

## **WEDDING ARRANGEMENTS**

### **FOR NON CHURCH MEMBERS**

To begin planning a wedding ceremony at First Presbyterian Church, it is necessary to first reserve the dates and times of the wedding and rehearsal. This can be done by contacting the church office (623-5323 or 623-5329) as soon as possible. **NOTE: Couples must also schedule their wedding date with the minister. To do this, please speak to him directly. The office does not schedule events on his personal appointment calendar.**

#### **Fees:**

There is a **\$100.00 custodial fee**, which covers 10 hours of labor by our custodial service. These 10 hours may be divided in any way necessary to cover both the rehearsal and the wedding. Anything over these hours is \$10.00/hour.

To avoid additional charges, couples are urged to coordinate with florists, photographers or others who may need the church open before or after the actual ceremony. Please discuss and arrange reasonable schedules with these people so as to maximize the 10 hours of custodial time included in the original fee or additional costs will be incurred.

There is a **\$100.00 facility usage fee** for using the church for the wedding. Also, a **\$150.00 honorarium for the minister** is included in the **\$550.00 total fee**. If the wedding reception is held in the Fellowship Hall or Christian Life Center, additional charges may be required. These fees are payable to the church no later than one week prior to the wedding.

#### **Music:**

Couples should also make an appointment with the church organist to discuss the music for their wedding and what is acceptable music for weddings held in this church. The standard fee for her time is **\$200.00**, which covers her planning, rehearsal and performing time. If additional rehearsals are necessary, extra compensation will be required. If you wish to have another organist play at the ceremony, our church organist must approve him or her, and all music must blend in appropriately with a worship service.

#### **Rehearsal:**

The officiating minister will conduct the rehearsal. It is **not** necessary for the florists and consultants to be present at the rehearsal.

#### **Pictures:**

Because weddings are sacred worship services, flash pictures are not permitted during the wedding ceremony. The photographer is permitted to take a picture of the bride and her father as they are standing in the doorway, if the photographer remains in the rear of the church. The photographer should not take pictures from the front of the sanctuary, and he/she should not step onto the pulpit to take pictures. These actions are distracting to the wedding party and guests and detract from the sacred ceremony being performed. No pictures should be taken after the entrance of the bride until she and the groom return down the aisle as husband and wife. At this time, the photographer should remain in the rear of the church. Video cameras without additional lighting may be used from the balcony for couples wishing to video tape their wedding.

### **Decorations:**

“No drip” candles must be used to avoid dripping candle wax on the carpet. No decorations or candles should be used in the windows in order to avoid damaging the stained glass. Also, candleholders that fit over the arms of pews should not be used since they might scratch and damage the pews.

**\*\*To prevent unfortunate accidents, please refrain from throwing rice or birdseed after your wedding ceremony. They are slippery, dangerous, and best avoided. \*\***

### **Available Equipment:**

The following church equipment is available for use during weddings:

- 2 silk flower arrangements on stands
- 1 kneeling (prayer) bench
- 2 candelabras

### **Sound System and HVAC**

The wedding party must assure that they can operate the sound system and the heating and cooling systems or arrange for technical support.

### **Reception:**

Please notify the church office if you wish to use the Fellowship Hall or Christian Life Center to host your wedding reception. Notification should include the name of your caterer and what arrangements have been made for handling the necessary equipment.

### **Use of Alcoholic Beverages:**

Alcohol of any kind is **NOT** allowed to be consumed on church grounds at **ANY** time. Please make sure all persons involved in your wedding are aware of this restriction.

### **Before the Ceremony:**

The bride and bridesmaids may dress in the Parlor or the downstairs Sunday School room. There are three full-length mirrors in the downstairs ladies bathroom. The groom and groomsmen may dress in the Sunday School room on the upper floor.

### **During the Ceremony:**

If you wish to have a nursery for young children attending your wedding, please contact the church office for names of possible Nursery Supervisors.

### **After the Ceremony:**

If there is anything left from the wedding that you do not want discarded, please notify the custodians. Otherwise, everything will be thrown away. If members of the wedding party inadvertently leave clothing or other items, they will be placed in the Lost and Found box in the Fellowship Hall. They should be claimed as soon as possible; any unclaimed items will be donated to charity.

### **Questions and Inquiries:**

If you have any questions, please feel free to contact the church office at 623-5323, and we will make every effort to assist you.

**May God be foremost in your hearts at this holy time.**