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“... and two are united into one”

Mark 10:8

First Presbyterian Church
Everett, Washington
Wedding Handbook

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Weddings in the Church

Marriage is a gift God has given to all humankind for the well being of the entire human family. Marriage involves a unique commitment between two people, traditionally a man and a woman, to love and support each other for the rest of their lives. The sacrificial love that unites the couple sustains them as faithful and responsible members of the church and the wider community. (Book of Order)

The Marriage Ceremony

We are pleased you are considering First Presbyterian Church for your wedding and we extend to you our best wishes at this time. During the next few busy months, you will make decisions regarding one of the most important events in your life. This Wedding handbook of policies has been adopted by the First Presbyterian Church Session and conforms to the marriage Guidelines (W-4.9000) listed in the Presbyterian Church (USA) Book of Order. As a service of Christian worship, marriage is under the direction of the Minister and supervision of the Session. Our Pastor, and Wedding Coordinator will assist you as you plan the many aspects of your wedding.

Getting Started and Setting the Date

We extend our Congratulations!

After reading this Wedding Handbook, contact the Wedding Coordinator,
_____ at _____

_____ to discuss the wedding date.

At a follow -up appointment, she will review with you the handbook as well as answer questions about the church facilities, it's equipment, and fees.

- Your requested wedding date will be officially placed on the church calendar after the Wedding Coordinator schedules the use of our facility as well as the availability of our Pastor, Organist, Sound Technician, and Wedding Coordinator.
- Confirmation of the date will be secured by submitting the deposit and the Wedding Reservation Form to the church office, concurrent with our Member/Non-Member policies.
- You will receive an email from the Wedding Coordinator confirming your wedding date.

Reserving the Church

Members or those that have immediate family ties (children and grandchildren) with a member of First Presbyterian Church may reserve the church. Non-members may schedule their wedding by submitting a written request to Session seeking approval. You will be notified once approval has been granted.

Scheduling the Wedding Date

Weddings may not be scheduled on certain date on our Liturgical calendar. We will not schedule 2 wedding on the same day or if there are any conflicting church activities. Liturgical colors and seasonal items and decorations may not be removed or rearranged for weddings ceremonies. Weddings will not scheduled after 7:00 pm to facilitate clean-up. If a church reception is desired, the wedding ceremony cannot be later than 5:00 pm.

Officiating Pastor

Our Pastor is required to officiate at weddings. The Pastor has full discretion over the wedding service including the content and order of the service, the language employed and music.

If you desire to have another Ordained Minister assist or officiate, the Session of First Presbyterian Church must approve them by submitting the Officiating Guest Minister Request Form at least 90 days before the wedding. You will be notified once approval has been granted.

Pre-marital Counseling

Pre-marital counseling by the Pastor precedes all weddings. These sessions are informal in nature. Counseling should be scheduled with our Pastor by contacting our office at least 90 days before your wedding.

Wedding Coordinator

The Wedding Coordinator is the liaison between you and the church.

The wedding coordinator works with the Pastor as well as other church staff to insure careful planning for your important event. After the date is secured, the coordinator will meet with the bride to discuss the Wedding Handbook and provide forms for those assisting with the wedding – Musicians, Florist, Photographer, etc. The signed forms from those persons involved with your wedding should be returned to the wedding coordinator at least 30 days prior to the wedding date.

General Policies

- The use of tobacco and alcohol beverages is not permitted in any part of the church.
- Pets, other than service animals are not allowed in the church.
- The use of birdseed, rice, rose petals and confetti are not permitted inside or outside the building.
- EFPC assumes no responsibility for deliveries to the church (flowers, dress, cake, food, etc).
- Any damages to the church facility or furnishings caused by the wedding party or guests will be the financial responsibility of the person signing the Wedding Reservation Form.
- The church assumes no liability or responsibility for the security of personal items on church premises.

Wedding Rehearsal

The rehearsal time will be set for the mutual convenience of the wedding party and the pastor, but they are usually scheduled at 5:00 or 6:00 pm on the day before the wedding. It is very important for all participants to attend the rehearsal because it defines the timeline and helps everyone to become comfortable with all aspects of the wedding ceremony. All participants are asked to arrive 15 minutes before the rehearsal time so that it can begin promptly and last no longer than one hour. The order of attendants and escorts will be plan before the rehearsal with the wedding coordinator.

Marriage License

Please secure your marriage license 1 to 2 weeks before the wedding. The marriage license, which will be signed after the wedding ceremony, may be given to the Wedding Coordinator or Pastor prior to or at the rehearsal.

Use of Facility

Seating Capacity

The Sanctuary seats approximately 450 people, fixed pews.

The Chapel capacity is 30, pews chairs and fixed pews.

Use of Facility

Occupancy of the Church building will be limited to 2 hours for the rehearsal and 5 hours for the wedding including preparation, ceremony, photographs, and departure. If the reception is held at the church, the time will be extended. The building must be vacated within one hour after the ceremony when the reception is not at the church. It is to be understood that our church facilities will remain as they were found upon arrival.

Preparation Rooms

Dressing rooms are available for the bride, her attendance, the groom and his attendance.

Flowers and Decorations

The Florist Form must be signed and returned to the Wedding Coordinator at least one month before the wedding.

- All flowers should be delivered to the church at least 2 hours before the ceremony. Contact the Wedding Coordinator to schedule delivery.
- All flowers must be in clean, rust free containers.
- Any flower containers on furniture or carpeted areas must be placed on clear, waterproof plastic liners.
- Decorations for the pews or other furniture must be done without glue, pins, staples, nails or tape. Pew clips are available.
- The Wedding Coordinator must approve all furniture re-location.
- All decorations and flowers, unless donated to the church by previous agreement, must be removed after the wedding. Items to be returned to the florist will be placed in a designated area for pick up by Monday following the wedding, unless otherwise arranged.
- Aisle runners are not allowed.

- The church does not provide candles. They may be purchased or provided by your florist. All candles must be dripless.
- All church banners, pulpit and lectern décor must remain in place. Advent, Christmas, Lenten and Easter décor and flowers must remain in place. If your wedding is scheduled during these seasons, your decorations must coordinate with the churches décor.

The following items are available for use:

- Two brass floor candelabras, holding 7 candles each, (7 to 12 inch taper candles recommended)
- Two black wrought-iron floor candelabras, holding 7 candles each, (10 to 12 inch taper candles recommended)
- Four wooden pillars for flowers
- A kneeling bench
- Single candle standards for the pews
- Pew clips
- Assorted unity and other candle holders

Music, Sound, Photography

Organist/Pianist

Our staff Organist/Pianist is available for the wedding ceremony.

Fees apply. It is recommended that you meet with the organist at least 2 months before your wedding date as per the **Organist/Pianist Form**. There are many hymns and a wide selection of music that are appropriate for weddings. The Pastor must approve all wedding music.

Vocalist must meet with the organist/pianist for rehearsal.

If an outside Organist is desired, that organist must meet with our organist to be instructed on the operation of our organ. **A fee applies to our organ maintenance fund.**

The Pastor must approve all taped music. Our Sound Technician will facilitate.

Sound Technician

A sound technician will be assigned to your wedding. **Fees apply.**

Photography

Photographs are a valuable and lasting remembrance of your wedding and we strive to cooperate with your contracted photographer within the guidelines of our policies. Photos taken by guests during the ceremony are discouraged.

- Photos may be taken either before or after the ceremony. Those taken prior to the wedding must be scheduled early enough to be completed 1 hour before guests arrive.
- Videotaping is permitted.
- Flash photography is not permitted during the ceremony.
- Photographers may not go down the center aisle during the wedding processional, ceremony, or recessional.

Wedding Fees

Wedding fees include room use, organist or (organ maintenance fee), custodian and wedding coordinator.

Sanctuary Wedding (including rehearsal)*	Member	Non-member
Non-refundable Deposit (applies to total)	\$100.00	\$200.00 ((\$100 applies to total))
Organist/Pianist	\$175.00	\$175.00
(Staff Organist/Pianist not used, Fee goes toward Organ Fund)		
Custodian	\$100.00	\$100.00
Coordinator*	\$200.00	\$200.00
Room use fee	\$ 0.00	\$250.00
Building Maintenance fee	\$ 0.00	\$175.00
Total	\$475.00	\$1000.00

Optional Fees

Aisle Candle Standards	\$35.00	\$35.00
Sound Technician and Maintenance	\$100.00	\$100.00

*If the staff organist is present at the rehearsal, an additional \$50.00 fee will be charged.

Chapel Wedding (including rehearsal)*	Member	Non-member
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Same as above with the exceptions of these reduced costs:

Custodian	\$60.00	\$60.00
Coordinator*	\$150.00	\$150.00
Room use fee	\$ 0.00	\$200.00
Total	\$385.00	\$685.00

***An extra \$50.00 fee is required if Wedding Coordinator is to stay for the duration of the reception to act as emcee.**