

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."

TABLE OF CONTENTS

INTRODUCTION	3
HANDBOOK ACRONYMS	3
BOOKING YOUR WEDDING	3
LETTER TO THE SESSION OF FIRST PRESBYTERIAN CHURCH	3
MARRIAGE LICENSE INFORMATION	4
MINISTER SELECTION	4
PRE-MARITAL COUNSELING	4
BUILDING USE GUIDELINES	4
BUILDING FACILITIES	5
KITCHEN USE GUIDELINES	5
FELLOWSHIP HALL USE GUIDELINES	5
SANCUTARY DECORATION GUIDELINES	5-6
MUSIC AND SOUND	6
REHEARSAL	7
WEDDING SUPERVISOR DUTIES	7
PHOTOGRAPHY & VIDEOTAPING	8
CONTACT INFORMATION	8
WEDDING FEE SCHEDULE FOR NON-MEMBERS	9
WEDDING FEE SCHEDULE FOR FIRST PRESBYTERIAN CHURCH MEMBERS	10
WEDDING RESERVATION FORM	11

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. However, you are required to use our Pastor to conduct your wedding. We believe that a Christian wedding is a sacrament and it calls a man and a woman together in holy matrimony. 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 Acronym

First Presbyterian Church (FPC)

Booking Your Wedding

To Book Your Wedding:

- Contact the FPC Office Administrator:
 - Obtain Wedding Information Handbook.
 - In the Wedding Handbook is a Wedding Reservation Form.
 - In the Wedding Handbook is the Wedding Fee Schedule.
 - 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 all fees. This includes payment to the organist, videographer, etc. If you are not a church member, the pastor is also included in this list. Church members decide the remuneration given to the pastor.
 - Wedding Reservation Form is completed, signed & returned.
 - Session has voted to approve the wedding.
- By signing the Wedding Reservation Form you are:
 - Agreeing to the rules and regulations described in the Wedding Handbook.
 - Agreeing to pay for any damages to FPC property.
- Reference Wedding Fee Schedule for due dates of fees.

Letter to the Session of First Presbyterian Church

- The wedding couple must provide a written request to be married (after meeting with the 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

- Reserving the church facility does not include reserving the services of our minister. It is your responsibility to contact the FPC minister to determine availability.
- The FPC minister officiates at all weddings.
- If you wish to have another minister participate in the wedding you must have the approval of the FPC minister.
- The minister and the couple will coordinate the service together.
- Pre-marital counseling with our minister is required prior to your wedding.
- The marriage license shall be presented to the FPC minister before the wedding.
- Remuneration for the FPC minister is required, if you are a non-member. (Reference the wedding fee schedule for current fees.)

Pre-Marital Counseling

- Pre-marital counseling with our minister is required prior to your wedding.
- At least 60 days before the requested wedding date, the prospective bride/groom will make an appointment for a premarital interview with the minister.
- The minister will confirm the wedding date and schedule other 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 church 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 in the church building.
- 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 Wedding Supervisor.
- 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 the wedding supervisor.
- 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 dripleless 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 Wedding Supervisor.
- 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) that require an organ.
- The wedding party may find their own pianist or use the FPC organist/pianist.
- Remuneration for the organist (consultation, rehearsal and wedding) is required Please reference Wedding Fee Schedule for current fees.
- As soon as the wedding date is set, consultation should be scheduled with the organist/pianist to make sure the date is available for her.
- The minister must approve all music and musicians.
- A beautiful grand piano is available for accompanists or pianist.

Sound Technician

- Only FPC personnel are authorized to operate the sound equipment. So, if you are a member and you do not use the Sound Technician you will not be using the sound equipment.
- For non-members, the wedding fee includes the services of the Sound Technician, the use of the sound equipment and up to three (3) microphones for the wedding. One clip-on microphone is provided for the minister.
- If you are a member and not using the Wedding Supervisor, it is your responsibility to contact the Sound Technician to see if he is available on the date of the wedding.
- If you are a member you will need to pay the Sound Technician individually.
- The Sound Technician is not required to be at the rehearsal, so if you want him there you will need to let him know.
- 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 this with Sound Technician.

- Sets up all required microphones for the minister, vocalist/musicians.
- After the service, secures all microphones & stows them away.
- If requested, tapes a stationary videotaping of the wedding service using FPC equipment.
- Fees for vocalist/musicians must be arranged independently with the individuals involved.

Rehearsal

- The minister and bride/groom will schedule the rehearsal in conjunction with the organist/accompanist.
- The bride/groom will notify the FPC Wedding Supervisor 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 minister is in charge of the rehearsal.
- The bride/groom should notify the minister and the Wedding Supervisor if there is a personal wedding coordinator.

Wedding Supervisor Duties

First Presbyterian Church provides a Wedding Supervisor at all non-member weddings and wedding-related events at the church. The Wedding Supervisor is appointed by the Worship Committee of the Session and is a member of FPC. Members have the option of using or not using the services of the Wedding Supervisor.

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.
 - Wedding Reservation Form is completed and 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 the Wedding Supervisor of vocalists/musicians needs.
 - Bride/groom notify the Wedding Supervisor if vocalist requires a music stand.
- The wedding party’s personal wedding coordinator must consult with the Wedding Supervisor on any concerns or questions.
- Must approve all picture locations on the premises of FPC.
- The Wedding Supervisor has the final word on decisions related to use of the church facility.
- The minister or wedding supervisor approves the wedding program.
-

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 wedding supervisor.
- 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, the Sound Technician can tape a stationary videotaping of the wedding service using FPC equipment. Bride/groom are to provide a blank videotape.
- Fees for the videographer, 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: Rev. Aaron White
FPC Office Administrator: Ashley McGrath
Email: office@fultonpresbyterian.org

FPC Wedding Supervisor

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

FPC Organist

Kelly Head
Cell: 660-998-1186
summerhill@att.net

Sound Technician

William Jeffries (high school student)
Cell: 573-310-1743
Email: willjeffreis78@gmail.com

Wedding Fee Schedule for Non-Members

Fee Requirement

Payment by cash or check for all fees will confirm the date and time for the wedding at FPC.

Refund Policy

If the date is cancelled before the wedding date, then the fees will be refunded.

Sanctuary - \$325

Sanctuary for Rehearsal and Wedding and two dressing rooms-\$0
Fee includes: Wedding Supervisor (\$125), Sound Technician (\$100), and Normal Custodial Duties (\$100)

The building will be open 2 hours prior to the start of the wedding ceremony. This fee entitles the party to a total of five (5) hours of building usage: Four (4) hours for the wedding and one (1) hour for the rehearsal. An additional \$50 an hour, per staff, is required if the church building is used for more than the allotted five (5) hours for the wedding ceremony.

Fellowship Hall & Kitchen - \$325 to \$425

Fee includes: Five hours of building use (\$125), Wedding Supervisor (\$100), Normal Custodial Duties (\$100), Sound Technician (\$100) optional, if not needed.

- 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 additional \$50 an hour, per staff, is required to be paid for if the church is used over the allotted five (5) hours.
- Tables/chairs – set up/take down in Fellowship Hall/Foyer is the responsibility of the wedding party.

First Presbyterian Church Minister - \$375

Premarital Counseling - \$200
Consultation/Rehearsal/Wedding Ceremony - \$175

First Presbyterian Organist - \$175

Music Consultation/Rehearsal/Wedding Ceremony
The couple can have someone else play the piano, but not the organ.

First Presbyterian Church Personnel

Wedding Supervisor - \$100 for the wedding and \$100 if Fellowship Hall is used
Sound Technician – \$100 for the wedding and \$100 for the Reception, if sound/video equipment is used in Fellowship Hall.

The services of the Wedding Supervisor and the Sound Technician are optional for church members. However, no sound equipment can be used without the Sound Technician. If the

Wedding Supervisor is not used the wedding party is responsible for turning lights on and off, ensuring the church is ready for worship on Sunday, and turning the heat/air on and off.

- Although members of FPC are not required to pay fees for the use of the church sanctuary and dressing rooms, custodial fees may apply.
- No time limit is enforced for building usage for FPC members.

Payment of Scheduled Fees

- Checks for building use should be made out to: First Presbyterian Church–Wedding Fee and turned into the church office.
- Personnel fee checks should be made out to the individual providing the service.

Wedding Fee Schedule for First Presbyterian Church Members

Refundable Deposit - \$100

The deposit will be returned, after the wedding, if no additional cleaning or repairs are needed on the church facility. The deposit can be applied to Fellowship Hall rental fees.

Sanctuary - \$0

Sanctuary for Rehearsal and Wedding
Two Wedding Party Dressing Rooms

Fellowship Hall & Kitchen - \$100 to \$300

Fellowship Hall - \$0
Custodial Duties - \$100
Wedding Supervisor - \$100 (optional)
Sound Technician - \$100 (optional)

- 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 are the responsibility of the bride/groom.

First Presbyterian Church Minister – Remuneration is decided by the couple

Consultation/Premarital Counseling/Rehearsal/Wedding Ceremony

First Presbyterian Church Organist/Pianist - \$175

Music Consultation/Rehearsal/Wedding Ceremony

The couple can have someone else play the piano, but not the organ.

First Presbyterian Church Personnel

Wedding Supervisor - \$100 for the wedding and \$100 if Fellowship Hall is used
Sound Technician – \$100 for the wedding and \$100 for the Reception, if sound/video equipment is used in Fellowship Hall.

The services of the Wedding Supervisor and the Sound Technician are optional for church members. However, no sound equipment can be used without the Sound Technician. If the Wedding Supervisor is not used the wedding party is responsible for turning lights on and off, ensuring the church is ready for worship on Sunday, and turning the heat/air on and off.

- Although members of FPC are not required to pay fees for the use of the church sanctuary and dressing rooms, custodial fees may apply.
- No time limit is enforced for building usage for FPC members.

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 _____

Would like to have a visiting Minister to 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:

Deposit is refundable or applicable to other fees.
Fellowship Hall fee is due one month prior to the wedding.
Please remit building fees to the Church Office.
Checks for building use may be 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 to the individuals providing the service.

Refund Policy

- If the date is cancelled before the wedding date, then the full deposit is refunded.

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 Minister.

Bride _____ Date _____

Groom _____ Date _____

For First Presbyterian Church _____ Date _____