

# **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, nor does the person who officiates the wedding need to be the minister of the 1<sup>st</sup> Presbyterian Church. 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**

The staff will make every effort to accommodate your desires; 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 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 cannot be removed for the service.

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

Soloists and accompanists are encouraged.

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 an 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**

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. <u>Use of Sanctuary</u>	
Members	No Charge
Non-Members	\$200
b. <u>Organist</u>	
Wedding and Rehearsal	\$ 150
c. <u>Minister</u>	
Members	\$150
Non-Members	\$150
Includes pre-marital counseling	
d. <u>Janitor</u>	
Wedding and Rehearsal	\$ 75
e. <u>Reception</u>	
Social Hall and Kitchen	\$100

## 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.

## 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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## 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.

# First Presbyterian Church

23 Cayuga Street, Seneca Falls, NY 13148

315.568.6636

fpressf@verizon.net

www.fpressf.com

## WEDDING REQUEST FORM

Requested Wedding date:

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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