

*Grace Presbyterian Church
Crystal City, Mo.*

Wedding Handbook

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(Revised November 2011)

Planning Your Wedding At Grace Presbyterian Church

Next to birth, death and confessing your faith, the establishment of a new Christian home through marriage is the most significant event in your life. It represents the fulfillment of years of hoping, dreaming, planning and praying. It is the beginning of life's greatest adventure.

It is in this spirit, and because the officers and members of Grace Presbyterian Church take a Christian wedding very seriously, regarding it as a service of worship, that the following is presented as guidance in preparing for your wedding at Grace Presbyterian Church.

All weddings at the Church must be scheduled through the Church Secretary who will consult with the pastor as to the availability of the facilities. The Church Secretary shall maintain the Church Calendar in order to avoid conflicting dates.

Any Church organization shall have first priority for scheduling use of the Church or Church grounds.

Use of the building, equipment and property is under Session (governing body of the Church) control.

The service used must be in accordance with Presbyterian beliefs and will be provided by the Pastor of Grace Presbyterian Church. Within this service are several opportunities for the bride and groom to make input and indicate preferences.

Preparing for the Ceremony

The Pastor of Grace Presbyterian Church will officiate at the ceremony. If he/she is not available on the desired date, another (PCUSA) pastor will be designated by Grace's Pastor.

A pastor of another denomination who has a special relationship with the couple may also participate in ways designated by Grace's Pastor.

The Wedding Coordinator should be given the name, address and

phone number of the bride's florist, photographer and videographer.

Number of pews in sanctuary: standing at front, right side = 21, left side = 20. Sanctuary seats a maximum of 250. The sanctuary is handicapped accessible. There are six windows on the north side of the sanctuary and three on the south, not counting the two in the southern protrusion.

Wedding Coordinator

Grace Presbyterian Church provides a Wedding Coordinator to assist with the logistics of both the rehearsal and the ceremony.

She/he will schedule the initial consultation with the bride, groom and pastor to aid in the planning of the rehearsal and the ceremony. She/he will be present at the rehearsal to assist the pastor and bridal couple and will also be at the church 2-3 hours prior to the ceremony to allow time for decorating the church and the taking of photos. During the ceremony, she/he will be in charge of the logistics of the bridal party and guests, coordinate the use of the sound system, and trouble shoot any problems that may arise. Following the receiving line, she/he will stay on site for up to one hour to allow additional pictures and cleanup of the sanctuary by the florist, wedding party, etc., but will not be there to return the church to its original order herself/himself; that is the responsibility of the wedding party, florist, etc. She/He will also be available for telephone calls and/or emails concerning the rehearsal or ceremony.

The Wedding Coordinator is in charge of collecting the appropriate fees at the rehearsal and distributing them accordingly.

Rehearsal

It is recommended that all weddings to be held in the sanctuary have a formal rehearsal. This rehearsal is to be scheduled through the Wedding Coordinator. The rehearsal is usually held the evening before the ceremony and usually lasts about one hour. All members of the wedding party, including ushers and parents of the bride and groom, should attend. Arrival time is 15 minutes before the scheduled rehearsal time.

The marriage license should be given to the officiating Pastor at the time of the rehearsal.

Sanctuary and Grounds

The Church building and grounds are a source of great pride and caring. Therefore, no beverages or food are permitted in the Church premises at any time, except for approved receptions. Absolutely NO ALCOHOL is allowed anywhere on Church property at any time. No smoking is allowed anywhere in the Church building. No furniture is to be moved by the wedding party, including the piano. For safety's sake, no rice, birdseed, confetti, etc. is to be thrown either inside or outside of the building. The release of balloons is not permitted. Use of bubbles is permitted outside the building only. A bridal party receiving line may be used in the narthex or outside at the conclusion of the service if the wedding party so desires.

Use of the sanctuary for practicing shall be held to a minimum. Children are to be under proper supervision at all times.

Due to legal liability concerns, no runners are to be used in the aisle.

Any party using the Church or grounds for weddings will be liable to the Church for any damages. Any damages above the \$100 damage deposit will be billed.

Use of the Park and Gazebo

The park and gazebo are available for weddings. However, the park is not available for receptions for non-members. All regulations regarding sanctuary weddings are applicable to outdoor weddings.

Use of the park and/or gazebo is available for members at no cost and for non-members for \$250.00, plus \$250.00 held in deposit in the event the wedding must be moved indoors to the sanctuary.

All furnishings (chairs, tables, candleholders, etc.) are to be provided by the wedding party. Those furnishings from the Church are not available.

Restrooms and dressing areas in the Church will be available. Dressing areas are to be returned to original condition before the wedding party leaves.

Electricity is available in the gazebo.

Representatives of the wedding party are responsible for any clean up to the park following the ceremony.

In case of inclement weather, the sanctuary will be available for the service. The decision to move indoors will be made jointly by the wedding couple and the Wedding Coordinator.

For any other considerations, please contact the Wedding Coordinator.

Flowers and Decorations

The assistance of a florist and additional outside wedding consultant of the bride's choosing is always welcome. However, these persons, as well as the official photographer, videographer, or any other service persons, are under the direction of the officiating Pastor and Grace Presbyterian Church Wedding Coordinator.

The florist is expected to remove all decorations immediately after the wedding. No tacks, nails, liquid, tape or other injurious materials are to be used. Any church decorations, etc. that are moved must be returned prior to the return of the damage deposit.

Grace Presbyterian Church provides two candelabras for use in the ceremony in the sanctuary. Strict care must be used regarding candles, including the dripping of candle wax on the carpet and furniture.

Photography

Because the wedding is a service of worship, no flash photography is to be used during the ceremony. However, professional photos may be taken of the bridal party as they enter and exit the sanctuary. Professional photographs taken during the actual ceremony will be allowed at the discretion of the officiating minister.

Videotape units are permitted at the pulpit and/or the back of the sanctuary provided they are placed on a tripod and the operator remains as inconspicuous as possible.

Dressing Areas

Dressing areas will be provided for the bride and bridesmaids and for the groom and groomsmen. The bride and bridesmaids may use the

downstairs area, and the groom and groomsmen may use the Choir Room. Arrangements are to be made by the wedding party to assure that any area used for dressing is cleaned after use and that belongings are removed immediately after the service.

Music

The Organist of Grace Presbyterian Church or his/her designee will provide the organ music for the ceremony.

General music and solo choices must be discussed with the Organist no later than one month prior to the date of the wedding. Otherwise, the Organist will choose the music, and solos/duets will not be permitted. Appropriate suggestions from the bride and groom will be considered by the Organist and Pastor. Decisions by the Organist will be final.

The Organist will play appropriate music commencing about 20 minutes before the ceremony and after the ceremony until the guests have left the sanctuary, as well as other music during the service as needed.

Solos/duets will be limited to three and may be sung in the following places:

- 1. Before the service begins*
- 2. Following the statements by the Pastor regarding Christian marriage*
- 3. As flowers are given to the parents*
- 4. At the lighting of the unity candle (brief period of time)*

Other places in the service must be discussed in advance with the Pastor and Wedding Coordinator and approved before the rehearsal.

Professionally prepared taped or cd accompaniments for a soloist will be acceptable. The Audio Technician will be in charge of the playing of the accompaniments during the service.

Fees

The following fees will be applicable for all weddings:

	<u>Members</u>	<u>Non-members</u>
<i>Use of sanctuary and park</i>	<i>\$0.00</i>	<i>\$500.00</i>
<i>Use of gazebo/park</i>	<i>\$0.00</i>	<i>\$250.00</i>
<i>Officiant - sanctuary, park or gazebo</i>	<i>\$175.00</i>	<i>\$175.00</i>
<i>Organist or Audio Technician</i>	<i>\$100.00</i>	<i>\$100.00</i>
<i>Soloist (if needed)</i>	<i>\$75.00</i>	<i>\$75.00</i>
<i>Custodian (sanctuary use only)</i>	<i>\$75.00</i>	<i>\$75.00</i>
<i>Custodian (outdoor wedding)</i>	<i>\$50.00</i>	<i>\$50.00</i>
<i>Wedding Coordinator</i>	<i>\$150.00</i>	<i>\$150.00</i>
<i> Additional time</i>	<i>\$25.00/hr.</i>	<i>\$25.00/hr.</i>
<i>Sanctuary use deposit (outdoor weddings) (refundable)</i>	<i>\$0.00</i>	<i>\$250.00</i>
<i>Deposit (refundable)</i>	<i>\$100.00</i>	<i>\$100.00</i>

(Damage or fee for additional Wedding Coordinator time will be deducted from deposit. Amounts above \$100 to be billed.)

To be considered as a member for fee purposes, the bride or groom or member of the immediate family (parent or child) must have been an ACTIVE MEMBER (classification) for at least six months prior to the booking of the wedding.

The Church, Park, or Gazebo usage fee and deposit fee must be paid to Grace Presbyterian Church before the wedding date can be reserved. All other fees are due and payable with separate checks or cash no later than the time of the rehearsal.

Advance Wedding Bookings

Weddings may be scheduled up to two years in advance by the bride, groom or immediate family member. The Church Secretary will pencil the wedding date in on the Church Calendar, and one of the Wedding Coordinators will be assigned to the wedding couple. Following

approval of the date by the Session, the date will be reserved for the wedding. Non-members may book the Church only after the usage fee (\$500.00 for sanctuary weddings, or \$250.00 for park/gazebo weddings, plus \$250.00 deposit for sanctuary use) has been received. The \$100 damage deposit fee is also due at this time. (See Wedding Booking Agreement.)

Rehearsal Dinners

Non-members may not use Church facilities for a rehearsal dinner.

Members may use the Church facility for a rehearsal dinner if a Circle will agree to prepare and serve the meal. Cost of the meal and donation to the Circle will be strictly between that Circle and the families involved.

Members may use the Church facility for a catered rehearsal dinner if a Circle agrees to name a representative to oversee the use of the kitchen. A donation to the Circle will be expected to compensate for the time of the representative.

An additional Custodian fee of \$75.00 must be paid.

Receptions – Non-Member

The Church building and grounds are not available for receptions for non-members.

Receptions – Member

Members and immediate family may have a wedding reception only if a Circle agrees to serve or if there is a Circle-approved representative who will be present during the entire reception to help the caterer find utensils, etc., and to oversee the cleanup. Cost is to be agreed to with the Circle involved. An additional Custodian fee of \$75.00 must be paid.

Food, beverages and decorations are to be provided by the bridal couple. If 50 or more guests are expected, a caterer needs to be secured.

When an outside reception is planned in the Church Park, the member is responsible for renting and/or providing equipment needed (chairs, table, covering, etc.), removal and clean up.

Conclusion

The Church would appreciate having a photograph of the bridal party on your special day to put in our Church Wedding Album, if at all possible. We also invite you to attend our Sunday morning worship service on two special occasions: the first Sunday after the wedding that you are available to be introduced to the congregation, and the Sunday after your first year anniversary to be congratulated by the congregation.

We at Grace Presbyterian Church sincerely wish your special day will be filled with happiness and joy.

Session approved, November 14, 2011

Wedding Booking Agreement

Grace Presbyterian Church

Date _____

This agreement is entered into between Grace Presbyterian Church of Crystal City, Mo. and _____ for a wedding on _____ (date) at _____ (time).

I. Fees (complete all that are applicable):

	<u>Members</u>	<u>Non-members</u>	
Use of sanctuary and park	\$0.00	\$500.00	_____
Use of gazebo/park	\$0.00	\$250.00	_____
*Officiant - sanctuary/gazebo/park	\$175.00	\$175.00	_____
*Organist or Audio technician	\$100.00	\$100.00	_____
*Soloist (if needed)	\$75.00	\$75.00	_____
Custodian (sanctuary use only)	\$75.00	\$75.00	_____
Custodian (outdoor use)	\$50.00	\$50.00	_____
*Wedding Coordinator	\$150.00	\$150.00	_____
Additional time	\$25.00/hr.	\$25.00/hr.	_____
*Sanctuary use deposit, for outdoor weddings (refundable)	\$0.00	\$250.00	_____
*Deposit (refundable)	\$100.00	\$100.00	_____

(Damage or fee for additional Wedding Coordinator time will be deducted from deposit. Amount above \$100 to be billed. Refer to p. 7, Fees)

Other: _____

TOTAL _____

** Please use a separate check or cash for each of these categories. Note: the deposit may be included in the use check. These will be deposited in the Church bank account, and a refund check from the Church will be provided to the couple after the wedding.*

II. Cancellation of wedding booking:

- a. *If at least six months prior to date of scheduled wedding, full*

refund of usage fee is made in the following manner: ½ refunded upon receipt of written notification, remaining ½ refunded 30 days from receipt of written notification.

- b. If less than six months prior to date of scheduled wedding, Grace Presbyterian Church will determine if that date can be*

rescheduled by another party. If specified date is filled within 30 days of notification, the usage fee will be returned in manner described above. If cancellation is less than six months and date cannot be filled, ½ of the usage fee is forfeited. Remaining amount will be refunded 30 days from receipt of written notification.

III. Signature below indicates that signing parties understand and accept the terms and conditions as outlined above.

Wedding Coordinator

Bride or Groom

Date

Date

Wedding Information Sheet

Date _____

I. Date of wedding _____
Bride _____ Phone _____
Groom _____ Phone _____
Mailing address _____

II. Maid/Matron of Honor _____
Best Man _____

Bridesmaids:	Groomsmen:
_____	_____
_____	_____
_____	_____
_____	_____

Ushers:	_____
_____	_____
Others:	_____
_____	_____
_____	_____

III. Florist _____
Phone _____

IV. Photographer _____ Phone _____

V. Videographer _____ Phone _____

VI. Fees received (dated):
_____ Member Sanctuary _____ Non-member Sanctuary

<u> </u> <i>Member Park/Gazebo</i>	<u> </u> <i>Non-member Park/Gazebo</i>
<u> </u> <i>Officiant</i>	
<u> </u> <i>Organist/Audio technician</i>	
<u> </u> <i>Soloist</i>	
<u> </u> <i>Custodian</i>	
<u> </u> <i>Wedding Coordinator</i>	
<u> </u> <i>Damage deposit (refundable)</i>	
<u> </u> <i>Sanctuary usage deposit (refundable)</i>	

VII. *Additional notes:*