

# Wedding Service Manual

## **CENTRAL PRESBYTERIAN CHURCH**



# TABLE OF CONTENTS

<b>Wedding Service Manual.....</b>	<b>3</b>
Christian Marriage.....	3
Marriage Preparation Process.....	3
Planning Timeline	
The Marriage License .....	3
Fees.....	3
<b>The Wedding Ceremony.....</b>	<b>4</b>
Officiating Clergy .....	4
Music for the Marriage Service .....	4
Photographs .....	4
Rehearsal .....	4
<b>Building Use Guidelines and Information .....</b>	<b>5</b>
Alcohol and Tobacco Policy .....	5
Dressing Rooms for the Wedding Party .....	5
Sound.....	5
Lost or Stolen Items.....	5
Floral Arrangements and Décor .....	5
Aisle Runner .....	5
Balloon Releases .....	5
Candles.....	5
Church Decorations .....	5
Guest Book Table .....	5
Communion Table.....	5
Flower Donation .....	5
<b>Fee Schedule for Weddings .....</b>	<b>6</b>
<b>Application .....</b>	<b>7-8</b>

# WEDDING SERVICE MANUAL

CENTRAL PRESBYTERIAN CHURCH

Approved by Session December 15, 2014

## Christian Marriage

Marriage is established by God. We are delighted you wish to celebrate this time of great joy in your lives through your wedding ceremony at Central Presbyterian Church. Couples are welcome to experience Christian marriage as a service of worship at Central Presbyterian Church.

## Marriage Preparation Process

All weddings are subject to approval by the pastor and the Session. Weddings may be held in the sanctuary, the Cownie Chapel or the east courtyard. In consultation with the pastor, the wedding and rehearsal date should be established as early as possible. After the deposit has been paid, the wedding will be entered on the calendar.

### *Planning Timeline*

- 5 months before the wedding, meet together with the pastor and wedding coordinator. The coordinator will provide you with a checklist of details. She will be present at both the rehearsal and the wedding.
- 4 months before the wedding, meet with organist/soloist to plan music
- 3 months before the wedding, work with pastor to finalize the service
- 1 month before wedding – balance due

## The Marriage License

You will need to make arrangements to secure a marriage license from the Clerk of the District Court in any county in Iowa. The license should be given to the pastor at the rehearsal with the appropriate information provided at that time. The pastor will see that it is properly signed, entered in the church records and returned to the court.

### *Fees (See Fee Schedule on page 6 for detailed information.)*

Deposit: \$100

Members: \$800

(Active members including their children and grandchildren)

Non-members: \$1,300

(Both non-members and inactive members)

Fee includes:

- Central Clergy
- Organist
- Sound Technician
- Wedding Coordinator
- Custodian

# THE WEDDING CEREMONY

## Officiating Clergy

The wedding ceremony will be performed by the pastor of Central Presbyterian Church. However, other pastors may perform weddings at Central or assist in the ceremony with the approval of Central's pastor and Session. Only pastors who are ordained by a mainline denomination (not licensed pastors) may conduct weddings at Central.

## Music for the Marriage Service

Music for the wedding service should contribute to Christian worship. Music that is high in sentimentality and low in religious content is more appropriate for the wedding reception than for the wedding ceremony.

The staff organist will usually play for the service. Another organist may play for the service if approved by the pastor and organist. Please make an appointment with the organist to discuss the music for your wedding.

Hymn singing in the ceremony is both desirable and appropriate. Because of copyright laws, photocopying of music is unacceptable and illegal. Recorded music is not permitted.

## Photographs

Only non-flash pictures and videotape with existing light may be taken during the service, only from the balcony and only if no disturbance is caused. This is to preserve the dignity, beauty and worship atmosphere of the wedding service. Flash pictures may be taken during the processional and the recessional, but not during the ceremony itself. Please inform your photographer of this policy and ask the ushers to inform guests with cameras.

Posed pictures may be taken either before or after the ceremony at your discretion. If photographs are taken prior to the wedding, they should be completed at least 45 minutes prior to the start of the ceremony as guests will be arriving.

## Rehearsal

The purpose of a rehearsal is to practice entrances, exits and other elements of the wedding so that on the day of the wedding everyone's mind will be free from worry and people will be able to focus upon the beauty and sacred meaning of the ceremony.

The rehearsal is customarily the evening before the day of the wedding. Once everyone is present, an hour is usually more than sufficient to accomplish what needs to be done. All the details of the rehearsal and service are ultimately at the discretion of the pastor of Central Presbyterian Church.



# BUILDING USE GUIDELINES AND INFORMATION

## Alcohol and Tobacco Policy

Central has a strict policy prohibiting the consumption of alcohol and the use of tobacco on church grounds. It is inappropriate for members of the wedding party to consume alcohol (or any mind-altering substance) before the rehearsal or before the wedding. Anyone found in violation of this policy will be asked to leave the premises immediately. If anyone appears to the pastor to be intoxicated or high, the pastor has the right to not conduct the ceremony.

## Dressing Rooms for the Wedding Party

There are rooms in which the bride and her attendants, and the groom and his attendants, may dress. Restrooms are located nearby.

## Sound

A Central sound technician will be available to assist with set up and management of the microphones/sounds for the officiate, vocalists, musicians and readers at the rehearsal and wedding.

## Lost or Stolen Items

The church will not be responsible for lost or stolen items.

## Floral Arrangements and Décor

- **Aisle Runner** – the use of an aisle runner is prohibited due to the potential hazard caused by the marble floor
- **Balloon releases**, rice, birdseed and other thrown projectiles are dangerous to the environment and people and are therefore prohibited.
- **Candles** – The church has brass candlesticks and candelabra which may be used. The fee covers the cost of candles.
- **Church Decorations** – Visual arts displays such as special chancel decorations, banners and hangings may be on display in the sanctuary during the time of your wedding. These decorations may appear in wedding pictures.
- **Guest Book Table** is available.
- **Communion Table** measures 21.5 inches wide, by 72 inches long, by 38 inches tall.

## Flower Donation

If you would like to donate the wedding flowers to be used in church on Sunday, arrangements may be made in advance with the church office. If memorial flowers have not been scheduled for that Sunday, the gift will be gratefully received.

# FEE SCHEDULE FOR WEDDINGS

CENTRAL PRESBYTERIAN CHURCH

Approved by Session November 20, 2023 (effective January 1, 2024)

Service or Facility	Active Member	Inactive or Non-Member
Sanctuary	Included	\$ 500
Clergy	\$ 300	\$ 500
Organist	\$ 250	\$ 300
Audio/Video technician	\$ 150	\$ 200
Wedding coordinator	\$ 250	\$ 400
Custodian (cleaning before and after)	\$ 150	\$ 150
Resident Caretaker (set up/take down)	\$ 150	\$ 150
<b>TOTAL</b>	<b>\$1,250</b>	<b>\$ 2,200</b>
Soloist (optional)	\$ 150	\$ 150
Candles for candelabra (optional)	\$ 30	\$ 30
Cownie Chapel or East Courtyard	Included	\$ 300
Reception in Fellowship Hall (optional)	\$ 250	\$ 500
<b>Service or Facility</b>	<b>Active Member</b>	<b>Inactive or Non-Member</b>

If furniture moving or other special arrangements are required, the church's costs will be added to the above fee schedule.

A \$100 deposit must be paid before the wedding will be entered on the church calendar.

Extraordinary requests involving preparation and/or additional rehearsal time will occasionally have additional fees.

Make checks payable to: "Central Presbyterian Church". In memo line, please use "(last name) Wedding".

Rehearsal date: \_\_\_\_\_ Time: \_\_\_\_\_

Name after marriage: \_\_\_\_\_

Address after wedding: \_\_\_\_\_



**Will you be requesting a guest pastor?**

Name: \_\_\_\_\_

Ordination date & denomination: \_\_\_\_\_

Contact information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

