

First Presbyterian Church
718 Court Street
Fulton MO 65251

WEDDING INFORMATION HANDBOOK

I Corinthians 13

"Love bears all things, believes all things,
hopes all things, endures all things.
Love never ends."

June 7, 2012

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Introduction

The congregation of the First Presbyterian Church (FPC) extends our congratulations on your decision to be married. We want to do all we can to make your wedding day a beautiful and memorable occasion.

Membership is not required in order to hold your wedding at First Presbyterian Church. But, we believe that a Christian wedding is a worship of God who calls a man and a woman together in marriage. Being married in our Church affirms your love for one another and means that you have chosen to exchange vows with one another in a Christian worship service. It also means the service will reflect the love and respect of God's presence. The order of service and the vows will normally be taken from the Book of Common Worship, Presbyterian Church (USA).

Handbook Acronyms

First Presbyterian Church (FPC)
Wedding Information Handbook (WIH)
Wedding Reservation Form (WRF)
Wedding Fee Schedule (WFS)
Wedding Supervisor (FPC WS)

Booking Your Wedding

To Book Your Wedding:

- Contact the FPC Office Administrator
 - Obtain Wedding Information Handbook (WIH)
 - In the WIH is a Wedding Reservation Form (WRF)
 - In the WIH is the Wedding Fee Schedule (WFS)
 - Verify the following with the FPC Office Administrator:
 - Clearance of date, time, location of rehearsal
 - Clearance of date, time, location of wedding
 - Clearance of date & time of reception in Fellowship Hall (if needed)
- Your date cannot be confirmed on the FPC calendar until the following is completed:
 - Payment of the required deposit
 - WRF is completed, signed & returned
- By signing the WRF you are:
 - Agreeing to the rules and regulations described in the WIH
 - Agreeing to pay for any damages to FPC property
- Reference Wedding Fee Schedule (WFS) for due dates of fees

Letter to the Session of First Presbyterian Church

- Non-members must provide a written request to be married (required after meeting with minister)
 - This letter will be submitted to the FPC Clerk of the Session
 - This letter will be read and accepted at a Session meeting

Marriage License Information

- Obtain marriage license at the Callaway County Court House, 5th & Court
- There is a three day waiting period from the time of applying for the license to the wedding ceremony
- Minimum age for obtaining a license is age 18
- No blood tests are required
- Contact the Callaway County Courthouse for more information

Minister Selection

- Reserving the church facility does not include the services of a minister. Contact the FPC minister to determine availability
- The FPC minister or designee approved by the Session will officiate at all weddings. As soon as the wedding date is set, contact the officiating minister to schedule initial consultation
- Visiting ministers are welcome to participate; however the minister at FPC (or his/her designee) will officiate at all weddings and must approve the participation of any other minister
- The officiating minister and the couple will coordinate the service together
- Pre-marital counseling is recommended prior to your wedding with the minister performing the wedding
- The marriage license shall be presented to the officiating minister before the wedding
- Remuneration for the officiating minister is required. Reference the WFS for current fees.

Pre-Marital Counseling

- Pre-marital counseling is required prior to your wedding with the minister performing the wedding
- At least 60 days before the requested wedding date, the prospective bride/groom will make an appointment for a premarital interview with the officiating minister
- The minister will confirm the wedding date and schedule other meetings/counseling sessions with the couple – usually 3 or 4 meetings are required.

Building Use Guidelines

The building will be open 2 hours prior to the start of the wedding ceremony

It is the responsibility of the bride/groom to make all family members, wedding party, and guests aware of the following policies at FPC:

- No smoking is allowed in the building
- No alcoholic beverages are allowed in or on premises
- No food or drink is allowed in the sanctuary
- No flash photography or artificial light during the service. Please discuss this with your photographer.
- All personal items belonging to the wedding party must be removed from the church and locked in cars **PRIOR** to the start of the wedding
- FPC is not responsible for personal items left behind
- Bubbles OUTSIDE only – no rice and no birdseed
- Cell phones are to be turned off during the wedding ceremony

Building Facilities

Sanctuary Seating:

Lower level seats approximately 300 to 350 people

Balcony seats approximately 150 people

Fellowship Hall:

Seating – 175 people (200 people is crowded w/no extra tables for serving food)

Buffet tables would be located in foyer when maximum occupancy

Fellowship Hall Tables:

14 round – seats 7 – 8 people = 98 - 112 people

10 long – seats 8 – 9 people = 80 – 90 people

Fellowship Hall Chairs:

Padded Chairs: 120

Metal Chairs: 200

Candelabra

FPC has four (4) candelabra stands that hold 7 dripless candles each

Mirrors

A full-length mirror is available in the women's bathroom

No mirror is available in the dressing rooms. Please supply your own.

Kitchen Use Guidelines

- The use of the kitchen does not include the use of any supplies
- All parties must provide their own supplies: punch bowl, punch cups, plates, cups, pitchers, napkins, utensils, towels, soap, trash bags, etc
- All parties are required to observe & follow posted kitchen rules & procedures

Fellowship Hall Use Guidelines

- The fellowship hall may be decorated any time during regular working hours upon the approval of the Office Administrator
- The bride/groom is responsible for tables/chairs – set up/take down

Sanctuary Decoration Guidelines

- All plans for decorating the sanctuary must be discussed with the FPC WS
- The communion table and baptismal font must remain in the sanctuary
- The piano may not be moved
- The sanctuary may be decorated any time during regular working hours upon the approval of the Office Administrator
- It is the responsibility of the bride/groom to notify the florist when the building is open for delivery and decorating
- If flowers are to be left at the Church for the use in Sunday worship, please notify the FPC WS
- Any floral arrangements, potted plants, or palms must be placed on saucers to prevent water leakage
- With adequate protection underneath, flowers may be placed in the windows
- Only artificial flower petals may be used by the flower girl
- No flowers are to be placed on the communion table
- Only dripless candles -- candles must be placed in tapers and mounted in candelabras or receptacles
- No candles may be used along the aisles or the wall sconces
- No tape, thumbtacks, or attachments to the walls or the pews
- “Reserved” pew signs are available upon request
- Only bubbles may be used outside the church. No rice and no birdseed
- Preparation and provision of wedding program, if used, are the responsibility of the wedding party with consultation of the minister and the FPC WS
- All decorations must be removed immediately following the wedding ceremony

Music and Sound

Every part of the service must reflect the sacred nature of the wedding ceremony and the music selection should be appropriate

Organist/Accompanist

- The FPC organist will play for all weddings (when available)
- If the FPC organist is not available to play at the wedding, a substitute will be suggested
- The FPC organist is to be notified and approves of all guest organists
- Remuneration for the organist (consultation, rehearsal and wedding) is required
Please reference WFS for current fees
- As soon as the wedding date is set, consultation should be scheduled with the organist
- The officiating minister must approve all music and musicians
- A beautiful grand piano is available for accompanists

Sound Technician

- Only FPC personnel are authorized to operate sound equipment
- The wedding fee includes the use of the sound equipment and up to three (3) microphones for the wedding. One clip-on microphone is provided for the officiating minister
- The wedding fee includes the fee for the Sound Technician
- Is not required to be at the rehearsal
- Arrives one hour prior to the wedding
- Rehearses with vocalist/musicians one hour prior to the wedding
- Operates CD or tape at appropriate times during wedding, if required
- If more microphones are required, please discuss with Sound Technician
- Sets up all required microphones for officiating minister, vocalist/musicians
- After the service, secures all microphones & stows away
- If requested, tape a stationary videotaping of the wedding service using FPC equipment.
- Fees for vocalist/musicians must be arranged independently with the individuals involved

Wedding Supervisor Duties

First Presbyterian Church provides a Wedding Supervisor (FPC WS) at all non-member weddings and wedding-related events at the church. The FPC WS is appointed by the Worship Committee of the Session and is a member of FPC.

Wedding Supervisor duties include:

- Pre-wedding consultation after the following has taken place with the FPC Office Administrator:
 - wedding date is confirmed on the FPC calendar
 - deposit has been paid
 - WRF completed & returned
- Assist the wedding party with the care and use of church facilities
- Opening and closing the church for both the rehearsal and wedding
- Supervise the wedding – which must conform to a pattern consistent with a worship service at FPC
- Coordinates audio needs with Sound Technician
 - Bride/groom notify FPC WS of vocalists/musicians needs
 - Bride/groom notify FPC WS if vocalist requires a music stand
- The wedding party's personal wedding coordinator must consult with the FPC's WS on any concerns or questions
- Must approve all picture locations on the premises of FPC
- FPC WS has the final word on decisions related to use of the church facility
- FPC WS and/or minister approves wedding program

Rehearsal

- The officiating minister and bride/groom together will schedule the rehearsal in conjunction with the organist/accompanist
- The bride/groom will notify the FPC WS of the rehearsal day and time
- Approximately one hour should be allotted for the rehearsal
- The bride/groom are responsible to notify all members of the wedding party of the rehearsal day, time, and place. All members of the wedding party are asked to arrive promptly.
- The officiating minister is in charge of the rehearsal
- The bride/groom should notify the officiating minister & FPC WC if there is a personal wedding coordinator

Photography & Videotaping

Photography

- Photography must not detract from the worship experience
- No flash photography or artificial light during the service
- Guests are not permitted to take flash pictures in the sanctuary during the wedding service
- Natural light photography may be performed from the rear of the sanctuary or back of the balcony during the ceremony if done discreetly and inconspicuously
- Pictures may be posed in the sanctuary, narthex, and outside the church before and after the service
- All other picture locations at the FPC must be approved by the FPC WS
- Fees for the photographer must be arranged by the bride/groom

Videotaping

- Videotaping must not detract from the worship experience
- Videotapers may not use supplemental light
- Natural light videotaping may be performed from the rear of the sanctuary or back of the balcony during the ceremony if done discreetly and inconspicuously
- If requested, FPC Sound Technician can tape a stationary videotaping of the wedding service using FPC equipment. Bride/groom is to provide a blank videotape.
- Fees for the videotaper, other than the FPC Sound Technician, must be arranged by the bride/groom

Contact Information

First Presbyterian Church

718 Court Street
Fulton MO 65251
Telephone: 573/642-5541

FPC Minister: vacant position
FPC Office Administrator: Ashley McGrath
Email: 1stpresfulton@sbcglobal.net

FPC Wedding Supervisor

Karen Luther
Telephone: 573/590-1624 (cell)
Email: kluther54@gmail.com

FPC Organist

vacant position

Sound Technician

Rob Hoell
Telephone: 573/474-9988 x 221 (work) 573/356-7402 (cell)
Email: robhoell@dimensionsinwood.com

Wedding Fee Schedule for Non-Members

Deposit - \$100

Payment by cash or check
Payment confirms the date, time & location at FPC
Deposit will be credited to the balance of the rental fees

Refund Policy

- If the date is cancelled before 60 days prior to the wedding date, then the full deposit is refunded
- If the date is cancelled 60 days or closer to the wedding date, no refund is given

Sanctuary - \$325

Sanctuary for Rehearsal and Wedding
Two Wedding Party Dressing Rooms
Wedding Supervisor/Sound Technician/Normal Custodial Duties

The building will be open 2 hours prior to the start of the wedding ceremony
This fee entitles the party a total of five (5) hours of building usage.
Four (4) hours for the wedding & One (1) hour for the rehearsal
An addition of \$50/hour is required to be paid for over the allotted five (5) hours

Fellowship Hall & Kitchen - \$350

Building Use/Wedding Supervisor/Normal Custodial Duties

The use of the kitchen does not include supplies
All parties must provide their own supplies: punch bowl, punch cups, plates, cups, tablecloths, napkins, utensils, towels, soap, trash bags, etc
All parties are required to observe & follow posted kitchen rules & procedures
Utilization of only one room does not constitute a reduction in fees
This fee entitles the party a total of five (5) hours of building usage.
An addition of \$50/hour is required to be paid for over the allotted five (5) hours.
Tables/chairs – set up/take down in Fellowship Hall/Foyer is the responsibility of bride/groom
Contact Sound Technician for rates – To Be Determined by services rendered

First Presbyterian Church Minister - \$200

Premarital Counseling - \$100
Consultation/Rehearsal/Wedding Ceremony - \$100

First Presbyterian Organist - \$175

Music Consultation/Rehearsal/Wedding Ceremony

Payment of Scheduled Fees

Building fees (less deposit) are due one month prior to the wedding date
Deposit is credited to the balance of the fees due
Please remit building fees to the Church Office
Checks for building use fee made out to: First Presbyterian Church–Wedding Fee

Personnel fees are due one week prior to the wedding date
Personnel fee checks should be made out the individual providing the service

Wedding Fee Schedule for First Presbyterian Church Members

Deposit - \$0

Deposit waived for FPC members

Sanctuary - \$125

Sanctuary for Rehearsal and Wedding - \$0

Two Wedding Party Dressing Rooms

Wedding Supervisor - \$0

Sound Assistant - \$25

Normal Custodial Duties - \$100

Fellowship Hall & Kitchen - \$125

Fellowship Hall - \$0

Custodial Duties - \$75

Kitchen - \$0

Custodial Duties - \$50

Wedding Supervisor - \$0

Sound Technician – TBD by services rendered

If FPC tablecloths are used, do not serve foods/beverages that stain
All tablecloths must be laundered and returned to the church on a timely basis
All parties are required to observe & follow posted kitchen rules & procedures
Tables/chairs – set up/take down in Fellowship Hall/Foyer is the responsibility of
bride/groom

First Presbyterian Church Minister - \$0

Consultation/Premarital Counseling/Rehearsal/Wedding Ceremony

First Presbyterian Church Organist - \$175

Music Consultation/Rehearsal/Wedding Ceremony

- Although members of FPC are not required to pay fees for the use of the church facilities, custodial fees still apply unless arrangements are made to clean the facilities after use
- No Wedding Supervisor is required at FPC member weddings & receptions
- No time limit is enforced for building usage for FPC members
- Sound Technician rates apply

Bride's Information:

Name _____

Street Address _____

City/State/Zip _____

Church Affiliation _____

Work Telephone _____ Home Telephone _____

Cell Telephone _____ Email _____

Local Contact Person/Telephone # - if you do not live in the Fulton area

Groom's Information:

Name _____

Street Address _____

City/State/Zip _____

Church Affiliation _____

Work Telephone _____ Home Telephone _____

Cell Telephone _____ Email _____

Local Contact Person/Telephone # - if you do not live in the Fulton area

Ceremony Information: (be as complete as possible at this time)

Number of Guests _____ Number of Attendants _____

Visiting Minister to officiate/assist in the service Yes No

If Yes, Name _____ Telephone Number _____

Rehearsal Date _____ Rehearsal Time _____

Wedding Date _____ Wedding Time _____

Please complete: (if known)

Florist _____ Telephone Number _____

Photographer _____ Telephone Number _____

Wedding Director _____
(outside of the First Presbyterian Church, not the FPC Wedding Supervisor)

For Current Fees, please reference:
Wedding Fee Schedule for Non-Members or
Wedding Fee Schedule for First Presbyterian Church Members

Building Use Fees:

- Deposit Amount Paid \$ _____ Check Cash Date Paid _____
- Sanctuary
- Fellowship Hall/Kitchen

Additional Building Use Fees - Beyond 5 Hour Usage Allotments:

- Sanctuary
- Fellowship Hall/Kitchen

Total Amount Due: \$ _____

Payment of Scheduled Fees

Building Use:

Building fees (less deposit) are due one month prior to the wedding date

Deposit is credited to the balance of the fees due

Deposit is non-refundable

Please remit building fees to the Church Office

Checks for building use fee made out to: First Presbyterian Church–Wedding Fee

Personal Fees:

Personnel fees are due one week prior to the wedding date

Personnel fee checks should be made out the individuals providing the service.

Refund Policy

- If the date is cancelled before 60 days prior to the wedding date, then the full deposit is refunded.
- If the date is cancelled 60 days or closer to the wedding date, no refund is given.

AGREEMENT

(Requires signature of bride and/or groom)

I/we (Bride and/or Groom) agree to abide by the rules set forth by the Session of First Presbyterian Church, which are contained in the Wedding Information Handbook.

I/we (Bride and/or Groom) assume full financial responsibility for any damages to church property.

I/we understand that all final decisions concerning the wedding worship service will rest with the First Presbyterian Church Worship Committee.

Bride _____ Date _____

Groom _____ Date _____

For First Presbyterian Church _____ Date _____