

# **First Presbyterian Church**

## **Guidelines Governing Church Weddings**

This guide has been prepared and approved by the Session of First Presbyterian Church for the benefit of those persons planning weddings to be held at First church. All weddings held at the church are considered to be services of worship, and shall therefore conform to the standards appropriate to Reformed worship as described in the Directory for Worship. Accordingly, all weddings in the church shall express praise and thanksgiving to God for the gift of marriage, and embody the Trinitarian faith of the Christian community. At least one of the marriage partners must be a faithful member of the Christian community. The occasion presumes that the promises of marriage are to be made in response to the Word of God, in the context of prayer, and in the presence of the community of faith, so that all might hold marriage in honor.

### **Weddings**

1. A Pastor of First Church will officiate, or approve an alternate clergy member to officiate, at all weddings held at the church. If desired by the couple and approved by the Pastor of First Church, additional clergy may assist in the wedding service.
2. The liturgy to be used for the service shall be selected by the couple in consultation with the Pastor. All elements of the service, including music, prayers, and scripture, must be approved in advance by the Pastor.
3. Permission for non-members to be married at First Presbyterian Church may be granted after consultation with the pastor and approval by the pastor and the Session.

### **Music**

1. The Music Director/Organist of First Church will play, and/or approve alternate musician(s) to play, at all weddings.
2. All music to be used during the wedding must be approved by the church Music Director/Organist and Pastor at least one month prior to the wedding. The music must be that appropriate to a service of worship according to the standards established by the Directory for Worship.
3. The fee for the Music Director/Organist is \$250.00, which includes playing for both the rehearsal and the wedding ceremony, consultation with the bride and groom to select appropriate music, and organist rehearsal time. Additional fees for and rehearsal with any soloists or other musicians who will be part of the ceremony will be determined after consultation with the Music Director/Organist.
4. If the Music Director/Organist's services are desired after the ceremony, such as playing at the reception, separate arrangements for this should be made directly with the Music Director/Organist.

## **Use of the Building**

1. A security deposit of \$250.00 will be required for non-members to reserve the church for a wedding. First Church members are not required to make a deposit.
2. The deposit will be returned within one week following the wedding if it is not required to repair damages or pay for additional cleaning after the wedding.
3. A \$400.00 fee will be charged for non-members to use the church for a wedding ceremony. Use of church facilities for a reception is an additional \$100.00. These fees do not apply to First Church members.
4. Because of church insurance restrictions, Session approval is required for the use of alcoholic beverages on church property.
5. The wedding party may use the church parlor and other rooms if they so desire. Prior notification must be given specifying which rooms will be used. The kitchen may also be used as needed, but cooking facilities may not be used.
6. Plans for decorations in the sanctuary, or any other part of the building, must be approved in advance. The person responsible for coordinating the wedding plans should clear all arrangements through the church office, including coordinating the time for the delivery of flowers.
7. The throwing of rice or any other objects is not permitted anywhere inside the church building.

## **Opening, Clean-Up, and Closing**

1. The fee for the janitor's services for the rehearsal and wedding is \$250.00 (\$200.00 if no rehearsal). If there is a reception, an additional fee of \$200.00 is required. The janitor must be present whenever the building is in use.
2. The janitor may be available to assist in setting-up for the ceremony and reception but should not be considered the primary source of help, either by members or non-members.
3. It is the wedding party's responsibility to see that the church is left in suitable condition after the wedding. All trash must be deposited in waste receptacles and furniture returned to its original position. Failure to do so will result in loss of deposit.
4. The church assumes no responsibility for the loss, damage, or theft of items on its property at any time by members of the wedding party or their guests.

## Photography

1. Photographs, with or without flash, are not to be taken during the actual ceremony. Arrangements should be made to take all photographs before and/or after the wedding.
2. Video equipment may be used to tape the ceremony with prior approval, as long as the equipment is set up well in advance of the ceremony, does not impede the view of the congregation, remains stationary, and does not disrupt the service in any way. Bright lights may not be used for video.

## Summary of Charges

	Ceremony Only	With Reception (add)
Use of Church	\$400.00	\$100.00
Pastor's Fee	\$400.00	
Music Director/Organist's Fee	\$250.00	
Wedding Coordinator's Fee	\$100.00	
Janitor's Fee	<u>\$250.00</u>	<u>\$200.00</u>
	\$1,400.00	\$1,700.00

Note: Only Music Director/Organist and Janitor's fees apply to First Presbyterian Church members.

## Payment Schedule

1. The deposit (\$250.00) must be paid in full to reserve the church.
2. Payment should be made directly to the church in the amount of \$1,400.00, (\$1,700.00 if there is to be a reception) for non-members, or \$500.00 (\$700.00 if reception) for members. Payment should be made at least one month prior to the wedding. Please note that these figures are **in addition** to the deposit.
3. Deposit will be refunded within one week of the ceremony unless it is required to repair damage, provide extra cleaning, or if other payment has not been made in full.