

CHECKLIST:

- Paid Deposit of _____. (20% of fees to be paid at time of reservation.)
- Reserved Sanctuary (and Knox Hall, if reception planned) for _____ beginning at ____ o'clock and ending at ____ o'clock.
- Pre-Marital Counseling Scheduled with Pastor _____ on:

Date	Time
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Meeting scheduled with Organist on _____ at ____ o'clock.

Meeting scheduled with Wedding Coordinator on _____ at ____ o'clock.

All remaining fees (and refundable deposits) due on _____.

Florist is scheduled to deliver wedding flowers on _____ at ____ o'clock.

- Arrangements made for any decorating of sanctuary and Knox Hall.
- Arrangements made for clean-up of any decorations of Sanctuary and Knox Hall.
- Bulletin (if one) prepared.
- Marriage License secured. (Be sure delivered to Pastor at least 2 days before the wedding.)

Facility Use Policies

Our wedding coordinator and pastor will advise of the several policies we have on use of all facilities. Here are the "big" ones:

- No smoking permitted on church property.
- No alcohol permitted on church property or grounds (including adjacent parking areas).
- Rice is not allowed. Bubbles or real flower petals allowed outside.
- No red-colored drinks (e.g., red punch) allowed.

Weddings

at

First Presbyterian Church



And now faith, hope, and love abide, these three;
and the greatest of these is love.

First Presbyterian Church
324 Madison Street
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(Approved 2018)

Planning your wedding at First Presbyterian Church. A wedding is a special and sacred time, and we at First Presbyterian Church want your wedding to be wonderful. Christian marriage should be celebrated in the place where the community gathers for worship. Our sanctuary, which seats up to 300 guests, is a special place, and we hope it will be for you as you prepare for this important commitment and celebration with the one you love. The brochure explains our church's wedding policy and walks you through the process we hope will be the beginning of a life-long shared love.

Step 1: Meeting with a Pastor. As a service of Christian worship, the marriage service is under the direction of the pastor. The first thing you'll want to do is visit with one of our pastors. It is our policy that one of our pastors be involved with each wedding. We recommend you meet at least six (6) months before your desired wedding. The church's session must approve the use of our sanctuary for each wedding. You may discuss involvement of additional pastors as well as scheduling and other ideas you might have as you begin to plan the ceremony.

Step 2: Pre-Marital Counseling. One of the things our pastor will do is guide you through several sessions of pre-marital counseling. While you may be thinking about plans for your wedding, these counseling sessions will focus on your future marriage by helping you, as a couple, prepare for a lifetime together. These sessions will include exploring your strengths, helping you communicate better with each other in all circumstances, discussing your own vision and expectations of a marriage, and examining your spiritual relationship with one another and with God.

Step 3: Planning the Wedding. Several months before your wedding you will meet with our church's Wedding Coordinator to begin planning the wedding ceremony and any reception you wish to hold at the church. We have several rules regarding decoration and use of our sanctuary, and our Wedding Coordinator will be able to guide you in making plans so your special day runs smoothly.

Arranging for Music. Music accompanying a wedding service should be suitable and reverent. Our church organist has many years of experience in providing wedding music. It is important to ensure the organist is available on the date you select, so we recommend you meet with the organist at least six months in advance. You should also discuss any particular music you would like. Music to be provided during the wedding, including music provided by other musicians, must be approved by the pastor and organist.

Photography. Your photographer(s) will need to visit with the pastor at least two weeks in advance of the wedding to discuss their plans. We have a policy against allowing any photography or recording activity that disrupts/distracts from the wedding service, but generally non-flash photography will be fine.

Step 4. Planning the Reception. Some couples plan a reception at the church following their wedding. A simple cake and punch reception or a full meal are options. Use of Knox Hall for such a gathering will need to be scheduled with our church office. You will be responsible for any food preparation and for clean-up of the church kitchen. Any music or related entertainment will need to be approved by the pastor.

Step 5. Preparing on the Day. Most of our brides use the McAfee Room as their "dressing room" for themselves and bridesmaids, while the groomsmen typically use the choir room. Both rooms have easy access to a restroom.

Fees

Member Families (Bride, Groom, Parents or Guardians)

Sanctuary	No Fee
Organist	\$200 (\$300 if also accompanying soloist or others)*
Pastor	Honorarium (typically \$200 for each pastor involved)
Coordinator	\$150
Custodian	\$100
Optional Reception:	Cake/Punch: \$200, plus \$200 refundable damage deposit); Dinner: \$300, plus \$300 refundable damage deposit

Non-Member Families

Sanctuary	\$500, plus \$200 refundable damage deposit
Organist	Fee to be negotiated with organist
Pastor	\$300
Coordinator	\$150
Custodian	\$100
Optional Reception:	Cake/Punch: \$500, plus \$200 refundable damage deposit); Dinner: \$800, plus \$300 refundable damage deposit

*Additional fees applicable depending on length of service, prelude, postlude, etc.