

INTRODUCTION

Ordinarily, only members of First Presbyterian Church may be married in the church. As you know, a church is more than a place. It is a fellowship of believers. It is a group of people who have discovered the truth of God's love and have committed themselves to growing in Christ and working together to express Christian love in the world. If your love for each other is a reflection of this reality then your wedding belongs in the church, and we will be glad to visit with you about celebrating the event here! Perhaps the following clarifications will help us plan together.

For the purpose of this wedding policy we define active members as someone who has been on our membership roll for a period of not less than six months.

PERSONNEL

CLERGY

Ordinarily, the Pastors of First Church perform all weddings. Other clergy (family, friends) may be invited by them to assist at your request. At least 120 days before the wedding date requested, the prospective bride and groom will make an appointment for a premarital interview with the officiating Pastor. After the initial interview, the Pastor will confirm the wedding date and schedule four to six counseling sessions.

MUSIC

All music must be approved by the Director of Music who will consult with you in advance at your initiative and help you to make selections that are appropriate for the worship setting of your wedding. The Organist will play for all weddings and in the event he is not available, he will recommend an accomplished colleague familiar with the church's organ.

WEDDING COORDINATOR

The Church has its own Wedding Coordinator. Any wedding that needs a rehearsal will need to use the Wedding Coordinator. The Wedding Coordinator is responsible for meeting with you prior to the rehearsal to organize the details surrounding the worship service. The Wedding Coordinator will be at the rehearsal and the worship service providing direction to the wedding party, assisting the pastor, and attending to details connected with the building. If you choose to retain the services of an outside wedding coordinator to help you with other wedding arrangements (gown, flowers, reception, etc.) please advise them that their services will not be required in regards to the rehearsal or the worship service.

CUSTODIAN

The custodians are required to see that the Sanctuary, Chapel or Fellowship Hall is heated or cooled for weddings, rehearsals or receptions and cleaned after use. They will also insure that the appropriate doors are unlocked and later secured. Any materials left by the florist will be carefully set aside and held for later retrieval. If you hold your reception at the church our custodians will assist your caterer to the extent that they will answer any questions the caterers might have about our kitchen and fellowship hall facilities and assist with room set-up.

SOUND ROOM TECHNICIAN

We will provide someone to monitor the sound levels throughout your wedding when the service is held in the sanctuary. This will provide you with the assurance that multiple microphones for soloists, readers, pastors and other speakers will not result in any prolonged feedback problems.

FACILITIES

Sanctuary

The Sanctuary of First Presbyterian Church was built in 1929 and seats approximately 525 people. The stained glass windows, vaulted ceiling and raised chancel provide a wonderful environment for larger weddings. The Schantz pipe organ provides a majestic quality to the music of any wedding and the Kawai grand piano is a wonderful instrument for accompanying the most gifted soloist.

Chapel

The Lapsley Chapel, with its vaulted ceiling, stained glass windows and small pipe organ, seats approximately 150 people and provides a more intimate atmosphere that makes it ideal for the smaller wedding.

Parlor

The Parlor is often utilized by the bride and her attendants for dressing and make-up purposes. Its formal décor makes for a wonderful backdrop for those pre-wedding photographs and features enough room to accommodate the largest wedding party.

Fellowship Hall

This redecorated facility features three types of lighting to set the mood for any occasion. This room is suitable for standup receptions with heavy hors d'oeuvres or for seated dinner receptions of approximately 120 people.

Kitchen

Our industrial kitchen offers several large ovens and cook tops to assist your caterer in the preparation and maintenance of food for your reception.

REHEARSAL

The Pastor will set the time of the rehearsal in consultation with the couple. The bride and groom are responsible for notifying all members of the Wedding Party of the time for the rehearsal. Forty minutes is allotted for a rehearsal and it should begin promptly. Any change in the rehearsal time must be negotiated in advance.

RECEPTION

If the Church Fellowship Hall or Parlor is to be used for the reception, scheduling needs to be arranged well in advance through the Church office. You may select your own caterer. **NO FORM OF ALCOHOLIC BEVERAGE IS PERMITTED.**

REMUNERATION:

\$2,000.00

There is a flat fee for the use of the church facilities and all personnel. A non-refundable deposit of \$500 will secure the date and time of your wedding. The balance must be paid to the church office two weeks prior to your wedding.

These charges do not include food, paper goods or tablecloths for the reception, nor do they include the services of the custodial staff at the reception.

ADDITIONAL POLICIES

FLOWERS AND DECORATIONS

Our Sanctuary and Chapel do not require elaborate decorations. The florist should call to arrange a time for decorating. If flowers will be left for the church service on Sunday, please notify the office (344-3204) well in advance. The following rules must be observed.

1. Chancel furniture may not be moved from its position.
2. All potted plants or palms must be placed on saucers to prevent damage.
3. Precautions must be taken to protect the furniture and carpets from the drippings of melted wax when candles are used. Burning candles are not permitted in the aisles.
4. The Cross may not be obscured by flower arrangements.

PHOTOGRAPHS

The wedding ceremony is a service of worship of Almighty God and should reflect a spirit of reverent joy. In order to avoid distractions from worship, photographers and guests are not permitted to take any pictures (flash or non-flash) in the sanctuary or chapel during the service. At the conclusion of the ceremony, photographers will be permitted to take pictures of the wedding party recessional. In order to preserve the event on film, other moments of the wedding will be recreated following the ceremony. Videos may be made from the balcony with no additional lighting. Pictures may be made without restriction in the Fellowship Hall or Parlor during the reception.

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THE MARRIAGE LICENSE NEEDS TO BE IN THE CHURCH OFFICE TWO (2) DAYS BEFORE THE WEDDING.

***FIRST EVANGELICAL
PRESBYTERIAN CHURCH***

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WEDDING GUIDE