



WEDDING POLICIES & INFORMATION

(Revised 2023)

Congratulations on your upcoming wedding! Central Presbyterian Church is delighted to be considered to host your ceremony.

Enclosed in this packet, you will find the following:

- a summary of fees for weddings held at Central.
- a three-page Wedding Information Form that must be returned.
- a list of wedding policies that must be initialed and returned.
- a summary guide for planning music for your ceremony.

Following are the steps for making arrangements for a wedding at Central:

Reserving Wedding and Rehearsal Dates and Times

Please return the information form as soon as possible along with your deposit to secure your wedding date and time. The deposit is \$500, \$100 of which is non-refundable. For members of Central Presbyterian Church, the deposit is \$200, \$100 of which is non-refundable. Please leave blank any information you do not know so that it may be filled in later.

The rehearsal is typically the Friday before the wedding at 4:00 p.m. and will not exceed one hour. The church will be available two hours before the wedding service and one hour following the service. Any changes in times or dates on your submitted Information Form must be approved in advance with the church office and the pastor officiating at your wedding.

Meeting with the Pastor

One of the most important things a couple can do to prepare for marriage is pastoral counseling to learn more about themselves and about the covenant of marriage. The *Book of Order of the Presbyterian Church* requires that the pastor conduct counseling services not only to guide the couple but also to be confident of the “commitment, responsibility, maturity, and Christian understanding” of the covenant of marriage. After securing the date, the Pastor or Church Administrator will contact you to set up an initial meeting.

It is expected in all weddings at Central that one of the ministers of Central will officiate the service. If you would like another minister to officiate or take part in the service, Central’s Pastor must be consulted first, and if approved, the guest minister must coordinate with Central’s Pastor.

Meeting with the Director of Music

All music, including soloists and instrumentalists, must be approved through Central’s Director of Music. You must contact them no less than three months before the wedding.

We look forward to assisting you in planning your wedding. If you have any questions filling out the following forms, or at any time as you prepare for your wedding, please contact the Church Administrator.

WEDDING FEES

USE OF THE BUILDING / SANCTUARY

Receipt of this payment secures your wedding date and time. \$100 is non-refundable.

- For members of Central: \$200
- For non-members of Central: \$700
(\$500 deposit; \$200 due at rehearsal)

PASTOR \$350

An honorarium is at your discretion and is made in appreciation for time spent in counseling services, planning, rehearsal, and the wedding service itself.

ORGANIST \$300

Soloists and Other Instrumentalists

Fees vary. All must be coordinated through Central's Director of Music.

WEDDING HOST \$150

OTHER FEES, AS DESIRED

- Candelabra \$25 each
- Reception Fees arranged with Central's chef.

When Are Fees Due?

Individual checks made payable to the Pastor, Organist, Wedding Host, and soloists/ instrumentalists should be given directly to the Wedding Host at the rehearsal or mailed to the office no less than one week prior to the rehearsal.

Contact Information

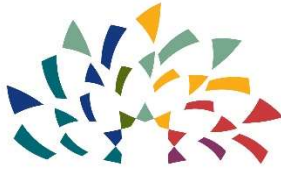
- PASTOR
Rev. Chris Chatelaine-Samsen, Ext. 102 - chriscs@centralforgood.org
- DIRECTOR OF MUSIC
Jennifer Anderson, Ext.103 - jennifera@centralforgood.org
- CHURCH ADMINISTRATOR
Anna Sanchez, Ext.100 - office@centralforgood.org
- WEDDING HOST
Contact Office for Name, x100 - office@centralforgood.org

WEDDING POLICIES

Please initial that you are aware of these policies and will abide by them.

- _____ I understand it is our responsibility to contact Central's Director of Music to meet and plan music no less than three months before the wedding date.
- _____ I understand we must bring the marriage license to the church office at least three days prior to the wedding.
- _____ I will mail or bring separate checks to the rehearsal, made payable to the pastor, organist, wedding host, and other musicians.
- _____ I understand that flash photography is not permitted during the wedding service.
- _____ I understand that videographers may not use lights during the wedding service.
- _____ I understand that photographers and videographers must remain on the balcony level during the wedding service.
- _____ I understand that Central Presbyterian Church is not responsible for securing valuables, or any lost or stolen items.
- _____ I understand that Central Presbyterian Church does not permit any tossed, thrown, or released objects (rice, balloons, birdseed) indoors or outdoors.
- _____ I understand that no smoking or alcohol is allowed on the premises.
- _____ I understand that wedding rehearsals are scheduled the Friday before the wedding at 4:00 p.m. and will not exceed one hour.
- _____ I have read and understand the wedding policies.

Return this document with the Wedding Information Form.



CENTRAL
PRESBYTERIAN CHURCH

WEDDING INFORMATION FORM

(Revised 2023)

Please complete this form and return with the deposit

DATE FORM COMPLETED: _____

WEDDING DATE: _____

TIME: _____

RECEPTION will be held at: _____

TIME: _____

PASTOR: _____	PHONE: _____
EMAIL: _____	
REHEARSAL DATE: _____	TIME: _____
DATE/TIME OF PASTORAL APPOINTMENT: _____	

NAME _____

NAME _____

STREET ADDRESS _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

CITY _____ STATE _____ ZIP _____

EMAIL _____

EMAIL _____

PHONE (DAYTIME) _____ (CELL) _____

PHONE (DAYTIME) _____ (CELL) _____

By what name do you prefer to be addressed during the ceremony? _____

By what name do you prefer to be addressed during the ceremony? _____

Date of birth: _____

Date of birth: _____

Church Membership: _____

Church Membership: _____

Marital status (circle one):
Single / Widowed / Divorced

Marital status (circle one):
Single / Widowed / Divorced

If divorced, how long? _____

If divorced, how long? _____

Number of marriages? _____

Number of marriages? _____

Address at which couple may be reached after the ceremony.

Legal names after wedding: _____

Street Address: _____

City, State, Zip: _____

Witnesses you will have sign the marriage license (often the Maid of Honor and Best Man)

NAME

NAME

STREET ADDRESS

STREET ADDRESS

CITY

STATE

ZIP

CITY

STATE

ZIP

OFFICE USE ONLY

Deposit Paid: \$ _____

Pastoral Contacts:

Date Received: _____

FORM SENT TO:

- Officiating Clergy Wedding Host
- Director of Music Sexton / Custodian
- Director of Music sent completed Music Information Form to Pastor.
- Pastor sent updated Information Form to Director of Music and Wedding Host two weeks prior to wedding.

WEDDING HOST INFORMATION CHECKLIST

Wedding Day & Date: _____

Names of Couple: _____

Areas of the church you plan to use on wedding day (check all that apply):

- Sanctuary
- Friendship Room (for Dressing)
- Social Hall (for Receptions)
- Other (Please Specify) _____

Numbers

Number of Guests (approximate) _____

Number of Attendants _____

Number of Ushers (if separate from attendants) _____

Timing

What time will professional photos begin? _____

(Access to the church is two hours prior to the ceremony and one hour after.)

Photographer's Name: _____

Photographer's Phone Number: _____

Videographer's Name: _____

Videographer's Phone Number: _____

Decorations

Florist's Name: _____

Florist's Phone Number: _____

Will you provide an aisle runner? YES NO
(Center aisle is approximately 75 feet long.)

Will you provide a unity candle? YES NO

Do you want to use church candelabras? YES NO

Other decorating arrangements:

MUSIC FOR YOUR WEDDING

Congratulations on your upcoming wedding! This is an exciting time, as well as one with many details and decisions to make. To make this process go as smoothly as possible, here is some helpful information to use as you begin your planning.

The policy at Central Presbyterian Church is for all wedding ceremonies to use the staff organist/pianist. If they are unavailable, they will help you find an appropriate substitute.

After the wedding date has been confirmed with the church and you have met with the officiating pastor, a conference with the Director of Music should be arranged.

Guidelines for Choosing Music

- Your ceremony is a wonderful celebration and also a worship service. The music should reflect both the celebratory and sacred nature of the day. When selecting hymns, vocal solos, and anthems, please keep in mind that the text should reflect the spiritual nature of the celebration. If you can answer 'yes' to any of these questions, the music is most likely appropriate:
 - Do the words reflect praise and/or thanksgiving to God?
 - Is the song based on, or does it reflect, a scriptural theme?
 - Is this song in the form of a prayer?
 - Does the song invoke God's blessing on your marriage?
- Consider which instruments you would like to have in your ceremony. Organ, piano, or other instrumentalists are all wonderful options. Also, Central has four staff vocal soloists who can offer music as well. Please speak with the Director of Music about rates and availability for these musicians.
- Please note that pre-recorded music is not allowed during the service.

Musical Elements to a Wedding

While each ceremony is unique, the following is an outline of how music often fits into a service:

- Prelude (seating family)
- Attendant Processional
- Processional
- Unity Candle/Other symbolic action
- Solo
- Recessional
- Postlude

During your consultation with the Director of Music, they will walk through these elements of the service and help you select music that will work best for your special day. Please contact the following person to schedule this consultation. (She is typically in the office Monday – Thursday.)

Jennifer Anderson, Director of Music
Central Presbyterian Church
(651) 224-4728 ext. 103 | jennifera@centralforgood.org

Again, congratulations, and we look forward to working with you!