

WEDDINGS

MEMBER

CHURCH WEDDINGS are special and reverent occasions. At First Presbyterian Church in Bryan, a wedding service is a service of worship conforming to the **Book of Common Worship** of the Presbyterian Church.

APPOINTMENT WITH THE PASTOR

If you wish to be married at First Presbyterian Church, the first step in the process is to make an appointment for an initial conference with the pastor by contacting him/her at the church office (see information on the back page). Arrangements should be made with the pastor to conduct the wedding ceremony. Other ministers may participate/officiate with the approval of the Session and pastor.

COMPLETE APPLICATION

The second step is to pick up an application form from the church office. Application forms must be returned to the church office, completed and *with the appropriate deposit*. The remainder of the fees for the wedding must be received by the Church office *no later than* two weeks prior to the wedding date.

APPLICATION APPROVAL

The Worship committee, on behalf of the Session, must review the application and approve all wedding dates. The Worship committee meets once a month.

APPOINTMENT WITH THE MUSIC DIRECTOR

The fourth step in the process is to contact the music director at the church office (see information on the back page). To allow adequate preparation time, the consultation with the Director of Music/Organist should be scheduled as soon as a wedding date is approved. The Director of Music must approve music and musicians for the wedding. Music for weddings shall be in accordance with the Book of Order in that it "directs attention to God and expresses the faith of the church." (W-4.9005)

APPOINTMENT WITH THE WEDDING COORDINATOR

The church's wedding coordinator is under the direction of the pastor and will be present at both the rehearsal and the wedding to assist the wedding party and to ensure adherence to church policies. Please contact the pastor to get the name, phone number and e-mail address of the wedding coordinator. The fifth step is to contact the coordinator in order to go over the policies of the church. Any outside persons helping the family with the wedding can be present with the approval of the Session and pastor.

PRE-MARITAL PASTORAL VISITS

The sixth step is to meet with a pastor. One or more visits with a pastor are part of the wedding planning.

GENERAL GUIDELINES

RESERVING THE CHURCH

After meeting with the pastor, reserve the church facilities through the church office for the wedding and wedding rehearsal. If you would like to have your rehearsal dinner and/or reception on the church property please reserve the rooms needed at the same time. You may schedule 12 months in advance.

The **wedding rehearsal** is normally held the evening before the wedding ceremony and is conducted by the pastor.

No facilities are available for food preparation. Catered meals are allowed in the Fellowship Hall which may be reserved for the **rehearsal dinner**.

Weddings should be celebrated in a place where the community gathers for worship.

Receptions may be held in the Parlor, the Fellowship Hall or on the church lawn.

PHOTOGRAPHS & VIDEOS

Photographs may be taken before or after the ceremony. Available light pictures may be taken from the balcony during the ceremony with permission of the pastor. All photographers, amateur or otherwise, should be advised that *no flashes* will be allowed during the ceremony. In the sanctuary, manned video taping is allowed only from the balcony. Unmanned cameras are allowed in discreet places in the Chancel

DECORATIONS

The beauty of the sanctuary minimizes the need for elaborate decorations. Arrangements must be made with the wedding coordinator for decorating the church prior to the ceremony. The sanctuary is available at least *3 hours* prior to the wedding.

Vases or other vessels containing liquids must have appropriate pads placed under them to prevent stains or discoloration to tables, carpets, or other furnishings.

Attachments to pews or other woodwork for holding flowers, candles, or other decorations are to be covered with fabric or similar protective materials to prevent damage or scratching of the furnishings. Attachment devises for decorations, which will mar the woodwork and church furniture, are not permitted.

Please let the church office know, well in advance, if you will be leaving flowers to be used by the church. Unless previous arrangements are made, the florist or family is to remove all decorations immediately following the wedding.

OTHER GUIDELINES

Alcoholic beverages are not allowed in the church or on the church property.

This is a smoke-free facility and smoking is not allowed anywhere on the premises.

The church is not responsible for the loss of, or damage to, any property brought to the church for the occasion.

WEDDING STAFF

In addition to the wedding coordinator, a custodian will also be present at both the rehearsal and wedding. He/she will be responsible for arranging furniture and cleaning following the service.

FEES

Wedding charges at First Presbyterian Church are listed below. REMEMBER: the remainder of the fees for the wedding must be received by the Church Office *no later than* two weeks prior to the wedding date.

Wedding Item	Member
Down Payment (Due with application)	\$ 50.00
Minister	\$ 200.00
Organist *	\$ 300.00
Custodian (Sanctuary & Parlor)	\$ 100.00
Church Wedding Representative	\$ 200.00
Facilities Use Fee	\$ 50.00
TOTAL	\$ 900.00

**(min. with added fees for extra rehearsals or elaborate weddings)*

NON-MEMBER

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PRE-MARITAL PASTORAL VISITS

The sixth step is to meet with a pastor One or more visits with a pastor are part of the wedding planning.

GENERAL GUIDELINES

RESERVING THE CHURCH

After meeting with the pastor, reserve the church facilities through the church office for the wedding and wedding rehearsal. If you would like to have your rehearsal dinner and/or reception on the church property please reserve the rooms needed at the same time. You may schedule 6 months in advance.

The **wedding rehearsal** is normally held the evening before the wedding ceremony and is conducted by the pastor.

No facilities are available for food preparation. Catered meals are allowed in the Fellowship Hall which may be reserved for the **rehearsal dinner**.

Weddings should be celebrated in a place where the community gathers for worship.

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OTHER GUIDELINES

Alcoholic beverages are not allowed in the church or on the church property.

This is a tobacco free facility and use of tobacco products is not allowed anywhere on the premises.

The church is not responsible for the loss of, or damage to, any property brought to the church for the occasion.

WEDDING STAFF

In addition to the wedding coordinator, a custodian will also be present at both the rehearsal and wedding. He/she will be responsible for arranging furniture and cleaning following the service.

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Down Payment (Due with application)	\$ 350.00
Minister	\$ 275.00
Organist *	\$ 300.00
Custodian (Sanctuary & Parlor)	\$ 100.00
Church Wedding Representative	\$ 200.00
Facilities Use Fee	\$ 350.00
TOTAL	\$ 1,575.00

**(min. with added fees for extra rehearsals or elaborate weddings)*

WEDDING INFORMATION FORM

(Please complete and return this form to the First Presbyterian Church office.)

DATE OF APPLICATION _____

BRIDE'S FULL NAME _____
ADDRESS _____
PHONE (Day) _____ (Evening) _____ (Other) _____
EMAIL ADDRESS _____ Check one: Member Non-member
PARENT'S NAME _____ (Home Phone) _____

GROOM'S FULL NAME _____
ADDRESS _____
PHONE (Day) _____ (Evening) _____ (Other) _____
EMAIL ADDRESS _____ Check one: Member Non-member
PARENT'S NAME _____ (Home Phone) _____

WEDDING DATE _____ **TIME** _____ (Bldg. available 3 hrs. prior to wedding)
REHEARSAL DATE _____ **TIME** _____
RECEPTION HERE No Yes (If Yes, please complete Facilities Use Form)

FACILITIES & EQUIPMENT DESIRED (No facilities are available to do hair and make-up at the church)

- | | |
|---|--|
| <input type="checkbox"/> Sanctuary (seats 425)
<input type="checkbox"/> Fellowship Hall (seats 320 with 40 tables; accommodates 425 without tables)
<input type="checkbox"/> Patio
<input type="checkbox"/> Church Parlor (Bride's Dressing Room)
<input type="checkbox"/> Room 13 (Groom's Gathering Room) | <input type="checkbox"/> Kneeling Bench
<input type="checkbox"/> Table for Unity Candle
<input type="checkbox"/> Guest/Register Stand: <input type="checkbox"/> Table <input type="checkbox"/> Lectern
<input type="checkbox"/> Other _____
<input type="checkbox"/> Decorations you want to bring _____ |
|---|--|

NUMBER OF ATTENDANTS IN WEDDING Women _____ Men _____ Children _____

PHOTOGRAPHER _____ **PHONE** _____
VIDEOGRAPHER _____ **PHONE** _____
CATERER _____ **PHONE** _____
MUSICIANS _____ **PHONE** _____
FLORIST _____ **PHONE** _____

Please check the following information:

- All flowers will be picked up following the ceremony.
- We will leave the flowers for the Sunday morning worship service.
- First Presbyterian Church may distribute the flowers.

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Minister	\$ 275.00	\$ 200.00
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Custodian (Sanctuary & Parlor)	\$ 100.00	\$ 100.00
Church Wedding Representative	\$ 200.00	\$ 200.00
Facilities Use Fee	\$ 350.00	\$ 50.00
TOTAL	\$ 1,575.00	\$ 900.00

** (min. with added fees for extra rehearsals or elaborate weddings)*

We, the bride and groom, have read the wedding brochure. We understand and will comply with the rules for use of the church for weddings and understand the fee schedule.

 Bride's Signature

 Groom's Signature



FOR OFFICE USE ONLY (enter dates)

Calendar cleared by Staff _____
 App'd by Property _____
 App'd by Session _____

Wedding Coordinator Notified _____
 App'd by Worship Committee _____
 Bride/Groom notified _____