

WEDDING POLICY and FORMS

First Presbyterian Church
23 Cayuga Street
Seneca Falls, NY 13148

It is not necessary to be a member of this congregation in order to be married at First Presbyterian Church; however we ask that you respect that this is not a Hall being rented, but a House of God entered for your celebration. There are several fees waived for members, who through membership have already provided for the establishment of this Church. If you are interested in becoming members of this congregation at anytime, please contact the pastor about this.

SCHEDULING

Because we take this celebration as a sacred responsibility before God, because we endeavor to make each celebration unique, because we have many weddings each year and weddings are only a small part of the life of the Church, you will need to give as much time to planning your wedding as possible.

The staff will make every effort to accommodate your desires; however, you will need to contact the Church Office, 315.568.6636, for scheduling the date and time of your wedding and wedding rehearsal, before establishing any other details.

The pastor will meet with the couple at least three times prior to the wedding. The purpose of these meetings is to assess the couple's readiness for marriage, to discuss any concerns of either party, to plan all the details of the service.

THE PLACE OF WORSHIP

The Pulpit, Communion Table and Baptismal Font are the fixtures of the Sanctuary and need to be visible during the service.

Other ministers can be invited, to share in the blessing of the worship service.

Soloists and accompanists are encouraged. Ordinarily, the Church Organist will play the organ for all weddings.

Alcohol and smoking is not permitted on Church property.

The throwing of rice, confetti or birdseed is not allowed on Church property, due to liability.

The Wedding Rehearsal takes place the day prior to the Wedding, lasting approximately one hour and providing all the participants the opportunity to feel comfortable with their roles and responsibilities. All of the participants: parents, bridesmaids, flower girls, ring bearers, ushers, readers need to attend this rehearsal.

THE PASTOR

In the Wedding Service, the pastor calls the congregation to worship, and questions the participants of their intentions. The readings are interpreted and applied by the pastor in a Sermon meditation. Following the Statements of Intent, the Couple professes their vows, the couple becomes the Celebrants, sharing with those in attendance as witnesses, the covenant, which they create and affirm before God. At the conclusion of the service, the pastor blesses the marriage with a Prayer of Thanksgiving, a Declaration of Marriage and Benediction.

The pastor's role includes: Counseling to allow the couple to hear each other's concerns and consider issues; Advocating for the rights and responsibilities of the couple to friends and family; Liturgical planning for the smooth flow and celebration of your faith and love; Guides you through your marriage service and Signs the license.

CUSTODIAN

The Church Sexton will make certain that the Church is unlocked and locked up again when the service is completed. While the Sexton will vacuum and assist with set-up, please respect his/her time by providing your own clean up and moving through any photographing as quickly as possible.

CUSTOMARY FEES

Fees for the use of the Church shall be subject to the following schedule of fees:

a. Use of Sanctuary

Members	No Charge
Non-Members	\$200

b. Organist

Wedding and Rehearsal	\$ 150
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c. Minister

Members	No Honorarium Required
Non-Members	\$150

Includes pre-marital counseling

d. Janitor (make checks payable to Peter Snyder)

Wedding and Rehearsal	\$ 75
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e. Reception

Social Hall and Kitchen	\$100
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PREPARATION FOR THE WEDDING

The full Wedding Party needs to be at the Church a minimum of one hour before the wedding is to begin. You may feel free to use rooms in the church to get ready for the wedding.

THE PROCESSIONAL

There are many alternatives for how the couple will enter the Sanctuary at the time of the wedding. The pastor will be willing to walk the couple through different possibilities during the planning of the wedding.

UNITY WEDDING CANDLE

If the couple chooses to have candle lighting, the couple will need to provide the Unity Candle.

PHOTOGRAPHY

Photography and videotaping are permitted in designated areas, respecting the wedding as a service worshipping God. Video Cameras are to be stationary mounted either in the balcony or up the center aisle where they will have an unencumbered view and are out of the way.

BULLETINS/PROGRAMS

The couple can provide the Church Office with the names of the full Wedding Party and alterations from the traditional service and the Office Staff will print Wedding Bulletins. There is no charge for the layout and printing of these bulletins.

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315.568.6636

Wedding Form

Rehearsal Date: _____ **Time:** _____

Wedding Date: _____ **Time:** _____

Location: The First Presbyterian Church **Other:** _____

Wedding Party's Information

Full Name: _____

Full Name: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

Date of Birth: _____

Date of Birth: _____

Birthplace: _____

Birthplace: _____

Marital Status: _____

Marital Status: _____

Father's Name: _____

Father's Name: _____

Mother's Name: _____

Mother's Name: _____

Names of any Step-parents: _____

Names of any Step-parents: _____

Names of Attendants: _____

Names of Attendants: _____

Name of Flower Girls/Boys: _____

Names of Ushers: _____

Name of Ring bearers: _____

Service Information

Organist: Yes/No **Name:** _____

Soloist: Yes/No **Name:** _____

Unity Candle: Yes/No

Will anyone be given away/presented? Yes No

If yes, please indicate name: _____

Will a lay reader(s) be use for the service? Yes No

If yes, please indicate name: _____

Number of guests expected at the service: _____

Title & Name of person officiating: _____

Address & Telephone: _____

Please list other clergy/relatives involved in the wedding ceremony?

After the Wedding

Reception Location: _____ **Time:** _____

Address: _____

Telephone: _____

Will anyone change their name? Yes/No

If yes, please indicate name change: _____

For Church Use Only

Date considered by Session: _____ Approved Declined

Fee Schedule: Member Non-Member Paid?

For non-members, a \$50 deposit is required (non-refundable) to hold the date and time. This deposit will be applied toward the \$200 fee for use of the facility All fees (organist, sexton, pastor, reception and building use) for members and non-members must be paid a week prior to the wedding.

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23 Cayuga Street, Seneca Falls, NY 13148

315.568.6636

fpressf@verizon.net

www.fpressf.com

WEDDING REQUEST FORM

Requested Wedding date:

Requested by:

name

address

phone

cell phone

email

today's date

Signature:

Signature:

I/we understand that this is a request to be considered by the Session of First Presbyterian Church for approval.

I/we understand that this request must have board approval prior to permanent scheduling on the church calendar.

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### For Church Use Only

Date considered by Session:

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Approved

Declined