WEDDING GUIDELINES

See also: Facilities Use Policy and Facilities Use Request Form

INTRODUCTION
One does not have to be a member for First Presbyterian Church (FPC) to be married at FPC. While first priority will be given to members of FPC, the pastor is available to talk with non-members about the possibility of being married at FPC.

SCHEDULING
“Christian marriage should be celebrated in the place where the community gathers for worship. As a service for Christian worship the marriage service is under the direction of the minister and supervision of the Session. The marriage ordinarily takes place in a special service which focuses upon marriage as a gift of God and as an expression of Christian life.” (W-4.9003)

Since a wedding is a service of worship, the Session needs to approve the service if held at the church, thereby assuring the use of the facility for a given date and time. All church activities, however, have first priority. Sufficient time needs to be provided before the proposed date so that appropriate action can be taken by the Session and staff, musicians can be contracted, and counseling sessions established.

THE WEDDING AS WORSHIP
“In preparation for the marriage service, the minister shall provide for a discussion with the [couple] concerning:

1) The nature of their Christian commitment, assuring that at least one is a professing Christian,
2) The legal requirements of the state,
3) The privileges and responsibilities of Christian marriage,
4) The nature and form of the marriage service,
5) The vows and commitments they will be asked to make,
6) The relationship of these commitments to their lives of discipleship,
7) The resources of the faith and Christian community to assist them in fulfilling their marriage commitments.

If the minister is convinced after discussion with the couple that commitment, responsibility, maturity, or Christian understanding are so lacking that the marriage is unwise, the minister shall assure the couple of the church’s continuing concern for them and not conduct the ceremony. In making the decision the minister may seek the counsel of the session.”

In order to honor these standards, a couple shall ordinarily meet with the minister at least twice at mutually agreeable times. At one meeting, appropriate details for the style and content of the service, in accord with the church’s Directory for Worship, will be discussed. The minister has exclusive oversight and authority over the rehearsal and service.
MUSIC FOR THE CEREMONY

“Music suitable for the marriage service directs attention to God and expresses the faith of the church…Flowers, decorations, and other appointments should be appropriate to the place of worship, enhance the worshipers’ consciousness of the reality of God, and reflect the integrity and simplicity of Christian life.”

Once a date for the wedding is approved, initial contact with FPC’s organist will establish opportunity to consult in regard to appropriate music. If another organist is desired, arrangements will also need to be approved. Other musicians are permitted.

DECORATIONS

Candles and flowers are supplied by the couple. Flowers may be left in the sanctuary for display on the following Sunday, with information placed in the bulleting to announce the wedding. Candelabra and silver vases are available for use, see “Fee Schedule.” In deference to the sexton, all items should be removed as soon as possible after the service. Throwing rice, confetti, or other materials or the use of birds during or after the service is not permitted for safety and clean-up concerns.

PHOTOGRAPHERS AND VIDEOTAPING

Flash photography during the wedding is not permitted. Photographers will need to consult with the pastor before the service in regard to appropriate places in which to stand. Pictures can also be taken before and/or after the service.

RECEPTIONS AT THE CHURCH

When you reserve the church for your wedding, you may also make arrangements to use areas for changing rooms, child care, and your reception, if desired. See the “Fee Schedule.” Tobacco products are permitted on church property. Alcoholic beverages may be permitted at the discretion of the Session.

CAPACITY

The sanctuary’s maximum seating capacity is 509.

FEES

Non-members may be required to provide a $250 non-refundable security deposit.

A departure from the recommended fees may be approved by the Worship Committee based on extenuating circumstances and/or at its discretion.

Fees must be paid in full seven days prior to the wedding rehearsal. If payment is not received as required, the Worship Committee reserves the right to cancel the event and retain any security deposit.

Fees will be refunded if the wedding is cancelled by the applicant at least five days prior to scheduled usage. If FPC needs to cancel an approved wedding event through no fault of the applicant, any monies previously received will be returned to the applicant.
### RECOMMENDED WEDDING FEES

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>MEMBER FEES</th>
<th>NON-MEMBER FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sanctuary and dressing areas*</td>
<td>$0</td>
<td>$500</td>
</tr>
<tr>
<td>Pastor**</td>
<td>Honorarium at member discretion</td>
<td>$500</td>
</tr>
<tr>
<td>Organist</td>
<td>$150</td>
<td>$200</td>
</tr>
<tr>
<td>Custodial Fee</td>
<td>$25/hour</td>
<td>$25/hour</td>
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</tbody>
</table>

*Four hour maximum if not celebrating reception at the church

**The pastor at FPC will be present at the wedding service regardless of who performs the ceremony

See Facilities Use Policy and Facilities Use Request Form for wedding reception request and fees

All fees are to be paid by the rehearsal date or before. Please write *individual checks* to:

- First Presbyterian Church
- Pastor
- Organist
This form needs to be mailed back to the church office in order to reserve the wedding date

Date ______________________

Date and Time of Marriage _____________________________________________________

Rehearsal Date and Time ____________________________________________________

Name of pastor _____________________________________________________________

GROOM:  
Full Name: ________________________________________________________________
Home Address: _____________________________________________________________
Home Phone: _____________________Cell Phone: ___________________________
Date of Birth: ______________________
Occupation: ______________________________________________________________
Address: _________________________________________________________________

BRIDE:  
Full Name: ________________________________________________________________
Home Address: _____________________________________________________________
Home Phone: _____________________Cell Phone: ___________________________
Date of Birth: ______________________
Occupation: ______________________________________________________________
Address: _________________________________________________________________