

*A Guide  
for  
Your Wedding*



*Community Presbyterian Church*



*“Love is patient; love is kind; love is not envious or boastful or arrogant or rude. It does not insist on its own way; it is not irritable or resentful; it does not rejoice in wrongdoing, but rejoices in the truth. It bears all things, believes all things, hopes all things, endures all things.”*

*1 Corinthians 13:4-7  
(NRSV Bible)*

For the Bride and Groom:

We rejoice with you as you prepare to join your lives in marriage! Marriage is a wonderful and challenging adventure, a union blessed by God. A Christian wedding is a service of worship, honoring to the Lord. Keeping your focus on God’s presence will help shape not only your wedding celebration, but also your marriage relationship in the years to come.

We’re delighted to share our support with you as you prepare for your marriage, and our church facility with you as you prepare for your wedding day. This booklet is especially designed to help you in your wedding plans and to answer some of your questions.

Planning for a wedding includes not only schedules and countless details, but also a set of convictions about marriage and hopes for your life together. Our mutual cooperation will result in the meaningful and beautiful service we want your wedding to be.

COMMUNITY PRESBYTERIAN CHURCH

# **Wedding Policies and Procedures of Community Presbyterian Church**

## **THE MARRIAGE SERVICE**

The order and form of the wedding celebration most often used incorporates portions of the Book of Common Worship. The pastor will review this order of service with each couple, with consideration given to appropriate input. In every case, the pastor reserves the right to make final decisions.

## **PASTOR**

Ordinarily, weddings will be officiated by the pastor of Community Presbyterian Church. Under special circumstances, the pastor may invite other pastors to participate or officiate.

## **SCHEDULING YOUR WEDDING**

Please set a time to consult with the officiating pastor. After clearing the wedding date with the pastor and church office, the couple must complete and return the wedding application along with the reservation fee and refundable damage deposit to the church office. Once this has been completed and your date is scheduled, it will be protected from scheduling conflicts. Non-members may not reserve the church for a wedding more than 6 months in advance.

To facilitate cleaning after weddings and rehearsals, we generally plan to conclude such events by 8:00 p.m. No weddings will be scheduled to start after 5:00 p.m. on Saturdays.

## **PREMARITAL COUNSELING**

Marriage is a life-long covenant, and we believe churches have a responsibility to help couples prepare for marriage. To this end, each couple being married in our church is asked to complete premarital counseling sessions. The schedule for premarital counseling is set up in consultation with the pastor. The pastor ordinarily meets six times with each couple (alternative arrangements considered solely at the pastor's discretion). A period of not less than three months is required prior to the wedding, and at least one session is encouraged to take

place four to six months following the wedding. Completing a premarital counseling resource entitled “Prepare/Enrich” is strongly recommended (administration fee of \$35).

On a rare occasion, after consulting with the couple, the pastor may be convinced that commitment, responsibility, maturity, or Christian understanding are so lacking that the marriage is unwise. The pastor may then choose not to perform the ceremony in which case all church arrangements will be cancelled and fees returned. Financial obligations beyond those made with the church are exclusively the responsibility of the wedding party.

### **WEDDING COORDINATOR**

The wedding coordinator of Community Presbyterian Church plays an important role in helping you plan for your wedding. *Her purpose is to make the wedding party feel at home in our church and to have a memorable and trouble-free ceremony.* A wedding coordinator familiar with the policies, procedures and facility will be assigned to you once the wedding application is complete.

### **MUSIC AND MUSICIANS**

All music must be appropriate for the occasion of a Christian celebration of marriage. Musical texts should reflect praise and adoration to God, and God’s love as rightly celebrated in human relationships. The organist/accompanist and the presiding pastor will give the final approval as to the appropriateness of the music selected. The church has qualified accompanists and trained technicians to run the sound board. The church organist, soloists, persons to play accompaniment, etc. should be consulted with adequate time for scheduling and preparation (usually 4 weeks prior to the wedding). Approval of musicians other than those the church provides is at the discretion of the wedding coordinator, in consultation with the church Musicians and the pastor. Suggestions of music may be made available upon request.

### **MARRIAGE LICENSE**

It is the couple’s responsibility to obtain the license in advance and to present it to the pastor at the time of the rehearsal.

## **EXPENSES AND FEES**

Expenses and fees are addressed in the wedding application form, which is completed after securing dates with the pastor. A \$75 reservation fee and a \$125 damage deposit is due at the time the application is received, as well as \$35 for the premarital counseling Prepare/Enrich inventory. Additional fees are due at least 10 days prior to the wedding date. Fees for staff members (Custodian, Sound Technician, Accompanist, Wedding Coordinator) must be written in checks made out to the individual staff members. All other fees can be made payable to Community Presbyterian Church (wedding acct.).

The pastor's fee is incorporated into the wedding fees for nonmembers and attendees. No charge is made by the pastor to member families for any service of the church. An honorarium for the presiding pastor is customary and should be decided by the couple according to their wishes and ability to give. If a member family chooses to provide the minister with an honorarium, it should be given to the minister at the time of the rehearsal or before the ceremony if there is no rehearsal.

## **THE REHEARSAL**

A rehearsal is usually required by the pastor. The rehearsal serves the purpose of acquainting all members of the wedding party with the marriage service so that they will feel comfortable and prepared for the day of the wedding. The date and time of the rehearsal will be cleared with the pastor, and included as part of the application process. The rehearsal will last approximately one hour. It is very important that all members of the party and parent/s of the bride and groom be present and on time. Because it is a rehearsal of a service of worship, it is expected the participants will behave accordingly.

Reminders: Please bring the marriage license, all needed music, candles, guest book and pen to the rehearsal.

## **FLOWERS, CANDLES AND DECORATIONS**

The couple selects their own florist and arranges for the placing of flowers and candles, with approval of the wedding coordinator. Dripless candles must be used in all candle holders, with carpet squares below (provided). The church has candelabra that may be

made available for use. If the couple chooses to rent/bring their own candelabra, dripless candles must still be rented from the church. If a unity candle is used, the couple will provide a holder for it as well as for the tapers.

The arrangement of flowers should not be ostentatious, but rather in keeping with a service of worship. All decorations are subject to approval of the wedding coordinator, and must not be fastened by nails, thumbtacks, screws, tape, staples, wire or other means which may deface the church property. Flower girls may use dried or artificial flower petals, but no fresh petals (they stain). The florist shall assume all responsibility for soiling or damage caused by their decorations or equipment.

If you wish to leave flower arrangements for our church services, we accept them gladly. Please discuss arrangements with the wedding coordinator.

## **PHOTOGRAPHY AND AUDIO/VIDEO RECORDING**

It is most important that photographers and videographers, whether amateur or professional, realize and respect that the wedding service is a service of worship. They shall behave accordingly. Most couples have found it convenient to have formal pictures taken before the service. If so, the photography must be concluded not less than 45 minutes before the service begins. If the couple chooses to have formal pictures taken after the service, special arrangements must be made with the wedding coordinator.

No flash photography is permitted during the wedding service. Pictures may be taken during the processional and the recessional from the back of the sanctuary. Video recording is acceptable so long as the recording takes place from a stationary position not imposing on the service. Audio tapes may be made available upon advanced request.

## **RECEPTION AT THE CHURCH**

Arrangements for the reception will be made with the church office. Additional fees will be included for receptions. In line with our facilities use policy, the use of alcoholic beverages on the premises is prohibited. Food catering is not provided by the church.

## BULLETINS

As part of your fee, the church administrative assistant will prepare a bulletin for your wedding service. You may (if you desire) purchase your own decorative bulletin covers and have the church administrative assistant print your service on them. A book of sample bulletins is available in the church office. Please contact the church front office at least 4 weeks prior to your wedding to arrange a convenient time to discuss how you would like your bulletin prepared.

## ADDITIONAL NOTES AND GUIDELINES

The sanctuary seats 250 people comfortably.

The wedding party is encouraged to dress at the church; two rooms will be made available. Someone should be designated to bring snacks, such as cheese, crackers, and fruit as well as beverages (non-alcoholic, non-staining).

Clothing, decorations, and other personal belongings should be removed from the church within 30 minutes after the wedding (or at the close of reception, if held at the church). This allows the custodian to clean up and prepare for the next day's use. All clean up and removal of rental equipment is the responsibility of the wedding party. The church will not be responsible for lost or stolen items.

No alcoholic beverages or illegal drugs are permitted to accompany the rehearsal, wedding or on-site reception. Evidence of abuse is unacceptable.

The church is a non-smoking facility; the wedding party and guests should be so advised.

Gifts brought to the wedding should be displayed unopened. The couple should identify someone to stay with the gifts (at the table in the Narthex), and arrange to have them taken to the reception following; the wedding coordinator cannot be responsible.

**No rice, birdseed, or confetti may be used in the building or on the grounds.** Bubbles for showering must be done *outside* the church building.

It is the responsibility of the couple being married to inform their wedding party of the regulations and policies in this booklet.

## **Typical Order of Wedding Service**

Prelude

Seating of Family

Entrance/Processional

Welcome and statement of purpose

Prayer

Declaration of Intent

Affirmation of the Families

Affirmation of the Congregation

Special Music or Hymn (*possible place*)

Scripture Readings and Mediation

Exchange of vows and rings

Unity Candle or special music (*possible place*)

Prayer of Blessing

Announcement of Marriage and kiss

Presentation of the Couple

Recessional

## FEE SCHEDULE\*

	<u>Non-Members</u>	<u>Members</u>
Reservation Fee (Non-Refundable)	\$ 75	\$ 75
Damage Deposit (Refundable Following Wedding Service)	\$125	No fee
Sanctuary Use	\$200	No fee
Reception Room	\$200	No fee
Wedding Coordinator	\$200	\$200
Custodian		
Wedding Only	\$ 50	\$ 50
With Reception Add	\$ 75	\$ 75
Organist/accompanist	\$125	\$125
Sound Technician		
Wedding Only	\$ 50	\$ 50
With Reception Add	\$ 50	\$ 50
Candelabra With Candles	\$ 50	No fee
Dripless Candles	\$ 2/each	No fee
Pastor's fee	\$200	Honorarium at will
Premarital Admin. Fee	\$ 35	\$ 35

\*All exceptions require approval

### A WEDDING AND A MARRIAGE

*Weddings are easy; marriages are difficult. Weddings are important. They are beautiful; they are impressive; they are emotional; sometimes they are expensive; they are fraught with details; and they are memorable. Still they are easy. Marriage is complex and difficult. In marriage we work out in every detail of life the promises and commitments spoken at the wedding. In marriage we develop the long and rich life of faithful love that the wedding announces. The event of the wedding without the life of marriage doesn't amount to much.*

*Eugene Peterson*

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# *Weddings*

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