



## FIRST PRESBYTERIAN CHURCH

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# WEDDING INFORMATION & POLICIES

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## AS YOU PREPARE TO MARRY

Congratulations on your plans to marry! We are glad you are considering First Presbyterian Church (FPC) in Mishawaka for your wedding.

First Presbyterian offers a beautiful sanctuary and will host weddings of non-members in accord with the policies described in this brochure. Please read it carefully.

## OUR UNDERSTANDING OF MARRIAGE

Marriage is a gift of God for the well-being of the entire human family. We understand it to be more than simply a civil contract between two people, but rather a divinely-blessed covenant between husband and wife.

## GUIDELINES

A wedding in our Church shall be a recognizably Christian service, conducted by a clergy person or other licensed person. It need not be a Presbyterian clergy person, nor conducted in accord with the Presbyterian Book of Common Worship, but the officiant is subject to the approval of the pastor of First Presbyterian Church and the Session (governing body of the church).

## WEDDING CHARGES

Fees::	Wedding with organist/pianist	\$1350
	Wedding without organist/pianist	\$1200

Fee includes the following: Use of sanctuary and dressing rooms, Pastor's fee, organist, custodial service after ceremony, services of FPC Coordinator team, candelabra with candles and sound technician (FPC only) for rehearsal & wedding.

Optional fees:	CD charge for sound operator	\$25
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**Non-refundable Deposit:** One half (\$675/\$600) of total fees serves as a non-refundable deposit and is due when your wedding date is approved by the pastor and church office. Full payment is due one month prior to your wedding date (no exceptions).

**Refundable Damage Deposit:** \$250

Please write a separate check, which is due with initial payment. The damage deposit will be returned if no damage or violations of the rules.

Checks should be made payable to **First Presbyterian Church**

## POLICIES & RULES

**Clergy:** The ordained clergyperson/licensed person conducting the wedding shall be subject to approval by the pastor of FPC. If you, as bride and groom, wish for another minister to participate as well, the request will be taken to the Session of the church who will extend an invitation to the guest minister.

**Wedding Coordinator:** A wedding coordinator team from FPC shall oversee every rehearsal and wedding. This FPC coordinator will work with any other wedding planner hired by the bride and groom.

**Sound Operator:** A sound operator from FPC shall operate the sound system at both the rehearsal and wedding. No one else shall have access to the sound booth. If most of the music for the service comes from CDs, there will be an additional charge for the sound operator.

**Organist/Pianist:** The organist for FPC shall have approval, along with the pastor, for the use of any other organist/pianist. The organist will be available to assist in the selection of music for the wedding ceremony.

**Other Musicians:** Securing any other musicians or singers is the responsibility of the wedding couple to schedule and provide payment. The Church will have no responsibility in this regard.

**Custodian:** The Church's custodian will clean up after the wedding decorations are removed immediately and the photography is completed. (1 hr. after ceremony)

### **Building Rules:**

1. There is no smoking in or near the church building.
2. Alcoholic beverages, firearms or illegal substances are not allowed anywhere on church premises
3. No rice, birdseed or confetti may be thrown anywhere on the grounds or in the building.

**Building Availability:** The church building will be available two (2) hours before the wedding. All decorations and personal belongings must be removed within one (1) hour after the ceremony.

**Pre-marriage Counseling:** Pre-marriage counseling is not required by the Church, but it may be required by the clergyperson conducting the service. If counseling is to be held, arrangements, costs of materials, and additional compensation for the clergy are to be negotiated directly with the clergyperson. The Church cannot host such counseling sessions except during normal office hours. These meetings are opportunities for you and the pastor to get to know each other better and to talk about many important topics, including the legal requirements of the State of Indiana.

## A WORD TO THE WISE

Please plan your wedding date and time as far in advance as possible. Weddings are often scheduled as much as a year in advance. Avoid holidays and Notre Dame home football weekends because of availability and cost of accommodations for your guests. Take into consideration, too, that pastors, musicians and our coordinator team have many professional and personal responsibilities that may affect their availability as well.

## PREPARATION CHECKLIST

1. Call or email one of the FPC wedding coordinators to check your proposed date and schedule an initial appointment: Pam Camren (574.303.9343; [pcamren@att.net](mailto:pcamren@att.net)) or Pam Martz (574.315.9324; [pamela\\_martz@yahoo.com](mailto:pamela_martz@yahoo.com)).
2. At the initial appointment you can discuss wedding plans, officiant, musicians, pre-marital counseling, and bulletin preparation. If you wish the church to arrange for the officiant and/or musician, options will be discussed.
3. Upon approval of the date by the coordinators, submit a check to First Presbyterian Church for \$675/600 as a non-refundable deposit, and a separate check for the refundable \$250 damage deposit.
4. Schedule meetings with the pastor, coordinator team member and organist to plan the wedding service. The coordinators have forms to help plan the service, guidelines for photographers & videographers, etc.
5. Make final plans for the wedding service and submit printed order of worship to the pastor and coordinator for approval (2) weeks prior to wedding date.
6. Send the balance of the fees one month in advance of the wedding rehearsal.
7. Deliver your marriage license to the officiating pastor prior to the wedding.
8. Hold the wedding rehearsal the day before wedding.
9. Relax and get a good night's sleep!

