

# **WEDDING CEREMONY PLANNING GUIDE**

## **First Presbyterian Church**

456 Spruce St.  
Morgantown, WV

### **INTRODUCTION**

Congratulations on your engagement! Planning a wedding can be a lot of work, and securing a venue for the ceremony is a big step. As part of its ministry, First Presbyterian Church offers its facilities and staff for weddings to both members and non-members of the church. First Presbyterian Church (FPC) is committed to accommodating those who sincerely wish to be married at our church. If you would like an ordained minister other than the FPC pastor to officiate your wedding, you must first obtain approval from the Session of First Presbyterian Church.

### **THE SERVICE**

The pastor and staff of First Presbyterian Church are committed to working with you to make your service a personal expression of your faith, your relationship with God, and your relationship with each other. Each marriage ceremony will be unique to the couple being married, and requires a fair amount of planning and preparation.

Each marriage ceremony is structured differently, and taking the time to sit down and make plans with the pastor is an important step. Often this planning time can be rolled into marriage counseling meetings. The pastor is very willing to discuss a variety of possibilities with you, to offer suggestions, and to help you personalize your special service. Please consult the pastor (or your guest minister) about the order of the service and the printed wedding program.

### **AVAILABILITY AND RESERVATION OF DATE**

The first step is to contact the church office at 304-296-8236 to see if the date is available. If the date is available, FPC's administrative assistant will contact the pastor.

A \$150 (cash) deposit is required to hold the date and will be credited toward your balance. This is not the security deposit.

If you have not seen the church and would like a tour of the sanctuary, the pastor or wedding coordinator will contact you to set up an appointment to see the church and answer any questions you may have. The wedding reservation form may be filled out at that appointment.

## **OFFICIANT**

Typically the current pastor would serve as officiant for the service. First Presbyterian is a member of the Presbyterian Church (USA), so other ordained PC(USA) ministers of word and sacrament are permitted to officiate, while ministers of other denominations would need approval of the First Presbyterian Session. You also need to ensure that any ordained clergy are registered officiants in the state of West Virginia.

## **PRE-MARITAL COUNSELING**

In the Presbyterian tradition marriage counseling is typically required as part of the agreement for the minister to officiate a ceremony. Most couples spend a lot more time preparing for their Wedding Day than they do for their marriage, so the purpose of Pre-Marital counseling is to set aside time for the couple to work on preparing for their marriage. Pre-Marital Counseling typically consist of three 1 1/2 hour sessions to be completed prior to the wedding date.

## **MUSIC**

The sanctuary has a piano and organ available for use, as well as a sound system with lapel and handheld microphones. If you have your own musician that you would like to use, then we suggest scheduling a time for them to come in and familiarize themselves with instruments and space prior to the wedding.

You are also welcome to contract with the church's director of music or accompanist to provide music for your ceremony. Suggested fees for Music Director and/or accompanist are listed in the schedule on page 4.

## **REHEARSAL/WEDDING DAY**

The rehearsal serves to acquaint all participants with proceedings so that they all will feel comfortable about their parts in the service. It is extremely important that the rehearsal begin on time and the entire wedding party be present. Rehearsals and weddings that begin more than 30 minutes after their scheduled time will be assessed a late fee of \$20.00 per every 30 minutes. Please be on time.

## **MARRIAGE LICENSE**

The pastor will typically review procedures for obtaining a marriage license during the counseling and planning process. You will need to contact your county clerk and arrange to have your license prior to the rehearsal. You will need to give the marriage license to the pastor (at rehearsal) that she/he will submit by mail the first business day after the wedding.

## **FLOWERS AND CANDLES**

With respect to flowers, suggested locations for flowers are on the sides of the ascending steps and/or on the floor of the sanctuary.

Arrangements for flowers should be made directly with your florist. We always appreciate wedding flowers left in the sanctuary for the Sunday service.

Any decorations for the wedding will be an addition to what the church has in place (liturgical banners and window decorations). Speak with the wedding coordinator about your preferences. Also, we recommend you use pew-clips for aisle decorations.

All extra candles must be purchased by the wedding party. All candles brought in MUST be dripless or a table covering must be provided for any drip candles to be placed on a table.

### **DRESSING**

Sometimes wedding parties like to dress at the church. There are a number of options for locations in the sanctuary side of the building. We do have other events that may take place on the Westminster side, so please review your plans with the pastor if you plan to dress at the church.

### **PHOTOGRAPHS/VIDEOS**

Wedding photographers and videographers are welcome to use various places in the church during the course of the ceremony. We ask that photographers and videographers check-in with the pastor prior to the service to review their plans for capturing the service. Typically you want to limit any flash photography during the service and lots of movement during certain parts of the service. Use of the balcony and stage offer some good angles, and we want to be sure photographers and videographers are aware of all of their options.

### **ALCOHOL, DRUGS, AND SMOKING**

All members of the wedding party and friends should be reminded that the church and the church grounds are alcohol, drug, and smoke free. If alcohol or drugs are present on the premises, the pastor reserves the authority to address any situation.

### **PARKING**

There is limited parking at the church. Please contact the administrative assistant for information on parking in the area.

### **WEDDING COORDINATOR**

Many couples provide their own wedding coordinator, but you may elect to use a wedding coordinator from the church. The Wedding Coordinator will help you navigate all use of the church space, including set-up and take-down in the sanctuary for the wedding ceremony.

### **CHURCH STAFF**

Rev. Zac Morton, Pastor

Johnetta Velickoff, Administrative Assistant & Bookkeeper

Ken Godwin, Director of Music

Kim Chaffee, Wedding Custodian

Youngju Lee, Church Accompanist

## FEES AND HONORARIA

No personal checks

**CASH ONLY**

STAFF/BUILDING USE	Yes	No	Time	Fees	Fee Due
<b>Sanctuary</b> (capacity 200-250) Rehearsal (2 hours) and service (5 hour window - set up, service, take down)				\$400.00*	
<b>Fellowship Hall (optional)</b> – with kitchen (holds 300) for reception.				\$150.00*	
<b>Security Deposit</b> Security Deposit to be returned if no damages are sustained in the sanctuary and/or library. If damages are in excess of \$200, wedding couple will be billed for the balance. (Can be check).				\$200.00**	
<b>Church Wedding Liaison</b> The wedding liaison is the official representative of the church in charge of arrangements, questions and to coordinate the details having to do with the use of the church. The church liaison will be present at rehearsal and ceremony and work closely with any personal wedding coordinators.				\$50.00*	
<b>Custodial Fee</b> (rehearsal and ceremony)				\$50.00**	
<b>Organist/Pianist (optional)</b> Accompanist will provide instrumental music Music Director would provide instrumental music and coordinate all music for the ceremony (if you have soloists, instrumentalists or musical performances requiring coordination)				Accompanist - \$110** Music Director - \$165** (to coordinate all music during the ceremony)	
<b>Sound Technician</b> (rehearsal and ceremony)				\$50.00**	
<b>Pastor's Honorarium</b> (3 pre-marital conversations, rehearsal, and wedding ceremony)				\$300.00*	
<b>Late Fee</b>				\$20.00 per every 30 min.**	
<b>Total Fees Due</b>					<b>\$</b>

\*non-members only

\*\*mandatory fee

The balance of fees is due on the wedding day. The best practice is to place Music Staff, Pastor's Honorarium, and Sound Tech's payment in separate envelopes, as they will be given directly to the staff.

MEMBERS: (must be active members at least six months prior to their wedding.)

The church building is available without charge to members of the church and their children.

The security deposit **\$** required for members.

For members of the church, the pastor and wedding coordinator may be paid a free-will honorarium.

Church members are asked to use the wedding coordinator for the following purposes:

- Meet with couple to go over the use of the church and equipment.
- Go over details and requests with families.

## **Reserving the Space and Services for a Wedding Ceremony**

First and Last Name:	
Phone:	email:
First and Last Name:	
Phone:	email:
Total Wedding Fees: \$	
\$150 Deposit Received by:	Date:
Balance of Fees Due at Wedding Rehearsal: \$	

*Any late charges will be and must be paid by the couple after the wedding service.*

We, the persons being married, agree to abide by the rules of the Wedding Policies of FPC.

We, the persons being married, assume full responsibility for any damage to church property.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*The pastor or wedding coordinator will make a copy of this page for the couple and retain the original for FPC.*

### **Cancellation Policy**

*In the event of cancellation your deposit is refundable until 3 months prior to the wedding date. If cancellation of the wedding is made less than 2 weeks before the scheduled date, the couple is responsible for all building fees and any fees associated with completed planning/counseling with the pastor at a rate of \$30/hr.*



**FIRST PRESBYTERIAN CHURCH, MORGANTOWN, WV**  
WEDDING INFORMATION, P. 1--CONTACTS  
*Please fill out this form and give to pastor or wedding coordinator*

WEDDING COUPLE

Name (1) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Age \_\_\_\_\_ Occupation \_\_\_\_\_

Church membership or preference \_\_\_\_\_

Will parents be present at the wedding? \_\_\_\_\_

Name (2) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Age \_\_\_\_\_ Occupation \_\_\_\_\_

Church membership or preference \_\_\_\_\_

Will any parents be present at the wedding? \_\_\_\_\_

LOCAL CONTACT PERSON (if couple is out of town)

Name \_\_\_\_\_

Relationship to wedding couple \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_



WEDDING INFORMATION, P. 2–WEDDING DETAILS

Date of Wedding \_\_\_\_\_ Time \_\_\_\_\_

Date of Rehearsal \_\_\_\_\_ Time \_\_\_\_\_

Expected Number of Guests \_\_\_\_\_

Wedding Party (names and titles, e.g. ring bearer–continue on reverse if needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ushers \_\_\_\_\_

Place of Reception \_\_\_\_\_

ORDAINED MINISTER

Rev. Zac Morton

Other Minister, Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Accompanist/ Music Coordinator

Youngju Lee (FPC)

Ken Godwin (FPC) - Music Director

Other Organist, Name: \_\_\_\_\_ Phone: \_\_\_\_\_

SOLOIST (if any)

Name: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

FLORIST

Name: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

PHOTOGRAPHER

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

VIDEOGRAPHER

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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## Security Deposit

FIRST PRESBYTERIAN CHURCH

Security deposit will be returned after the wedding coordinator and custodian inspect the sanctuary and its furnishing. If no damage has occurred, the entire deposit will be returned. If any damage has occurred, funds will be used from the deposit to make repairs. If damages are in excess of the \$200, wedding couple will be billed for the balance.

Security deposit has been returned in the amount of \$
Name of church representative:

Name of person picking up deposit:
I have received the amount of \$
Signature:
Date:

*Please make a copy for wedding couple.  
Retain original for church records.*

**GUIDELINES FOR THE FLORIST  
(OR ANYONE ELSE DECORATING)**

**The 10 Commandments of Wedding Decorating at First Presbyterian**

Decorations should not obscure the simple beauty and dignity of the wedding service or the church sanctuary.

1. Do not move church furnishings without consulting pastor. The communion table may be moved by the custodian or pastor only. Arrangements need to be made ahead of time with the pastor or wedding coordinator and custodian.
2. No tacks, pins, nails, staples, or glue may be used to fasten decorations to furniture or walls.
3. If candelabras are used, all candelabras must have ample "drip cloths" underneath them. We require that "dripless" candles be used, as they drip less (but will still drip).
4. All decorations and equipment must be removed shortly after the service and/or picture taking. If our custodian has to clear the church of decorations (minus flowers being left for Sunday), there will be an additional charge of \$50. FPC is not liable for any equipment left overnight following weddings.
5. Smoking is not allowed in the church buildings or anywhere on church grounds.
6. For safety, no pew candles may be used.
7. Any pew decorations should be attached with pew clips, ribbon, or rubber bands.
8. Fresh or silk flowers may be used in the aisle. No rice, confetti, birdseed, etc. may be thrown anywhere inside the building.
9. The wedding couple is liable for any damage to the building or furniture done where decoration is used.
10. If there are no other events, some decorating may be done the day prior (rehearsal). Please consult the pastor or wedding coordinator for approval to decorate in advance. If you need access on the day of the wedding more than 3 hours before the wedding, please make arrangements with the pastor or wedding coordinator.

**THANK YOU** for respecting our church home and sanctuary by abiding by these decorating guidelines!