



Planning a Christian Wedding Service

First Presbyterian Church is pleased that you wish to celebrate your wedding with a Christian service of worship. We are eager to help in your understanding of marriage and the commitments you are about to make. This packet of information reflects the current policies of First Presbyterian Church and is intended for couples to read together and discuss.

Contained in this packet is information concerning:

- Who may be married at First Presbyterian Church of Wheaton
- Dates and times
- The role of the pastor
- Our policy on marriage preparation and counseling
- Wedding Coordinators
- The Marriage License
- Music
- Further guidelines for Planning your Wedding and Reception
- Fee Schedule
- Facility use guidelines and use of building agreement

Weddings at First Presbyterian Church are Presbyterian services, and though care will be taken to honor and include other traditions we ask the couple to plan to stay within the tradition represented by this church. As the words of the wedding ceremony describe it, we believe that “marriage is given by God, blessed by our Lord Jesus Christ, and sustained by the Holy Spirit.” We believe that a Christian wedding ceremony should always enhance our affirmation of the reality of God, and the following guidelines are offered with that in mind.

Who may be married at First Presbyterian Church

Priority for weddings at First Presbyterian is given to those who are active members of the church or who have been actively involved in First Presbyterian for at least six months and are in the process of becoming a member. Children and grandchildren of members will also be given precedence.

Couples who are not members of the church may be married at First Presbyterian; however there must be an initial meeting with one of our Pastors to discuss your needs before the date will be placed on the church calendar.

Dates and Times

There are a few limitations on dates and times for weddings held at First Presbyterian Church. Weddings are not held during Holy Week, or on major holiday weekends.

Therefore, there will be no weddings on New Year's Eve, New Year's Day, Memorial Day weekend, Fourth of July weekend, Labor Day weekend, Thanksgiving Day weekend, Christmas Eve or Christmas Day.

It is difficult for the church to accommodate more than one wedding in a day, but it can be done. Our policy is that at least four hours be scheduled between the end of one wedding and the beginning of another. Weddings must be scheduled to begin no later than 6:00 p.m.

The Role of the Pastor

The pastors at First Presbyterian Church are eager to assist you with your wedding plans and to make the day a memorable one in your life.

Couples may request to provide their own pastor to officiate for the wedding ceremony. Our pastors will discuss this with you during the initial meeting to determine whether your request can be accommodated. The pastor will then extend an invitation to the requested pastor to officiate. The pastor from First Presbyterian Church may also assist with the ceremony.

Marriage Preparation

We encourage all couples to prepare as thoroughly as they can for their life together.

Couples will meet two to three times with the First Presbyterian Church pastor who has agreed to officiate at their wedding ceremony. The purpose of these meetings includes getting to know the couple, planning the ceremony itself, and using assessment or planning tools that the pastors have found useful in their work. Couples who will be using their own approved pastor to officiate are also strongly encouraged to participate in similar pre-marital meetings with their pastor.

Wedding Coordinator

When your wedding is accepted, a wedding coordinator from the church will be assigned to work with you. Your coordinator will offer valuable assistance with understanding the Church's policies and procedures, planning the details of your day, and answering any questions you may have. Along with pre-wedding planning meetings and helping to facilitate the wedding rehearsal, your coordinator will be available up to 3 hours before your wedding and for one hour following the wedding to accommodate your photography needs. If you desire to arrive at the church earlier or stay later, you should schedule this in advance with your wedding coordinator and there will be an additional fee.

Your Marriage License

Illinois law requires that couples obtain a marriage license. Your license must be issued

in DuPage County for a ceremony at First Presbyterian Church of Wheaton. ***Securing the license will be your responsibility and must be dropped off or sent to the church two weeks prior to the wedding rehearsal.*** The pastor and the wedding coordinator will complete the license and the church Administrative Assistant will take care of mailing it to the county clerk's office.

Music

Initiating contact with the Director of Music is the responsibility of the couple for every wedding. Please call the church office to make an appointment at least one month prior to the ceremony. Usually only one meeting is required to plan the music for a wedding.

The marriage rite is a service of worship, and therefore the music that is selected should embody the same high standards as the music chosen for worship generally. Wedding music should have as its focus the worship of God, and it should emphasize the faith of the Christian community. Romantic or sentimental music is often more appropriate for the reception than for the worship of God. The Music Director will be very helpful in selecting music that will make the service memorable. Here are three questions to ask to determine whether or not a particular piece of music is appropriate for worship:

- Does this music/text reflect praise and/or thanksgiving to God?
- Is it based on, or does it reflect, a biblical theme or text?
- Is this song in the form of a prayer?

Musical accompaniment need not be limited to the organ. The church also has a piano and a harpsichord. If you have other instruments in mind or would like the services of a vocalist, string instrumentalist, flutist and/or trumpeter, please discuss this with the Music Director. The director knows many musicians and soloists in the area and will be happy to suggest their names to you. Live music is always preferred over recorded music. The final decision regarding musical selections will be at the discretion of the Music Director.

Additional Guidelines for Planning your Wedding and Reception

Rehearsal - Ordinarily the rehearsal takes no more than an hour. Musicians and vocalists usually do not attend. All members of the wedding party are asked to be ready to rehearse no later than 6:00 p.m. the night before the wedding. Couples will ask members of their wedding party to honor this starting time.

Decorations - Both the sanctuary and McCormick Chapel are lovely settings for your wedding without additional decorations. If you desire flowers or candles, please consult with your Wedding Coordinator about their appropriate placement. The church has some brass candelabras for your use; others can be rented from area florists. When a wedding takes place during a special season of the church, you should expect to work with the furnishings or decorations already in place. There will be poinsettias in the sanctuary in the days leading up to Christmas, for example, and Easter lilies in the days

following Easter. As a general rule the church asks that decorations be modest and not ostentatious.

Ushers - The ushers should plan to attend the rehearsal, and the wedding coordinator will explain their role to them.

Wedding Programs - It is helpful, but not necessary, for you to provide your guests with a wedding program. Please discuss this with your wedding coordinator. Your wedding coordinator can provide you with samples when you meet. If you choose to provide a program the wedding coordinator needs to review it before it is printed.

Smoking - The entire facility and grounds have been designated a smoke-free environment by the Session, the governing board of our church. We ask that you, your wedding party, and your guests honor this policy.

Drugs and alcohol - The use of drugs and alcohol is prohibited on church property. Any violation of this policy will result in immediate action to remove the offending party and substance.

Photography - The church understands that most couples would like to have a photographic record of their weddings. A wedding, however, is a service of worship, and our focus is on the presence and reality of God. Therefore, our policy is that only the designated photographer and videographer be allowed to film during the ceremony. Please communicate this policy to your guests, and please include this information in your wedding program. Videotaping may be done most effectively from the balcony of the church. We allow for one hour following the ceremony for the photography to be completed.

Rice, confetti, bird seed, balloons, bubbles, etc. - Rice, confetti, bird seed, flower petals, balloons, monarch butterflies, etc. may not be released either inside or outside the church. Besides being bad for the environment, most of these items are extremely difficult to clean up and usually result in additional clean-up time for our custodian. Bubbles may be used outside of the church. If you have other ideas, please check with the wedding coordinator for approval.

Guidelines for Having a Reception at First Presbyterian Church

If you would like to hold a reception following the ceremony at First Presbyterian there are several things you should know.

The wedding coordinator will facilitate use of the facility and provide support during every reception.

Professional catering and servers are required for all church receptions. Food must be prepared offsite and caterers must take care of all clean-up and provide for storage of any leftovers.

There is a four hour maximum time allowed for a reception. All receptions must be completed by 9:00 p.m., ensuring that the wedding party and all guests have left the building by that time. Additional fees will apply for receptions that exceed the 4 hour limit.

The capacities for use of any room(s) of the church must be strictly adhered to.

The kitchen must be left in a clean and organized condition, and garbage removed to the dumpsters.

Presbyterian Guidelines for Marriage From the PCUSA Directory for Worship

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.

In civil law, marriage is a contract that recognizes the rights and obligations of the married couple in society. In the Reformed tradition, marriage is also a covenant in which God has an active part, and which the community of faith publicly witnesses and acknowledges.

- A. In preparation for the marriage service, the minister shall provide for a discussion with the couple concerning
1. The nature of their Christian commitment, assuring that at least one is a professing Christian,
 2. The legal requirements of the state,
 3. The privileges and responsibilities of Christian marriage,
 4. The nature and form of the marriage service,
 5. The vows and commitments they will be asked to make,
 6. The relationship of these commitments to their lives of discipleship,
 7. The resources of the faith and the Christian community to assist them in fulfilling their marriage commitments.

This discussion is equally important in the case of a first marriage, a marriage after the death of a spouse, and a marriage following divorce.

- B. If the minister is convinced after discussion with the couple that commitment, responsibility, maturity, or Christian understanding are so lacking that the marriage is unwise, the minister shall assure the couple of the church's continuing concern for them and not conduct the ceremony. In making this decision the minister may seek the counsel of the Session.

Christian marriage should be celebrated in the place where the community gathers for worship. As a service of Christian worship, the marriage service is under the direction of the minister and the supervision of the Session. (W-1.4004-.4006)

The marriage ordinarily takes place in a special service, which focuses upon marriage as a gift of God and as an expression of the Christian life. Others may be invited to participate as leaders in the service at the discretion of the pastor. Celebration of the Lord's Supper at the marriage service requires the approval of the Session, and care shall be taken that the invitation to the Table is extended to all baptized present. The marriage service may take place during the Service for the Lord's Day upon authorization by the Session. It should be placed in the order as a response to the proclamation of the Word. It may then be followed by the Sacrament of the Lord's Supper. (W-2.4010; W-3.3503)

The service begins with scriptural sentences and a brief statement of purpose. The couple shall declare their intention to enter into Christian marriage and shall exchange vows of love and faithfulness. The service includes appropriate passages of Scripture, which may be interpreted in various forms of proclamation. Prayers shall be offered for the couple, for the communities which support them in this new dimension of discipleship, and for all who seek to live in faithfulness. In the name of the triune God the minister shall declare publicly that the couple is now joined in marriage. A charge may be given. Other actions common to the community and its cultures may appropriately be observed when these actions do not diminish the Christian understanding of marriage. The service concludes with a benediction.

Music suitable for the marriage service directs attention to God and expresses the faith of the church. (W-2.1004) The congregation may join in hymns and other musical forms of praise and prayer. Flowers, decorations, and other appointments should be appropriate to the place of worship, enhance the worshippers' consciousness of the reality of God, and reflect the integrity and simplicity of Christian life. (W-1.3034;W-1.4004-.4005; W-5.5006)

A service of worship recognizing a civil marriage and confirming it in the community of faith may be appropriate when requested by the couple. The service will be similar to the marriage service except that the opening statement and the declaration of intention, the exchange of the vows by the couple, and the public declaration by the minister reflect the fact that the couple is already married to one another according to the laws of the state.

Nothing herein shall compel a teaching elder to perform nor compel a session to authorize the use of church property for a marriage service that the teaching elder or the session believes is contrary to the teaching elder's or the session's discernment of the Holy Spirit and their understanding of the Word of God.

Appropriate Scripture Selections from the Book of Common Worship

You may select from among the following Scripture Readings for your ceremony:

Genesis 2:18-24

Psalms 145

Song of Solomon 8:6-7

Romans 12:1-2, 9-18

Proverbs 3:3-6

1 Corinthians 13:1-13

Isaiah 54:5-8

Matthew 5:1-10

Psalms 67

Matthew 5:13-16

Psalms 95:1-7

Matthew 22:35-40

Psalms 100

Mark 10:6-9

Psalms 103:15-18

John 15:1-17

Psalms 136:1-9,26

OUTLINE OF CHRISTIAN MARRIAGE: RITE I

A Service for General Use

Entrance

Sentences of Scripture

Statement on the Gift of Marriage

Prayer

Declarations of Intent

Affirmations of the Families

Affirmation of the Congregation

(Psalm, Hymn, or Spiritual)

Scripture and Sermon

(Psalm, Hymn, or Spiritual)

Vows

Exchange of Rings (or Other Symbols)

Prayer (and Lord's Prayer)

Announcement of Marriage

Charge to the Couple

Benediction

(Psalm, Hymn, Spiritual, or Anthem)

NOTE: The text for components of this service and suggested options are given on pages 12-22 of Christian Marriage, Supplemental Liturgical Resources 3 of the Presbyterian Church (USA). This resource is available to you in the church library or from one of the pastors.

OUTLINE OF CHRISTIAN MARRIAGE: RITE II

A Service Based Upon the Service for the Lord's Day

Assemble in God's Name

Gathering of the People
Call to Worship
Psalm, Hymn of Praise, or Spiritual
Confession and Pardon
Act of Praise

Proclaim God's Word

Prayer for Illumination
Lessons from Scripture
Sermon
Creed
Psalm, Hymn, or Spiritual
Christian Marriage
 Statement on the Gift of Marriage
 Prayer
 Declaration of Intent
 Affirmations of the Families
 Affirmation of the Congregation
 (Psalm, Hymn, or Spiritual)
 Vows
 Exchange of Rings (or Other Symbols)
 Prayer (and Lord's Prayer)
 Announcement of Marriage
 Charge to the Couple
 Blessing of the Couple
 (Psalm, Hymn, Spiritual, or Anthem)
Prayers of Intercession

Give Thanks to God
or

Preparation of the Table
Great Prayer of Thanksgiving,
followed by the Lord's Prayer
Breaking of the Bread
Communion of the People

Prayer of Thanksgiving
followed by the Lord's Prayer)

Go in God's Name

Prayer
Psalm, Hymn of Praise, or Spiritual
Charge
Benediction



As a part of the wedding information we have provided our Facility Use Guidelines and ask that you sign the accompanying Building Use Agreement and return it with your deposit.

FACILITY USE GUIDELINES

First Pres has a wide range of ministries utilizing the facility. Our desire is for everyone to realize and respect that many individuals/groups use the facilities before and after your specific event.

A custodian will be on duty during regular business hours. If building usage is requested for after regular business hours, and custodial services are required, the user will be charged a fee for the custodian's services. If no individual is available to staff the building during these off-hours, usage may be denied. The assigned custodian or staff person will serve as the church's representative should questions or needs arise during the event.

To make your event and others enjoyable and non-chaotic, please adhere to the following guidelines:

1. The conduct of all persons attending programs is expected to be respectful of the property, maintaining noise levels that respect others in adjoining spaces.
2. Activities and programs are limited to the space that is assigned.
3. Smoking and the use of alcoholic beverages or illegal substances are not permitted in the buildings or on the grounds of the church.
4. Dining or the serving of food is limited to pre-approved designated areas – check with the facilities coordinator.
5. Use of candles is allowed only in designated areas and must be approved by the Church Administrator.
6. The user is expected to leave the building reasonably clean and in the same condition it was in prior to the event and must remove all items associated with their program immediately following the event.
7. If furniture or equipment is to be moved, it must be done with the permission of the Superintendent of Buildings and Grounds or Church Administrator to maintain the quality of the building's furniture and equipment, and prevent damage.
8. All decorations in the facility and on the grounds of First Presbyterian Church must be approved by the Church Administrator and/or Buildings and Grounds Committee. No items may be affixed to any surfaces without the consent of the Administrator or Supervisor of Buildings and Grounds
9. The user will be held responsible for any damage done to church property associated.

10. The user assumes liability for injuries to persons attending the event and for damages or loss of user's property.

11. Programs in the sanctuary that require the use of the sound system must have one of the church's Sound Technicians on duty. This service will be included in the usage fee.

12. When children are in attendance they must be under the control of their parents or adults at all time and are not permitted to roam freely on church property. All children's or youth activities shall be supervised by a minimum of two (2) adults over the age of 21 at all times.

13. The following items are not allowed in or on church property:

Weapons

Alcoholic beverages

Tobacco products

Controlled substances/drugs

Anything that would distract from a Christian atmosphere.

14. Ministry furniture and equipment (i.e. tables, chairs, overhead and LCD projectors, microphones, etc.) purchased and owned by the church will be used exclusively for ministry functions of First Presbyterian Church, and may not be removed from the premises. The requesting individual/group assumes full responsibility for the costs of damage repair or replacement.

15. The church is not responsible for damages to or loss of user's or guests' property.

16. Willful violation of any guidelines or regulations could lead to the loss of eligibility to use the facility.



USE OF BUILDING AGREEMENT

Organization/Person _____

Address _____

Home/Work Phone _____ Cell Phone _____

Event _____

Requested Room(s) _____

Reserved Date(s) _____ Hours: _____

Setup/Equipment _____

Other stipulations and/or conditions _____

The undersigned accepts responsibility for any damage that may occur due to the use of Church equipment/facilities or the conduct of persons using the facilities. The undersigned agrees to provide adequate supervision of all attending the above event to ensure their safety while on Church property. The undersigned understands that the Church is not responsible for damages to or loss of user's or guests' property.

____ I have received a copy, have read and understand the First Presbyterian Church Facility Use Guidelines. (*initialed*)

This agreement is complete when signed by an authorized representative of the above organization, the Church Administrator, and the deposit of _____ is paid.

Authorized Representative _____

Date: _____ Amount Enclosed _____

Church Administrator _____ Date: _____

First Presbyterian Church of Wheaton Wedding Fee Schedule

	Member	Member with Reception
Non Refundable Deposit <i>(must be paid upon acceptance of your date.)</i>	\$ 100	\$ 100
Wedding <i>(total including deposit)</i>	\$ 1,250	\$ 2,200
<i>Fees are due one week before the date of the wedding.</i>		

	Non - Member	Non - Member with Reception
Non Refundable Deposit <i>(must be paid upon acceptance of your date.)</i>	\$ 100	\$ 100
Wedding <i>(total including deposit)</i>	\$ 2,250	\$ 3,700
<i>Fees are due one week before the date of the wedding.</i>		

The wedding fee includes the Pastoral Services, Wedding Coordinator services, Music Director and AV Services, use of the Sanctuary and other assigned rooms. The wedding with reception fee includes use of Stewart Hall and the Kitchen.

Musician Services includes consultation with the Bride and Groom and one rehearsal. The fee for additional rehearsals is \$50/hr.

The basic AV and Sound, including a technician on the day of the wedding and a basic video display is included. Additional or more sophisticated services, such as live cues, display of lyrics, &/or audio/video playback is an additional \$100/member \$200/non-member, if the technician is required for a rehearsal, the fee is an additional \$100/member \$200/non-member and if AV/Sound technician is required for a wedding reception, the additional fee will be \$100/member \$200/non-member. The Director of Music will assist in determine whether additional fees are required.

The church is available for up to 3 hours before and one hour following the ceremony. Additional fee of \$75 per hour will be charged for any additional time requested.

A reception may be no longer than 4 hours long and must be completed by 9:00 PM. All decorations must be removed and the facility returned to its original condition within one hour of end of reception. A certificate of insurance is required from the caterer.