



Wedding Handbook

First Presbyterian Church
114 SW Eighth Street
Corvallis, OR 97333
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WEDDING GUIDELINES

All of us at the First Presbyterian Church try to do everything we possibly can to accommodate those who wish to be married here. We do have strong traditions and that we have a clear sense of what we want to happen in light of these traditions. In the First Presbyterian Church, weddings are sacred worship services.

(1) Courtesies are extended to other churches needing a larger sanctuary for a wedding. While specific exceptions for the presiding minister can be made by the senior minister, brides and grooms need to know in advance only approved organists can play our organ.

(2) Services of the church wedding coordinators and of the custodian are a necessity. For weddings with only 2 attendants and less than 50 guests, only one coordinator is required.

(3) In the Presbyterian Church, a wedding service is a worship service. Ultimate responsibility for all worship services is under the jurisdiction of the church rather than the bride and groom. Assurance must be given that the traditions and expectations of our congregation (as outlined here in the wedding book) will be respected and followed.

• **Wedding Reservations**

- a. The bride and groom make a preliminary wedding reservation through the church office 1) by checking with the church office to see if their wedding date is available, then 2) by filling out a Wedding Request form.
- b. The wedding coordinator/s will then contact the Minister for their availability and approval. Guest ministers require the approval of First Presbyterian's senior minister.
- c. When the approval process is completed, a wedding coordinator will then confirm the wedding date with the bride and groom.
- d. Once approved, your reservation will be held for 30 days until the signed wedding policy agreement and a \$100 deposit are received. This will confirm your wedding date.
- e. An interview with the wedding coordinator/s is then set in order to go over ceremony plans and to tour the building.
- f. When a reception is held at the church, additional date confirmation and room rental fees apply. The bride and groom must also contact the Presbyterian Women's Reception Committee, who is responsible for running all wedding receptions. Receptions are held in Dennis Hall and require an additional \$100 deposit to hold that room. *Deposits are non-refundable and are deducted from your total fees.

• **Wedding Contract**

After reading the church wedding materials, the bride and groom are asked to sign the 'Agreement to Follow Church Wedding Policies' and make arrangements with the church office for the required deposit. Wedding reservations are confirmed only upon the receipt in the church office of the Wedding Contract and a non-refundable deposit of \$100. Full payment of wedding fees is requested at least 14 days prior to the wedding service.

• **Wedding and Reception Room Reservation Costs**

Wedding costs cover a two-hour rehearsal and approximately four hours for the wedding day (includes dressing, pictures, and ceremony.) Wedding reservations reserve all rooms needed for the wedding (typically sanctuary and dressing rooms.) There will be additional charges for Dennis Hall and it's kitchen use. A member of PW and/or our Kitchen Steward must oversee all kitchen use. Occasionally, it must be noted, church activities and function of other groups and organizations may take place in parts of the building not used by the wedding party on the same day as your wedding. For Receptions information, please see the Reception Handbook.

- **Pre-marriage Counseling**

Out of respect for the importance, the joys, and the stresses of marriage we require all couples to meet with a pastor for two to three hours of counseling prior to the wedding service.

- **Wedding License**

Both parties should apply in person at the Courthouse. The State of Oregon guidelines provide that a three-day interval must occur between application and issuance of the license. The wedding must take place within 60 days after the date on the license. In extraordinary situations, the court has been known to make exceptions. The license is given to the church secretary five to seven days before the wedding.

Calligraphy for 'decorative' wedding license is the responsibility of bride and groom.

- **Wedding Rehearsal**

The rehearsal is held for all wedding participants.

FIRST PRESBYTERIAN CHURCH WEDDING POLICIES

PLEASE NOTE THAT THE BRIDE AND THE GROOM ARE RESPONSIBLE FOR SEEING THAT ALL POLICIES CONCERNING THE USE OF THE CHURCH FACILITIES ARE FOLLOWED.

MUSIC

1. We maintain a Presbyterian form of worship in all that we do. Music performed at a marriage service in First Presbyterian Church is understood to be in keeping with the Presbyterian heritage of worship offered to God as devotion, thanksgiving, and praise. All music for the service must be approved by the Church Music Department and have the approval of the Presiding Minister. Fees for musicians are separate from and in addition to regular itemized church fees.
2. Music arrangements must be agreed upon with the Church Music Department and Senior Minister of the church. This needs to be done at least six weeks before the ceremony.
3. Instrumental music such as the violin, harp, brass, and flute may be used. As with organ music, all instrumental music is subject to the church's traditions and standards and must be approved by the Church Music Department and the Presiding Minister.
4. If a soloist is used, the music must be appropriate to the dignity of the service and must have a religious text. Fees for soloists are separate from and in addition to regular itemized church fees.
5. A wedding service without any music is permitted. Should the couple elect, for any reason, not to have music at the wedding service, that decision will be fully respected.

VISITING PASTORS

Visiting pastors are expected to talk with the Senior Minister within a week of the approval date and to abide fully by the wedding service policies of the church. It is the responsibility of the bride and groom to communicate this to the visiting pastor.

COMMUNION

The sacrament of Holy Communion cannot be included in wedding or funeral services without the prior consent of the church elders. In our church, this would require a one-month process for the Session to consider a request for Communion. Communion conducted in the Presbyterian Church **must be** performed by the elders of the church and be available to the entire congregation.

WEDDING REHEARSALS

The church minister or visiting pastor presides over the rehearsal. The Wedding Coordinator/s will direct the processional, recessional and all logistical concerns as needed.

DRESSING ROOMS

Most often the bride, the groom, the attendants, and the ushers dress at the church. Space can be reserved through the Wedding Coordinator. The bride's dressing room is equipped with an iron and an ironing board. This room is locked when unoccupied.

You will need to arrange to clear clothing and other items from these rooms when the service is completed. *Note: If church property is damaged (spilled fingernail polish on table, etc.) a cleaning and repair fee will be charged.

The wedding party is encouraged to have nonalcoholic beverages and food available prior to the service. Beverages and/or food are not permitted in the church Sanctuary. **No alcohol is permitted on church premises**

DECORATING GUIDELINES

Large flower arrangements may not be placed on the communion table. Unity candles and accompanying decorations are allowed. The communion table is sacred and, though it can be moved to the back of the chancel area, it must remain centered on the chancel. The cross must remain unobstructed and unadorned. The Sanctuary pews are not removable. Flowers, pew bows, etc., that are attached to the Sanctuary pews must be done so as not to mar the wood.

**Note: Balloons are not to be used in the sanctuary.*

For your wedding, the following are available if arrangements are made in advance:

- A variety of microphones
- Brass candle lighters
- Six black wrought-iron floor-standing candelabras (hold 5 or 7 candles)
If used, candles must be dripless.
- Kneeling pillow

During the Thanksgiving, Advent and Easter seasons, when the church is decorated extensively for worship, all church decoration are to remain in place. Wedding flowers and decorators will need to work around the church decorations.

Decorations and flowers are not permitted on the organ console or on (or around) the organ pipes.

PHOTOGRAPHY/VIDEO/AUDIO

1. The photographer must do all in his/her power to maintain and uphold the warmth and beauty of the service by remaining as unobtrusive as possible. Photographers and video-tapers are not allowed on the sanctuary floor during the ceremony.
2. Most posed bridal photographs are taken **before** the service in order not to delay the reception. Photographs may be taken after the service also.
3. Photographs with flash from the sanctuary floor are not permitted during the ceremony (after the processional and before the recessional) by guests or by a professional photographer. Ushers are asked to make this policy known to wedding guests entering the sanctuary with photographic equipment.
4. Photos (without a flash) may be taken at any time with a very quiet camera from the balcony of the sanctuary.
5. All videotaping must be done with respect for the ceremony – thus from the balcony only.
6. First Presbyterian Church has a sound system and a lapel microphone as well as equipment for preparing an audio recording of the ceremony.
7. If you would like to use any of the church's audio services, please advise the Wedding Coordinator prior to the rehearsal.