

WEDDING POLICY
FIRST PRESBYTERIAN CHURCH
301 Central Avenue, Whitefish, MT 59937
(406) 862-2802 office, (406) 862-1683 fax

First Presbyterian Church wishes to serve those who desire celebrating Christian marriage in the context of a worship service. The sanctuary and fellowship hall are able to facilitate weddings and receptions both large and small. The beauty of the area and the style of our sanctuary make weddings at First Presbyterian Church very popular. An alternative for a smaller wedding is our beautiful chapel.

Because of the popularity of this church and in the interest of stewardship of time, resources and the integrity of worship, it is necessary to set some requirements for weddings to be held in this church. All wedding requests must be approved in advance by the Session.

The first step in planning the wedding is to contact the Church Liaison. This should be done before the date of the wedding is finally set, as the church calendar and Pastor's schedule must both be clear. Saturday evening weddings are discouraged because the church facilities must be prepared for Sunday morning church activities.

As you anticipate being married at First Presbyterian Church, please consider the following:

WEDDING CEREMONY

1. All details concerning the wedding and related arrangements must conform to the tradition and polity of the Presbyterian Church (USA).
2. NO alcoholic beverages are allowed in or on any part of the church premises. In addition, no smoking is allowed in any part of the facility. The bride and groom shall be obligated to make other members of their wedding party aware of these rules.
3. Food or drink is only permitted in the Fellowship Hall.
4. Furniture and vestments in the chancel area (pulpit, communion table, chairs, liturgical colors) may be moved if you so desire. After the wedding, anything moved must be returned to its place.
5. Please use dripless candles in the candle holders. Drip guards for the candles are provided and mandatory. The church candles which are oil filled are available if you so desire.
6. Throwing items of celebration as the married couple departs is permitted only outside the building. Bird seed is the only acceptable grain.

ADDITIONAL INFORMATION

1. Use of the sound system requires a church-trained technician.
2. Arrangements for musicians are the responsibility of the wedding party. It is strongly suggested that musician fees be determined and agreed upon in advance.
3. If a family desires other clergy to participate in the Service of Christian Marriage, this must be made known to the Pastor, and s/he may extend the invitation to the other clergy.
4. Premarital counseling sessions shall be arranged with the Pastor.

RECEPTION

1. A church reception will be coordinated with the Church Liaison.
2. No alcohol is allowed in the Fellowship Hall or on the church property.

SCHEDULE OF FEES

1. All fees are payable to the church office two weeks prior to the wedding date.

Member \$450.00

Non Member \$550.00, plus \$100 security deposit

This covers expenses paid to:

1. Church Liaison - pre-wedding planning, open/close facility, receive flowers/cake deliveries, behind the scenes work during the wedding service. **\$150.00**

2. Custodian - cleaning following wedding/reception. **\$75.00**

3. Sound Technician - for both the rehearsal and the wedding service. **\$75.00**

4. Pastor Honorarium - **\$150.00.**

6. Non-member charge for sanctuary and preparation of facilities **\$100.00**
for chapel and preparation of facilities **\$25.00**

7. Non-member security deposit of \$100.00, refundable, if there is no damage or excessive cleaning required.

- **There may be an extra fee for premarital counseling materials**
- **Musicians** - fees are the responsibility of the wedding party, paid directly to the musician.

Thank you for your cooperation on all of these points and God bless your marriage.

WEDDING INFORMATION

First Presbyterian Church

Today's Date: ____/____/____

SERVICE INFORMATION FOR (bride) and (groom)

Rehearsal Date _____ Time _____ (am / pm)

Wedding Date _____ Time _____ (am / pm)

Location of Service if not at First Presbyterian Church:

Address:

Reception Location:

Address:

Rehearsal Dinner Location:

Address:

Dinner Reservation is scheduled for _____ p.m.

Set Up / Decorating for service will take place at _____ (am/pm)

Wedding Party / Family should arrive at _____ (am/pm)

Pictures begin at _____ (am/pm)

Number of Guests expected at the Wedding: _____

Marriage License HAS / HAS NOT been acquired (circle one)

Maid / Matron of Honor's full name: Miss / Mrs. / Ms.

Bridal Attendants:

Best Man's full name: Mr.

Groom's Attendants:

Ushers: _____

Candle Lighters: _____

Ring bearer: _____ carrying: actual / ornamental (circle one)

Flower girl: _____

Organist: _____ HAS / HAS NOT been contacted

Musicians (please list all): _____ HAS / HAS NOT been contacted

List all Songs for Service: _____

Is there any recorded music? Yes / No

Please list anyone else participating:

Unity Candle: Yes/No

Kneeling Bench: Yes/No