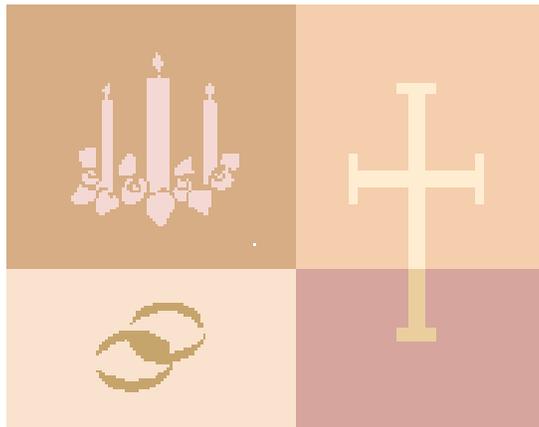


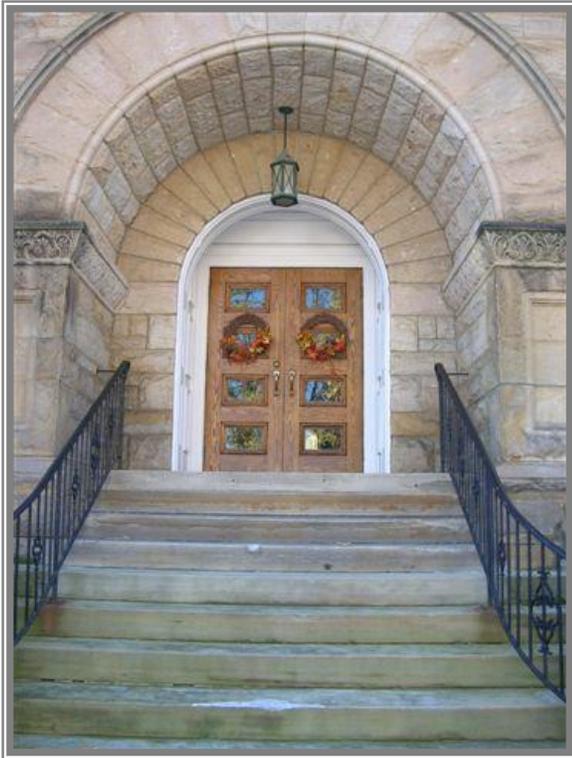
***Weddings  
at  
First Presbyterian Church  
of Clarion***



***700 Wood Street  
Clarion, PA 16214  
Phone 814-226-8145***

***email: [churchoffice@clarionpresby.org](mailto:churchoffice@clarionpresby.org)  
website: [www.clarionpresby.org](http://www.clarionpresby.org)***

***Congratulations on your decision to be married!***



***We are delighted that you would like to be married at First Presbyterian Church of Clarion. Your wedding is a sacred occasion. It will be most meaningful to you and your families when there is careful planning. The information in this booklet, including all policies, is provided to assist couples in planning for a wedding ceremony that is joyful, beautiful and appropriate to our faith tradition. Please familiarize yourself with the wedding procedures outlined here and if any questions arise, feel free to contact us.***

**Scheduling** – All couples should complete a Wedding Request Form (at the back of this booklet) to begin the scheduling process. We will check the calendar for potential conflicts with church events, which will take priority. Please note that Saturday weddings must be over and cleaned up by 10:00 PM, unless prior approval is given by the Property Committee. All weddings, whether for members or non-members, will be considered for approval by the Pastor and at a monthly meeting of the Church Session. The contact person will be notified of the status of their request following the Session meeting.

**Engaging the Minister of First Presbyterian** - It is the responsibility of the bride and groom to request the services of the Minister at First Presbyterian by indicating on the request form or by phone. Couples should expect to meet with the minister at least twice prior to the wedding for premarital counseling.

**Use of the Church by Non-Members requesting a Guest Minister** – Couples who are not members of First Presbyterian Church of Clarion may request to be married here. Ordinarily the Pastor of First Presbyterian officiates at all weddings. If you would like to request a guest minister, please provide church affiliation and contact information on the wedding request form. Outside ministers will be considered for approval by the Pastor and Session of First Presbyterian Church. Fees and requirements for non members are listed in the fee section on page 2.

**Property Policies** - All Wedding related events held at First Presbyterian Church are subject to the Property policies of the church. Smoking, alcoholic beverages and gambling are prohibited on the church grounds. All activities, including the use of music, shall be compatible with acceptable Christian conduct and individuals must conduct themselves in an appropriate manner.

**Seating** – The Sanctuary can seat 275 guests comfortably.

**Music** – The selection of appropriate music is an important part of the wedding ceremony. Upon approval of their wedding, all wedding couples should contact the Organist at First Presbyterian for a consultation. (Jean Mitrosky 814-227-2502 [jean@clarionfirstpresby.org](mailto:jean@clarionfirstpresby.org))

The Organist will provide guidance and suggestions for music appropriate to a service of worship. Arrangements for other musicians are subject to the approval of the Organist and the Pastor of First Presbyterian Church. A Bench Fee will be assessed for approved outside musicians using instruments of First Presbyterian.

**Photography** – The wedding ceremony is a worship experience. As such, nothing should detract from the ceremony. The use of flash photography during the ceremony is not permitted. Non-flash photography and video taping will most likely not detract from the ceremony if the photographer is unobtrusive.

**Decorations** – The bridal couple may decorate the sanctuary for their wedding provided care is taken that no damage occurs to the worship spaces or furnishings. The communion table, pulpit and lectern may not be moved from the chancel. If an aisle runner is desired, the couple should purchase one for their own use. A 50' runner is the perfect length for the center aisle. Decorations may be hung from the pew ends, there are 12 rows, but please do not use tape or fasteners of any kind. Several optional items are available for couples to use at their wedding if they desire. The church custodian will assist with their placement:

Candelabra – Two candelabra, each holding 7 candles. A set of candles may be purchased from the church. Other candles are not permitted.

Kneeling Bench – for the wedding prayer.

Small Oak Table - for photos or candles.

**Custodian** – A Church Custodian, who is responsible for care of the building and grounds, will be present at the rehearsal and the wedding to open and close the building, run the sound system and assist the minister. The Custodian will open the building 30 minutes before the rehearsal and two hours before the wedding unless additional hours are arranged in advance. The fees for the Custodian's services are listed in the opposite column on this page.

**Rehearsal** – Rehearsals ordinarily take place the evening before the wedding at 5:00 pm. Every detail of the wedding will be covered so all the participants should plan to arrive in good time for the rehearsal to begin promptly. In most circumstances, it will take an hour or less to complete the rehearsal.

**Dressing Rooms** – The Parlor and Chapel are available for the bride and her attendants. The Sisterhood Room, at the front of the Sanctuary is available for the groom and his attendants. Both rooms have mirrors and nearby restrooms.

**After the ceremony-** No flower petals, rice, confetti or bird seed may be thrown either outside or inside the church. Soap bubbles are acceptable outside but please recognize that they may provide a slipping hazard for your guests. Please remove all decorations and personal items directly following the wedding unless prior arrangements have been made.

**License** – The bride and groom should bring their Pennsylvania Marriage License to the rehearsal for the officiating pastor to sign.

### Financial Arrangements for Weddings -

#### For Members

- Fees:
 

<b>Organist</b>	150.00
<b>OR Bench Fee</b> (if required)	75.00
<b>Custodian</b>	75.00
<b>Additional Time</b> , per hour	25.00
<b>Minister</b>	An honorarium is suggested
<b>Use of Sanctuary</b>	A donation is suggested
<b>Candles</b>	45.00
- Members should pay in full by the day of the rehearsal.
- Checks should be made payable to "First Presbyterian Church" and delivered to the church office.

#### For Non-Members

- Fees:
 

<b>Organist</b>	150.00
<b>OR Bench Fee</b> (if required)	75.00
<b>Custodian</b>	75.00
<b>Additional Time</b> , per hour	25.00
<b>Use of Sanctuary</b>	125.00
<b>First Presbyterian Minister</b>	150.00
<b>Candles</b>	45.00
- Non-members must submit a non-refundable deposit equal to 50% of the total fees with their facility request.
- The balance must be paid no later than two weeks prior to the date of the rehearsal.
- Checks should be made payable to "First Presbyterian Church" and delivered to the church office.

**Rehearsal Dinner or Reception.** Please contact us for more information if you are planning a rehearsal dinner or reception in our Social Hall.

***Special requests may be considered by the Property Committee.***



Wedding Request Form



Today's Date: \_\_\_\_\_

Full Name of Bride \_\_\_\_\_

Church Affiliation: \_\_\_\_\_

Present Address: \_\_\_\_\_

Phone: \_\_\_\_\_ (circle one) hm, wk, cell

E-mail Address: \_\_\_\_\_

Full Name of Groom \_\_\_\_\_

Church Affiliation: \_\_\_\_\_

Present Address: \_\_\_\_\_

Phone: \_\_\_\_\_ (circle one) hm, wk, cell

E-mail Address: \_\_\_\_\_

Date & Time & Place of Rehearsal \_\_\_\_\_

Extra time requested for setting up? Please be specific \_\_\_\_\_

Date & Time & Place of Wedding Ceremony \_\_\_\_\_

Arrival time of wedding party \_\_\_\_\_

Planning a dinner or reception at First Presby? \_\_\_\_\_ If yes, please ask for additional fee information.

If not First Presbyterian Minister, please provide:

Name \_\_\_\_\_ Church Affiliation \_\_\_\_\_

Address \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

Music Plans \_\_\_\_\_

Number in Wedding Party \_\_\_\_\_ Approx. Number of Guests \_\_\_\_\_

Wish to use: Candelabras \_\_\_\_\_ Kneeler \_\_\_\_\_ Small Table for Pictures or Candles \_\_\_\_\_

Other: \_\_\_\_\_

Address after the wedding will be: \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

\*\*\*\*\*

Church Use:

Approved / Not Approved by: Minister: \_\_\_\_\_ signature/date

Session Approval Meeting Date \_\_\_\_\_

Notice of Status given to Contact Person by: \_\_\_\_\_ signature/date

(Date/Initials)

Notification to: Property Cmte. \_\_\_\_\_ Applicable Fees: \_\_\_\_\_  
Treasurer \_\_\_\_\_

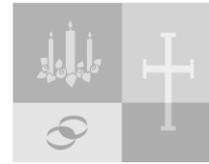
Total Amount Due First Presbyterian \_\_\_\_\_

Deposit received - Date: \_\_\_\_\_ Ck # \_\_\_\_\_ Amount \_\_\_\_\_

Statement sent- Date: \_\_\_\_\_

Balance Paid- Date: \_\_\_\_\_ Ck # \_\_\_\_\_ Amount \_\_\_\_\_

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## **Additional Wedding Fees**

### **For Members**

#### **Rehearsal Dinner:**

Custodian Fee	50.00
Kitchen & Social Hall	A Donation is suggested.

#### **Reception:**

Custodian Fee	75.00
Social Hall & Kitchen Use	A Donation is suggested.

- Members should pay in full by the day of the rehearsal.
- Checks should be made payable to “First Presbyterian Church” and delivered to the church office.

### **For Non-Members**

#### **Rehearsal Dinner:**

Custodian Fee	50.00
Kitchen & Social Hall	75.00
Security Deposit	50.00

#### **Reception:**

Custodian Fee	75.00
Kitchen & Social Hall	175.00
Security Deposit	150.00

- Non-members must submit a non-refundable deposit equal to 50% of the total fees with their facility request.
- The balance must be paid no later than two weeks prior to the date of the rehearsal.
- Checks should be made payable to “First Presbyterian Church” and delivered to the church office.
- Security deposits are refundable following the wedding provided that all property has been left in good condition and other fees are paid in full.