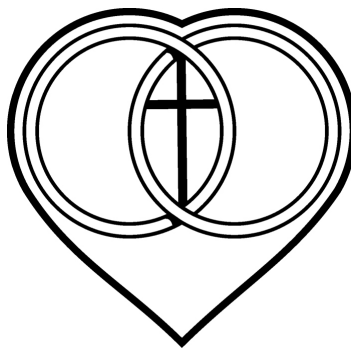


Your Wedding

At First Presbyterian Church

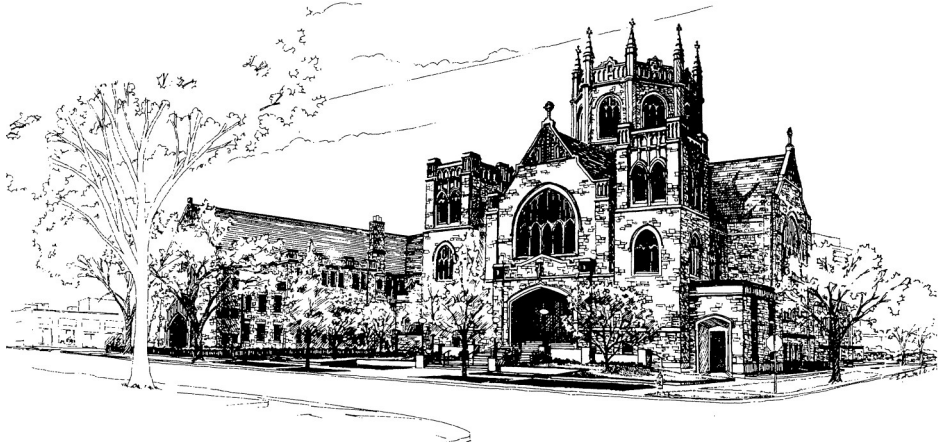


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(316) 263-0248

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First Presbyterian Church

525 N. Broadway Avenue
Wichita, Kansas 67214
316-263-0248

Dear Friends,

Congratulations on your engagement. You are about to begin one of life's most thrilling adventures. As you prepare to enter into this new phase of your relationship, we want to do everything we can to help and support you both.

The accompanying materials concern planning weddings at First Presbyterian Church, Wichita, Kansas. We are aware that this information can be overwhelming at first. Therefore, we suggest you look it over and then schedule an appointment with the pastor you have asked to conduct your marriage. The Wedding Director, who will be assisting you, will contact you to discuss the details of your wedding and clarify anything for you.

Blessings on this new step in your life! May the preparation for the wedding be joyful, and the wedding itself be a wonderful first step in your future together.

Grace and peace,

Amy Baumgartner

Scheduling

Weddings will not be scheduled more than one year in advance of the desired date of the wedding. Weddings will be considered scheduled only when the officiating pastor has approved the request and when the church has received a deposit. **No dates will be held without approval and deposit.** The deposit for the wedding is one half of all related fees and is non-refundable. All fees are to be paid in full by the time of the rehearsal. In the case of cancellation fees, less the deposit, will be refunded. **The deposit may be refunded at the officiating Pastor's discretion.**

Weddings will not be scheduled for the following dates and times: after 8:00 p.m. on Fridays; after 4:00 p.m. on Saturdays if the reception is held at the church; after 6:00 p.m. on Saturdays; before 3:00 p.m. on Sundays; from Thanksgiving Day through the weekend; from December 15 through January 6; from Palm Sunday weekend through Easter Sunday weekend; and special weekends as designated by the church.

Pastoral Counseling

Recognizing that marriage is ordained of God and that the church bears responsibility for providing education and counsel in preparation for marriage, the Session of First Presbyterian Church requires that those desiring to be married on the church premises shall receive counsel prior to marriage.

Both of our pastors require that the couple to be married take part in pre-marital counseling. Each pastor will work this out during your initial meeting.

The Wedding Director

The Wedding Director shall be involved in weddings and their related receptions that are held at the church building.

The purpose of the Wedding Director is to assist in the many details related to your wedding. These details include providing answers regarding the wedding procedures and policies; assisting the minister at the rehearsal and the wedding; coordinating the details related to decorations, lighting, and candles; and assisting members of the wedding party on the day of the wedding to assure that they are in the appropriate place at the appropriate time. After your wedding has been scheduled and confirmed by the church, the Wedding Director will contact you to discuss the details of your wedding. **All wedding plans should be completed two weeks prior to the date of the wedding.**

The Wedding Service

The marriage service shall begin with a brief statement of the meaning of Christian marriage. At appropriate times during the ceremony there shall be prayers for the couple as they enter their new estate. There shall be an exchange of vows between the man and the woman; and if so desired, a ring or rings may be given. Scripture appropriate for the occasion shall be read and the

The Wedding Service (cont.)

minister shall deliver a charge to the couple, laying before them the privileges and obligations which they are about to receive and undertake. Before the conclusion of the service the minister shall declare publicly that this man and woman are now joined in marriage according to the ordinance of God and the law of the state. This service shall conclude with a benediction.

*The session shall keep complete registers of marriages, including marriages of all members of the church, all marriages conducted by the ministerial staff of the church, and all marriages performed on church property.**

“Book of Order,” G-10.0302 c (1)

*This includes all marriages that take place at the church camp.

Music

Music is an important part of your wedding. Such music as accompanies the ceremony should direct attention to God, who sanctifies marriage, and special care should be taken to assure that it is suitable and reverent. If desired, the congregation may be invited to join in the singing of hymns at the beginning and conclusion of the service. “Book of Order,” W-4.9005.

It is your responsibility to contact the Organist, Gary Huffman, at 685-6396. The organist will assist you in the selection of appropriate music. Recorded music is not permitted.

The organist of the church will play for weddings except by special arrangements. ***The organist may grant a guest organist permission to participate. In this case the couple and guest organist will meet with our organist to discuss appropriate music.*** A vocalist may be invited to participate in your wedding. The organist will assist in securing the services of a vocalist or the couple may invite a personal friend to sing. The vocalist is responsible for arranging a convenient rehearsal time with the organist.

The final decision regarding the choice of music or soloist for the wedding will be made jointly by the organist and the couple.

Decorations

Flowers and/or decorations for weddings shall be in good taste and proper dignity and shall be the responsibility of the couple to provide. Palms, ferns, etc. belonging to the florist should be removed from the church immediately after the ceremony and the church left clean and orderly.

For decorating the sanctuary, the service of a local florist is recommended. Pew bows or bouquets may be placed on the pews. They should be attached with ribbon or string. The use of scotch tape, nails, screws and wire in decorating is strictly forbidden. Furnishings (including banners) are not to be moved. (No balloons are allowed in the church building).

The Wichita Fire Code forbids the use of open flames from candles anywhere but in the chancel of the church. The church has two matching candelabrum (seven candles each) and 12 aisle candles for the center aisle available for your use.

The Communion Table is a central element in the faith and worship of the Presbyterian Church (USA); therefore, only a unity candle and flowers (and, of course the Bible and candlesticks) may adorn the table. Exterior decoration of the parking lot, lawn or entrances to the church are prohibited.

Photography

The wedding service is a Worship Service, therefore flash photography is **not** permitted during any part of the wedding ceremony by guests or by professional photographers. It is the responsibility of the couple to inform the photographer of this restriction prior to the ceremony. Ushers should instruct guests who bring cameras of this policy.

Pictures may be posed in the Sanctuary or Chapel prior to or following the ceremony. A stationary video camera may be operated from an unobtrusive location; this placement must be discussed and approved by the officiating pastor beforehand.

Sanctuary

Time exposures or available light pictures may be taken from the balcony.

It is permissible to take a picture using flash of the bride and her escort just as they prepare to enter the Sanctuary. Also, a flash picture may be taken of the bride and groom during the Recessional.

Chapel

Time exposures or available light pictures may be taken from the back of the Chapel.

It is permissible to take a picture using flash of the bride and her escort as they are entering the Chapel and/or as they start down the aisle. Also a flash picture may be taken of the bride and groom during the Recessional.

Receptions

A wedding reception following the marriage ceremony may be scheduled, providing the wedding occurs before 4:00 p.m. Arrangements for a reception are made at the time the wedding is scheduled on the church calendar. The Wedding Director will assist in the arrangements for your reception. Smaller receptions may be scheduled for the Church Parlor; however, receptions above 50 people and all sit down meals will occur in the East Dining Room.

Arrangements for the food, including the wedding cake are the responsibility of the wedding couple. Please remember that alcoholic beverages of any kind may not be served or consumed on church property at any time.

Courtesy and Responsibilities

It is the responsibility of the wedding couple to inform their wedding party of all the conditions for use of church facilities that are outlined in this book.

1. Alcoholic beverages of any kind are prohibited on church property at any time.
2. **Only birdseed** may be thrown at the wedding and only outside the church building. Nothing is to be thrown inside the building under any circumstances, including flowers or parts of flowers. The flower girl may toss silk petals as she precedes the bride down the aisle. It is the responsibility of the bride and groom to see that these rules are made known to the wedding party and guests.

Courtesy and Responsibilities (cont.)

3. Smoking is prohibited in the church building.

The bride and groom and members of the wedding party may dress at the church if they so desire. Two rooms are available—each with a large mirror.

Rearrangement of church furnishings (pulpit, Communion Table, piano, banners, etc.) is prohibited. The liturgical colors appropriate to the church season will be displayed and may not be removed.

The wedding party is expected to leave the church and its rooms as clean as they were found.

Ring Bearer & Flower Girl

Children participating in the wedding should be at least six-years-old. It is important that the child (ren) chosen be able to follow directions and not feel self-conscious. This addition to the wedding can greatly enhance the beauty and meaning of the service, but it has the potential for distraction. Care should be taken in choosing participants.

Wedding Rehearsal

The Pastor, Wedding Director, Organist, and the full wedding party will meet at the church at the designated date and time. The rehearsal gives the wedding party the opportunity to become familiar with the space and procedures involved in the service. All of the details concerning ushering, facilities for dressing, etc. will be explained. Please remember that all wedding participants are worship leaders; therefore, the rehearsal, as well as the wedding, will be conducted with reverence and dignity. It is expected that, like the wedding, the wedding party will refrain from the use of drugs and alcoholic beverages before the rehearsal.

The rehearsal takes about one-half hour from the time that the full wedding party is assembled. **Please make sure that everyone arrives on time.**

Remarriage of Divorced Persons

The Presbyterian Church will remarry persons who have been divorced in the belief that a new life is possible and that the church can be a strong influence in the creation of a Christian home. It shall remain, however, the privilege and prerogative of the pastor to resolve any matters that cause hesitation or the actual withholding of the blessing of the church.

Wedding Fees

Below are listed the fees related to the use of facilities and staff for a wedding.

The Officiating Pastor may, at his or her discretion, reduce the fees due by a wedding couple to respond to pastoral concerns or for alterations in the staffing needs of a wedding.

A deposit of one half of all related fees is required at time of application with remaining balance to be paid by the time of the rehearsal.

Wedding Ceremony

Includes fees for Minister, Organist, Wedding Director, Custodian, Sanctuary or Chapel, Candelabrum and/or aisle candles, and Sanctuary sound system.

	Active Member	Non-Member
Sanctuary	\$875.00	\$1825.00
Chapel (up to 100 guests)	\$730.00	\$1375.00
Soloist	\$100.00	\$100.00

(Base line starting fee)

Exact cost of soloist is to be worked out by the bride and soloist).

Receptions

	Active Member	Non-Member
Parlor and Kitchen (up to 150 guests)	\$350.00	\$550.00
West Dining Room and Kitchen	\$350.00	\$550.00
East Dining Room and Kitchen (over 150 guests)	\$400.00	\$750.00
Sit Down Dinner (East Dining Room & Kitchen)	\$450.00	\$1,100.00

For the purposes of this wedding policy, an *Active Member* of First Presbyterian Church is defined as: “A person who, at the time of application, is listed on the official church roll of active members.”

Active Member Weddings at the Camp

The church campgrounds can provide an appropriately worshipful outdoor setting for a wedding. The grounds provide a good location for picnic receptions.

The lodge at the camp may be used for weddings and receptions. An ample kitchen is available for use in food preparation for receptions. The lodge is not air-conditioned.

Couples should remember that musical instruments at the camp have received heavy camp use and may not meet the standards they wish. Couples may need to determine other ways to provide their music if the wedding is held outdoors. (The Wedding Director must be involved in planning weddings at the Church Camp).

Due to Health and Safety Codes and space available, weddings at the camp may not exceed 125 people.

Camp Wedding Fees

Includes fees for Minister and Wedding Director. Custodial fees are not charged because camp users are expected to provide for the cleaning of the facilities.

	1—125 People
Day Use of Grounds (12 hours or less)	\$375.00
Day Use of Lodge (12 hours or less) Includes use of grounds and lodge kitchen	\$375.00
Overnight Use of Camp (24 hours) Includes use of lodge, kitchen and grounds	\$375.00

Individuals using the camp are expected to clean up after themselves. There will be an additional charge of \$65 per hour of cleaning time if the facilities used are not clean before your group leaves. Groups will be billed for actual cost of replacement and/or repairs for damage to equipment and/or facilities caused by misuse or vandalism.

Pre-Marriage Application

Completion of this application is not a guarantee that your wedding will be approved to take place at
First Presbyterian Church.

Your request is not confirmed until you speak with a pastor

Weddings will be scheduled one per day on a first-come, first-serve basis.

In cases where pre-scheduled church events create a conflict, church events take precedence.

Please mail this application to the church office.

Mail to: First Presbyterian Church, 525 N. Broadway, Wichita, KS 67214
info@firstpresbywichita.org

Date of Application: _____ Date & Time of Ceremony: _____

BRIDE'S Full Name: _____ email _____

Residence _____
(Street) (City) (State) (Zip)

Age _____ Phone numbers _____

Occupation _____

Current Active Church Membership _____

Father's Name _____

Mother's Name _____

Parents' Residence _____
(Street) (City) (State) (Zip)

Phone Numbers _____

GROOM'S Full Name: _____ email _____

Residence _____
(Street) (City) (State) (Zip)

Age _____ Phone numbers _____

Occupation _____

Current Active Church Membership _____

Father's Name _____

Mother's Name _____

Parents' Residence _____
(Street) (City) (State) (Zip)

Phone Numbers _____

Updated: June 29, 2011

Wedding Contract

Please read and sign the below statement and return with the wedding application.

I agree to follow these policies and procedures and understand that they are not negotiable.

I understand that:

1. **Wedding dates will not be scheduled until the officiating pastor has granted approval and a non-refundable deposit of one-half of all related fees has been received by the church office.**
2. **Weddings will not be scheduled after 8:00 p.m. on Fridays, after 4:00 p.m. on Saturdays if the reception is held at the church, after 6:00 p.m. on Saturdays, or before 3:00 p.m. on Sundays.**
3. **No wedding with a church reception will be scheduled after 4:00 p.m. on Saturdays.**
4. **No weddings will be scheduled: from Thanksgiving Day through the week end; from December 15 through January 6; from Palm Sunday weekend through Easter Sunday weekend; or on other special weekends as designated by the church.**
5. **Rearrangement of church furnishings is prohibited.**
6. **Alcoholic beverages of any kind are nor permitted on church property.**
7. **The Wedding Director will be involved in the planning of all weddings and receptions held at First Presbyterian Church.**
8. **All fees related to a wedding will be paid in full before the rehearsal.**

Applicant's Signature _____

Date _____