 per half hour.

## Sexton

It is the church's policy that the church Sexton must be present during the rehearsal and at the end of your wedding. The Sexton will prepare the sanctuary for the service (except for decorating), be responsible for proper heating or cooling, and re-set the sanctuary for Sunday service (except for removing decorative pieces and flowers). He/she will also set up Converse Hall, if being used for your reception and will re-set that space (except trash removal and cleaning of the floors). The Sexton is provided by the church and the cost is included in your wedding fees.

# The Rehearsal

## Date and Time

The rehearsal date and time will be confirmed along with the wedding date on the wedding reservation form. Wedding rehearsals should be conducted in a prompt and timely fashion. Friday and Saturday rehearsals are held at 4:00pm, 5:00pm, and 6:00pm only unless approved by Ms. Wilson. The time of the rehearsal should be set with the location of the church, traffic conditions and out-of-town arrivals taken into account.

It is best to inform all of your guests arriving for the rehearsal that the rehearsal begins 30 minutes before it actually starts (if your rehearsal is at 5:00pm, tell your guests that it's at 4:30pm) to ensure that everyone arrives early or on time. There is a two hour block for all rehearsals and your wedding fees cover the cost for a two-hour rehearsal only. An extension beyond the two hour timeframe from the scheduled starting time will result in additional fees, billed at a rate of \$50 per half hour.

## Attendees

Everyone in the wedding party, including clergy, should attend the rehearsal and should be at the church promptly at the designated time. It is encouraged that your videographer or photographer attends the rehearsal, and brings any equipment they expect to use on your wedding day at that time. This ensures that they are fully aware of where they are to set up their equipment, and are able to take test shots for lighting purposes prior to your big day. The pre-set lighting plan for your wedding will not be altered after your rehearsal.

## Marriage License

A marriage license is required by the state before a wedding may be performed. Contact the courthouse in your county of residence well in advance for information on obtaining your license. The license and the return addressed envelope provided by the county must be delivered to the officiating Pastor at, or prior to, the wedding rehearsal. The Pastor will not perform the ceremony if he/she does not have the marriage license in hand. The officiating Pastor will complete and mail the official copies and give the couple a personal copy. The county will provide you with instructions on obtaining a certified copy. This is not included in your wedding fees, and should be paid directly to the courthouse.

# Access, Rules & Decorations

## Access to the Facility:

1. **For your wedding**, you are allowed the use of our facility for a total of four (4) hours. The doors will be opened for access no earlier than one and one half (1 ½) hours before your wedding start time. The wedding ceremony usually lasts forty-five (45) minutes to one (1) hour, and then all guests and vendors must vacate by the end of the fourth (4<sup>th</sup>) hour. This allows ample time for any items brought in by the wedding party, guests, vendors and decorators to be removed. An extension beyond the four (4) hour timeframe from the scheduled starting time will result in additional fees, billed at a rate of \$50 per half hour.
2. **For your rehearsal**, you are allowed the use of our facility for a total of two (2) hours, beginning thirty minutes before the scheduled starting time. An extension beyond the two (2) hour timeframe from the scheduled starting time will result in additional fees, billed at a rate of \$50 per half hour.
3. **For your reception**, you are allowed the use of our facility for a total of four (4) hours following the wedding ceremony. All receptions must end by midnight. This includes any time needed by the bridal party, guests, caterer or other vendors to vacate the premises. An extension beyond the four (4) hour timeframe from the scheduled starting time will result in additional fees, billed at a rate of \$50 per half hour.
4. Vendors and any members of the wedding party should be made aware that, other than the times indicated above, our facilities are open only during the hours of 9:00am – 3:00pm, Monday through Friday and immediately after our 11:00am Sunday service, by appointment only. Any additional tours must be scheduled with Ms. Wilson or your Church Wedding Coordinator and may incur an additional fee.

## General Rules

1. Beer, wine and champagne are allowed for wedding receptions; hard liquor is not allowed. No intoxicated individual will be allowed to participate in the rehearsal or wedding. This judgment will be made by the officiating DHPC Pastor or the Church Wedding Coordinator if a non-DHPC Pastor is officiating.
2. Smoking is not allowed in the church buildings. There are designated smoking stations, located on the property.
3. Rice, birdseed, confetti, etc. are safety hazards and may not be thrown anywhere on the premises.
4. All decorating of the Sanctuary and reception area (if applicable) must be under the supervision of the Church Wedding Coordinator. (See following section.)

## Decorations

Because careful and prayerful labor have made our Gothic style sanctuary a place of beauty, simple decorations which enhance the atmosphere of worship but do not intrude upon it are most appropriate. The church has several items available for decorative use: a kneeling bench, a wooden flower pedestal, one brass container, two three-foot silver free standing urns, one candle-lighter. You or your florist must supply all other items.

All equipment belonging to the florist should be picked up immediately following the wedding ceremony. Druid Hills Presbyterian Church cannot assume responsibility for any equipment left at the church. Storage space is not available to permit any equipment to remain at the church for pick-up the following week.

1. Candles are permitted only in the chancel area. Non-drip candles must be used in a hurricane vase or other glass protective case. If hurricane vases or other protective cases are not in place, the candles will not be lit for the ceremony.
2. Only the church Sexton under the direction of the church's wedding coordinator may move church furniture. Moving of church furniture must abide by these guidelines:
  - A. The Communion Table and Lectern may be moved from the Sanctuary.
  - B. The Cross must remain prominently visible, but may be moved to accommodate the wedding party, under the guidance of the wedding coordinator.
  - C. The Font may be moved to accommodate the wedding party, under the guidance of the wedding coordinator.
  - D. The chairs may be removed or rearranged if necessary, but they generally look the best on the top platform, against the chancel wall.
3. No nails, tacks, tapes or other means shall be used to attach flowers or other decoration to church furniture, walls, or fixtures. Command Strips, ribbon and any pre-existing hooks in the Sanctuary may be used. Real flower petals are not allowed.
4. Liturgical and other seasonal decorations and hangings may be enjoyed for your ceremony but will not be removed for weddings with the following exception:
  - A. The paraments may be either white or reflect the appropriate season.

It is the wedding party's responsibility to inform the florist of these policies. The florist should direct any questions regarding decorations and building use policy to the wedding coordinator.

## Photography and Videotaping

Since the marriage ceremony is a worship service, it is required that the following rules be observed:

1. A contracted professional photographer is allowed to take photographs from the back balcony, discretely behind the columns, at the back of the church and in the organ chamber before, during, and after the wedding ceremony. If using Converse Hall for your reception, both professional photographers and guests taking photos are allowed at any time and from any location at that time.
2. Flash photography is not allowed during the marriage ceremony. Please make sure that these policies are completely understood and that the photographer understands them as well. Failure to adhere to these policies may result in the photographer being removed from the property. **You are encouraged to give a copy of these policies to your professional photographer.**
3. Wedding photos must be taken within the timeframe allotted for your wedding. Please see the section titled "Access to the Facilities" for more information.
4. The Church Audio Visual Technician will be present for both the rehearsal and wedding, and will provide you with an audio recording of your ceremony. Please see the section titled "Audio Visual Technician" for more information.
4. A contracted professional videographer is allowed to record the marriage ceremony from the back balcony during the wedding ceremony. Video cameras shall remain stationary and be placed in the rear balcony only. If using Converse Hall for your reception, both professional videographers and guests taking video are allowed at any time and from any location at that time.
5. The bride and groom are responsible for informing members of the family and guests that flash photography is appropriate at the reception only.

# The Reception

Converse Hall is available for receptions with weddings occurring in the Sanctuary. Our reception space accommodates a group of 150-200 for a formal seated dinner (based upon seating arrangement), and up to 250 for a standing cocktail and reception hour. We also have a stage where your band or dj can be stationed, leaving ample floor space for dancing. If you wish to use the piano on the stage, a piano tuning fee of \$120 is required. The piano must not be removed from the stage.

The Parlor is available for receptions for smaller, more intimate weddings being held in the parlor. This space is ideal for an intimate wedding and standing reception with a maximum of 100 guests. If you wish to use the piano in the Parlor, a tuning fee of \$120 is required. The piano must not be moved or removed from the Parlor.

Please see the section titled “Access to the Facilities” for more information on reception hours and “Audio Visual Technician” for more information on AV items for rent.

## Catering

Druid Hills Presbyterian Church has a preferred caterer for all weddings. Our in-house caterer is Badda Bing! Catering and their contact information is:

Badda Bing! Catering  
Owner: Michael Condon  
Website: [www.baddabing.net](http://www.baddabing.net)  
Office: 404-918-8386  
Email: [info@baddabing.net](mailto:info@baddabing.net)

Any event wishing to have a caterer other than Badda Bing! Catering will pay an additional \$100 for the use of Converse Hall or the Parlor for their reception or rehearsal dinner. Outside caterers are required to provide their own staff for serving and handling food. The church kitchen may not be used for storing, preparing, cooking or heating any food due to health department licensing restrictions. Dishes must be cleaned off site and not in the church kitchen. The serving area in the kitchen can be used merely as a room from which to serve. Any ice needed for the catering event by an outside caterer must be brought in.

The church will not accept responsibility for receiving the cake or any other items. The church will provide serving tables and chairs and has available tables and chairs for use by your guests. The church does not provide table cloths, punch bowls, coffee urns, cups or serving pieces. Converse Hall and the Parlor must be left clean as they were found and your outside caterer must remove any trash or items by the end of your four (4) hour timeframe.

## Druid Hills Presbyterian Church Wedding Fees

A line-item fee schedule for members and non-members will be provided to you. The initial security deposit must be paid at the time the church is reserved for the wedding. All other fees must be paid in full at least four (4) weeks prior to the rehearsal. Ms. Wilson will discuss these charges with you at the time you complete your reservation form.

To be eligible for **Member Fees**, the bride and/or groom, or the parents of the bride or groom, must be **active members** of Druid Hills Presbyterian Church who have regularly participated in the life and worship of the church for at least one year prior to the date on which the reservation is made. Please note that the one year requirement applies to the date on which the reservation is made, not the date of the wedding. Exceptions to the membership requirement must be recommended by the Worship Team and approved by the Session.

The security deposit of \$500 must be paid at the time the wedding date is reserved. It is fully refundable within five (5) days from the date that the wedding was reserved. **The security deposit is non-refundable after five (5) days from the date that the wedding was reserved, even if your wedding does not occur as scheduled. Your Security Deposit is fully refundable two weeks after your wedding, pending no abnormal wear and tear was done to the facilities.**

Druid Hills Presbyterian Church was organized June 24, 1883, and is a member of the Presbytery of Greater Atlanta, the Synod of South Atlantic, and the General Assembly of the Presbyterian Church (U.S.A.).

1026 Ponce de Leon Avenue, NE  
Atlanta, Georgia 30306  
Phone: (404) 875-7591 Fax: (404) 875-7593  
Web: [www.dhpc.org](http://www.dhpc.org) Email: [office@dhpc.org](mailto:office@dhpc.org)