

PLANNING YOUR WEDDING



First Presbyterian Church
207 E. Center Street
Itasca, IL 60143
630.773.9606

www.fpitasca.org
Office: office@fpitasca.org
Pastor: Pastor@fpitasca.org

GENERAL GUIDELINES3

CHURCH CAPACITY AND AISLE LENGTH.....4

SCHEDULING4

THE CHURCH PASTOR.....4

COUNSELING4

THE CHURCH COORDINATORS5

MARRIAGE LICENSE5

YOUR CEREMONY5

MUSIC5

FLOWERS AND PEW DECORATIONS5

PROGRAMS6

PHOTOGRAPHY6

DRESSING AT THE CHURCH6

RECEIVING LINE6

RECEPTION6

THE REHEARSAL7

SAMPLE WEDDING DAY SCHEDULE7

SCHEDULE OF FEES8

Church Office Hours and Phone Numbers

| | |
|-----------------------------------|-----------------------|
| Monday - Wednesday: | 9:00 AM – 3:00 PM |
| Church Office: | 630.773.9606 |
| Church E-mail | office@fpitasca.org |
| Rev. Michele Monroe-Clark, Pastor | pastor@fpitasca.org |
| Patsy Ihrke, Church Administrator | office@fpitasca.org |
| Patsy Ihrke, Music Director | 847.228.9676 |
| Church Coordinator | weddings@fpitasca.org |

My Church Coordinator

Name: _____

Phone: _____

Dear Friends:

The members and staff of the First Presbyterian Church of Itasca rejoice with you as you anticipate your wedding day!



We are here to help make your wedding a beautiful and memorable experience.

A wedding is a deeply personal event in the context of Christian Worship. You will want to plan carefully so that your ceremony reflects your feelings.

This booklet provides basic information you will need to plan your wedding. We welcome the opportunity to assist you in the details of your planning and to be a part of your special celebration.

GENERAL GUIDELINES

Please respect the following courtesies and regulations

1. Before any announcements are made, please schedule the date with the church office and communicate with the minister.
2. It is expected that you will use the church personnel. They can give ideas and pointers on how to make your wedding exactly as you want, within the confines of the church. If there is a reason for not using our church personnel, such arrangements should be cleared through the minister first.
3. If you wish to have another minister participate at your wedding, proper etiquette is for our pastor to invite the other minister to assist in the ceremony. If another minister is going to conduct the service, the pastor and the Church Session (our governing board) must approve.
4. **Smoking and use of alcoholic beverages is prohibited.**
5. You are expected to have at least three sessions with the minister for counseling and the preparation of the wedding service. These appointments can be arranged by contacting the minister.
6. **Flash photography may not be taken during the ceremony.** Pictures may be taken as the bride enters the Sanctuary and as the wedding party leaves.
7. No rice or confetti is allowed following the worship service. Bird seed may be thrown outside of the church. Should you choose to use bubbles, we ask that they be blown outside as well. Guests should be informed of this regulation.
8. Decorating the church beyond the scope of traditional flowers and pew bows should be cleared with the Church Coordinators.

CHURCH CAPACITY AND AISLE LENGTH

The seating capacity of the sanctuary is approximately 192, based on our 24 pews (8-10 people per pew.) Additional seating for 20 in our balcony and 30 in our lounge brings the total capacity to 242.

The length of the aisle is 70 feet. The church does not own an aisle runner. If you would like a runner, you can get one from your florist or a wedding store.



SCHEDULING

First, contact the church administrator and see if the church is available on your date. The administrator will then contact the pastor and confirm his availability. Your date will be reserved once the deposit is received.

If a Sunday wedding is desired, regular church programming will take precedence.

If you decide not to use First Presbyterian of Itasca for your wedding, or have any change in plans, please call our church administrator at 630.773.9606 and let her know. This will help keep our calendar up to date.

THE CHURCH PASTOR

The pastor cares about you, and the quality of your marriage.

Typically our minister presides at all weddings conducted at the church. If you have a relative or close friend who is a minister, and you would like them to participate in the service, discuss these plans with our minister.

The proper etiquette in such an instance is for our pastor, as the host pastor, to invite the other minister to assist him or her. If another minister is going to conduct the service, the pastor and the Church Session (our governing board) must approve.

The minister's formal responsibility ends at the church. If you wish to extend an invitation, you should do so in advance.

COUNSELING

Because marriage is a serious commitment, it should be approached with concern, careful study, prayerful consideration and thorough preparation. You will be asked to meet at least three times with the minister prior to the ceremony for premarital counseling. One of these meetings may be used to create a ceremony that is personal and meaningful to you. At your first meeting with the pastor, you will be expected to set up your schedule of appointments.

THE CHURCH COORDINATORS

Members of our congregation will act as your Church Coordinators. Once you have reserved the church for your wedding, a Church Coordinator will contact you to set up a meeting to go over details.

The Church Coordinators will answer your questions about the “small details” of the ceremony, and assist at the rehearsal. They will make sure the flow of your wedding runs as smoothly as possible, and help you relax and enjoy your special day.

MARRIAGE LICENSE

In the state of Illinois, the wedding ceremony must be held in the county in which the license is issued. For a wedding held at the First Presbyterian Church of Itasca, the marriage license must be purchased and processed at the DuPage County Building. The marriage license is good for 60 days from issue date, but not within 24 hours of issue. More information can be found at www.dupageco.org.

Please bring the license completely filled out on the **day of the rehearsal and give it to the pastor**. This step saves unnecessary confusion immediately before the marriage.

YOUR CEREMONY

Music

A wedding is a worship service, expressing praise and thanksgiving to God and enacting the covenant of marriage which you make with God and with each other. Accordingly, the music in a wedding service should direct praise and thanksgiving to God or ask God’s blessing upon the marriage covenant. If you chose to have a soloist perform at your wedding, the music should also reflect the reverence and dignity of sacred worship

The organist and our pastor will be happy to advise you.

Typically our church organist plays for all weddings. The organist will take note of your requests, and can also make suggestions. If you do not wish to use the church organist, discuss your alternate plans with the pastor.

Flowers and Pew Decorations

It is your responsibility to make arrangements with a florist for decorations. You must also coordinate the flower delivery time. Please let your Church Coordinator know these arrangements by the time of the rehearsal.

If you wish to donate your wedding flowers for use in the following Sunday morning worship service, please let your Church Coordinator know.

Simple pew decorations, such as ribbons or simple floral arrangements may be used to mark pews. There are 12 pews on each side of the sanctuary. Each pew has a simple eye hook approximately the diameter of a pipe cleaner.

Decorating the church beyond the scope of traditional flowers and pew bows should be cleared with your Church Coordinator.

Programs

If you wish to use programs at your service, you are responsible for creating them. Preprinted covers are available from a variety of printers, some of whom will only work directly with churches. The church administrator will be happy to make catalogs available and to help place the order. You will be responsible for all costs.

Photography

We are glad to have photographers present. However, **flash pictures may NOT be taken during the ceremony.**

Pictures may be taken as the bride enters the Sanctuary and as the wedding party leaves. Additional pictures may be taken before or after the ceremony. The photographers should be as inconspicuous as possible during the ceremony. All photographers, both amateur and professional, should be informed of these procedures.

As a courtesy, we ask that the main photographers of the day speak with the pastor before the ceremony so that they can clear any procedures and add to the reverence and beauty of the occasion.

Video equipment may be used as long as it is positioned discreetly and does not distract the wedding party or the guests.

Dressing at the Church

If you and your attendants wish to dress at the church, there are rooms available. Plans should be made with the Church Coordinators for the use of the rooms.

Receiving Line

If desired, a receiving line may be formed immediately following the wedding service. This can be formed in either the Narthex or the Lounge, depending upon the time of year and the weather.

No rice or confetti is allowed following the worship service. Bird seed may be thrown outside of the church. Should you choose to use bubbles, we ask that they be blown outside as well. Guests should be informed of this regulation

Reception

If desired, our Fellowship Hall (capacity 100) is available for receptions following the wedding. The room can be decorated by the bridal party, and food can be catered.

For smaller, more intimate gatherings, our church Lounge is available.

No alcoholic beverages may be consumed on church property during the reception or at any other time.

The Rehearsal

It is important that a rehearsal be held prior to the wedding day. A rehearsal usually makes the wedding day itself more relaxed and comfortable. This is a chance to finalize the tiny nuances you want at your wedding, such as the procession, special music, and finalizing the flow of the ceremony. It is strongly encouraged that everyone who is to have a part in the wedding be at the rehearsal. This includes ushers, flower girls, ring bearers, readers, soloists, instrumentalists, parents and of course, attendants

It is a courtesy to the church personnel that all participants be prompt and ready at the appointed time. Typically the rehearsal lasts one hour or less.

You are encouraged to bring as much ceremonial decorations as you want to the rehearsal. This includes: programs, the unity candle, pew bows, flower girl baskets and/or the ring bearer pillows. You are also asked to bring the marriage license, and any remaining fees.

Sample Wedding Day Schedule

If the bride and her party prefer to dress at the church, or if pictures are to be taken before guests arrive, the bride should make arrangements with the Church Coordinator to ensure that enough time is allowed prior to the ceremony.

The following schedule is often followed:

- Pictures taken
- 45 minutes prior to ceremony: Bridal party and photographer leave the sanctuary. This allows enough time for the coordinators and the ushers to ready the sanctuary.
- 30 minutes prior to ceremony: Ushers light candles (unless this is to be part of the service.)
- 20-30 minutes before wedding: organist begins to play and all ushers take their place and begin seating guests as they arrive
- 5 minutes before ceremony: Close relatives are seated
- Groom's parents are seated.
- Bride's mother is seated. (Guests are usually not seated after the bride's mother has been seated. Late guests should be seated at the back of the church using the side aisle.)
 - If an aisle runner is used, two ushers will unroll it after the parents are seated.
- Wedding processional begins.

God's blessings as you begin your life together.

SCHEDULE OF FEES

There is a non-refundable deposit of \$100 paid via a check to reserve your date. This deposit is applied to the overall cost of your wedding. The remaining fees are due at the time of the rehearsal and are payable by cash or check. The Church Coordinator will distribute the money to the proper people.

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| Sanctuary | Non-members | \$400 | \$100 due at time of scheduling. Remainder due at rehearsal. |
| Pastor | Non-members | \$350* | Due at Rehearsal |
| Organist | Non-members | \$150 | Due at Rehearsal |
| Church Coordinator | Non-members | \$200** | Due at Rehearsal |
| Fellowship Hall (for receptions) Capacity 100, 3 hour minimum | Non-members | \$60 per hour | Due at Rehearsal |
| Lounge (for receptions) | Non-members | \$200 | Due at Rehearsal |

* Includes counseling sessions, rehearsal, and wedding.

** Double the fee if Fellowship Hall or the Lounge is used for a reception