



First Presbyterian
Church | Kerrville

WEDDING POLICY AND FEE SCHEDULE

First Presbyterian Church Kerrville

1.0 WEDDING POLICY

The congregation, Session, and staff of First Presbyterian Church welcome those planning to unite in marriage, and we rejoice that you have chosen to establish your marriage relationship in covenant with God and that you wish to celebrate this covenant in a service of worship. Marriage is a divine institution, established by God in creation and blessed by Jesus, his son, at a wedding in Cana of Galilee.

The place where your wedding will be celebrated is not a wedding chapel, but a church, a holy house of God set apart and hallowed. When you choose the First Presbyterian Church for your ceremony, you acknowledge that the wedding service is first and foremost a service of the church and a regular offering of 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. (Book of Order W-4.9001)

1.1 PASTORS

Contact with a pastor on the church's staff shall ordinarily be made at least 60 days in advance of the wedding. The pastors of this church are always happy to officiate at the marriage service when their schedules permit, where there is no impediment to the marriage, and where there is serious intention to establish the marriage on Christian principles. "If they meet the requirements of the civil jurisdiction in which they intend to marry, a couple may request that a service of Christian marriage be conducted by a pastor in the Presbyterian Church (USA), who is authorized, though not required, to act as an agent of the civil jurisdiction in recording the marriage contract. A couple requesting a service of Christian marriage shall receive instruction from the pastor, who may agree to the couple's request only if, in the judgment of the pastor, the couple demonstrate sufficient understanding of the nature of the marriage covenant and commitment to living their lives together according to its values. In making this decision, the pastor may seek the counsel of the Session, which has authority to permit or deny the use of church property for a marriage service." (Book of Order W-4.9003)

1. Under extenuating circumstances, such as those living out of town or in military service, exceptions for the 60-day notice will be made if facilities are available on the day desired, but even in such cases a minimum of thirty days' notice is required. Counseling of the couple must still be arranged with the pastor who will officiate.
2. Nothing herein shall compel a pastor to perform nor compel a Session to authorize the use of church property for a marriage service that the pastor or the Session believes is contrary to the pastor's or the session's discernment of the Holy Spirit and their understanding of the Word of God. (Book of Order W-4.9006)

3. All couples wanting to be married in our church must first:

- ✓ Talk with one of our pastors to get approval;
- ✓ Complete the wedding reservation form;
- ✓ Pay facility deposit to book the wedding;
- ✓ Complete the counseling program prescribed by the officiating pastor;
- ✓ Receive approval of the worship committee and Session to use First Presbyterian Church property for the wedding ceremony.

4. A pastor on the staff will serve as the officiating minister. The service is under the direction of the pastor(s) and session of First Presbyterian Church. Guest pastors may be invited to participate in the service; however, the guest pastor must be approved by the officiating First Presbyterian Church pastor and the session. The guest pastor will participate at the discretion of the officiating First Presbyterian Church pastor.

1.2 WEDDING COORDINATOR

The wedding coordinator of First Presbyterian Church is required for all church weddings, **except for simple weddings with less than 25 people attending and no rehearsal.** This person will assist the pastor(s) and the bridal party with arranging church details for the wedding. This person will help in advising the couple and the family regarding the rehearsal and coordinating the wedding service plan.

The wedding coordinator will make contact as soon as the wedding date has been set at the church office. Church members will pay fees for the wedding coordinator.

1.3 WEDDING SERVICE BULLETIN

Some couples choose to have a bulletin for their wedding service, giving the order of worship and listing all the participants. There is no charge for this bulletin. Couples requesting a bulletin shall provide all relevant information to the pastor NO LATER THAN TWO weeks prior to the wedding.

1.4 APPLICATION FOR USE OF CHURCH'S FACILITIES

The dates for the use of the church facilities should be cleared with the pastor and the church administrator so that reservations may be entered on the church calendar. No weddings, rehearsals, or receptions, at the church, may be scheduled for New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, Holy Week, Sunday mornings or Sunday evenings. Weddings will ordinarily not be scheduled during Advent, Lent, or during other special occasions in the life of the Church.

If the reception is to be held in the Ryan Hall or the Family Life Center, the church administrator should also be contacted for arrangements and clearing of the dates. Once the dates have been cleared on the church's calendar, an application for the use of the church's facilities for a wedding must be filled out and submitted to the office. The Worship Committee will be notified of the wedding for its approval. This application may be obtained from the church office.

1.5 MUSICIANS

Musicians participating in the wedding service will normally be members of the music staff (or choir) of First Presbyterian Church. It is recommended that the church organist/pianist be employed for the wedding, and qualified soloists can be recommended by the pastor or music staff. All arrangements for organists, singers, other musicians, and the selection of music shall be made in consultation with the pastor of this church and the organist.

If the church organist/pianist on staff is to be employed for the wedding, he/she needs to be contacted when the wedding date is approved and before counseling begins with the pastor. It should not be assumed that he/she will automatically be available! The organist and any soloist will be paid separately by the family at least 14 days before the wedding. See schedule of fees.

An appointment will be made to discuss and select the music for the wedding. Music for the wedding service should be to the glory of God, who sanctifies marriage. The church organist/pianist will assist in selecting appropriate music for the wedding service.

A vocal soloist or other instrumentalists can add a special touch to any wedding. The approval from the minister and the organist/pianist should be acquired before any arrangements are made. All solos must be of a sacred nature and be approved by the pastor. The staff can also assist in securing a qualified guest soloist, if need be.

1.6 CELEBRATION OF THE LORD'S SUPPER

Communion is not traditionally a part of the marriage service of the Presbyterian Church. If the Lord's Supper is to be celebrated, it is necessary to obtain the approval of the Session, not only for the communion, but approval of the presiding pastor as well. Two First Presbyterian Church Elders must be present to prepare and serve the elements. It is suggested than an option to serving communion at the wedding ceremony would be to serve at the wedding rehearsal, with the above requirements met.

1.7 DECORATIONS

Flower decorations must be in place three hours before the wedding begins.

A beautiful sanctuary for worship requires only simple decorations, and, therefore, flowers and decorations must be in keeping with the dignity of this church. Nothing damaging to the building or the furniture will be permitted. This includes thumbtacks, tape, nails, screws, etc. No decorations allowed on the pews. The communion table in the Schreiner Chapel may be moved from the chancel area with the pastor's approval. The communion table in the sanctuary may not be moved. A kneeling bench and two floor stands and vases, all fitting with the décor of the sanctuary, are available at no charge.

The bride will furnish candles, of a dripless variety if using candelabras. Protective covering provided by the bride/groom (Saran wrap, waxed paper, or plastic) shall be used under each candelabrum and unity candle (if used).

If the bride/groom desires to leave the flowers for the Sunday worship service, she/he should decide with the church administrator ahead of the wedding date.

The piano in the Sanctuary may not be moved. If the piano in Schreiner Chapel is to be moved, it must be approved in advance by the church organist. It is the responsibility of the bride's family to arrange with the church administrator the moving of the piano. The piano must be returned to its proper place immediately following the ceremony.

Any equipment belonging to the florist and decorations of any kind must be removed from the sanctuary immediately following the ceremony but not until all guests have vacated the room. Only the wedding coordinator may change the paraments on the pulpit, the lectern and the frontal cloth on the communion table.

1.8 KEEPING A RECORD OF THE WEDDING

Photographs - Wedding pictures are an important part of the occasion and the church and the pastor(s) want to cooperate. There are some restrictions that the photographer must abide by so that the wedding service will not be interrupted or the people distracted. The photographer should be informed of these restrictions.

1. At no time and under no circumstance will flash photographs be taken, either by a professional photographer or by guests, while the ceremony is in progress. Pictures of the bride and parents may be taken in the narthex (foyer) of the sanctuary, but not after they are in the doorway of the central aisle. The photographer may not be in the aisle during the processional or distract in any way from the worship service. A limited number of time exposures or pictures taken without flash may be taken from the balcony, provided there is no noise or other distraction. Pictures of the wedding party may be taken before or after the wedding service. Flash and lighting equipment may be used at that time and during a reception in the Ryan Hall, Ryan Court Yard or Family Life Center. Pictures may be taken in the sanctuary before the service, but must be completed one hour prior to the beginning of the wedding.
2. Videotaping - The service may be videotaped without the use of additional lighting. The service of worship must be free of distraction and, therefore, the following restrictions apply: Only one video camera may be used. The person selected to videotape the ceremony must be present at the rehearsal to find the proper place to stand (or sit) to get a good picture without further movement. The pastor or Wedding Coordinator will assist the person in finding an appropriate location. The video photographer will enter the chancel from a side entrance at least twenty minutes before the start of the ceremony.
3. Tape Recording - If a tape recording of the ceremony is required, please decide with the Wedding Coordinator to assure proper (out of sight) location of equipment.

1.9 MARRIAGE LICENSE

A marriage license is required before the ceremony can be performed. In Texas you need to secure a marriage license at least 72 hours before the wedding. A license may be secured from the local county clerk or from the county of your choice. The marriage license should be delivered to the presiding pastor at the time of the wedding rehearsal.

2.0 RICE/CONFETTI/ROSE PETALS

Rose petals, potpourri, etc., stain the carpet and are not allowed unless contained in a basket. Rose petals, potpourri, or paper may be carried in the flower girl's basket or in some other way displayed but, in any case, will **not** be scattered on the carpet or floor.

No rice or confetti may be thrown within the church buildings or on the grounds. The church suggests using birdseed outside. It is more compatible with the environment.

2.1 WEDDING REHEARSAL

The wedding rehearsal should begin promptly at the scheduled time and should proceed in a quiet and reverent manner. Brides and grooms should insist on members of the wedding party being prompt and dressed in a manner fitting for the rehearsal of a wedding in a sanctuary. No food or drink is allowed in the sanctuary.

No tobacco products or alcoholic beverages are allowed in any part of the church campus at any time. Please inform wedding attendants and family members of this ahead of time. The pastor will not perform the wedding ceremony if the bride(s) and/or groom(s) are intoxicated and impaired in any way.

2.2 RECEPTION

Ryan Hall, the courtyard, and the Family Life Center may be used for the reception. The courtyard and lawn behind the educational building and chapel may be used for the reception in good weather.

Kitchen facilities, including punch cups and dessert plates, are available without charge to members.

Both members and non-members alike are required to place a \$150.00 deposit with the church office 30 days in advance of the wedding for use of the kitchen facilities and equipment. The deposit will be returned if there is no breakage or damage to equipment. Cakes, punch, decorations, including the napkins and tablecloths, are furnished by the family. Arrangement for the removal of articles brought in specifically for the wedding service or reception is the responsibility of the family. All such articles must be removed on the day/evening of the ceremony. If such articles are not removed, custodial service fees will be applied at the rate of \$20.00 per hour to remove the articles and will be deducted from the facility deposit.

2.3 DRESSING ROOMS

The Wedding Coordinator will assign dressing rooms to be used by the bridal parties before the wedding ceremony. Water only will be allowed in the dressing rooms. Wedding dresses and flowers delivered to the church before the ceremony should be in the keeping of some member of the bride's family. The church cannot accept the responsibility for such articles. All clothing, clothes racks, boxes, etc., must be removed from the church's facilities the day/night of the ceremony. The rooms should be left in the condition they were found.

2.4 USE OF KEY

A building key can be checked out from the church office with a **\$30.00 deposit**. The key must be returned to the office on the next working day after the wedding for the deposit to be returned in full.

2.5 DEPOSITS, FACILITY FEES, and When They are Due

The facility deposit of \$200.00 will be paid when the wedding is scheduled and on the church calendar. **All facility fees are to be paid 30 days prior to the wedding**, this includes the kitchen use deposit of \$150.00. All other payments, including to individuals involved in the service, should be delivered to the church office **14 days in advance of the date of the wedding** (see fee schedule).

The facility wedding deposit and kitchen use deposit will be refunded within 30 days after the wedding once the church Custodian has certified to the Church Administrator that no damage has been done to the church's buildings, furnishings and kitchen equipment, and that no other lead custodial fees were accrued (see section 2.7).

2.6 LEAD CUSTODIAN

The use of the church's Custodian is required for the necessary duties. The custodial fee rate is \$20.00 per hour and is paid by the church for up to 10 hours of the Custodian's time for wedding services. The lead custodian will:

1. Have the facilities clean, open at the proper time, have lights and air conditioning/heating on.
2. Rehearsal: Unlock sanctuary 15 minutes before rehearsal is scheduled, be present if needed during the rehearsal, and lock and turn off lights, heat/air conditioning, do any necessary straightening and cleaning, etc., following the rehearsal. *(approximately one and a half hours)*
3. Wedding: Unlock facilities three hours before the wedding is scheduled. He will be present and available from that time until after the wedding is over, pictures taken, and florist has removed all items. He will clean the sanctuary and lock up. *(Approximately four hours.)*
4. Reception: The Custodian will be present during the reception to wash dishes and will clean and lock-up. *(Approximately three to four hours.)*
5. Receptions with 100 guests will require one custodial assistant for a flat rate of \$100.00, to be paid by the family. One additional custodial assistant will be required for every 100 guests after that, not to exceed 300 guests as that is the capacity of Ryan Hall.

2.7 OTHER EXPENSES

- Lead custodial support at the rate of \$20.00 per hour if hours go over the required 10 (see 2.6).
- Reception size determines the need for custodial assistance to be paid by the family (see 2.6.5).
- LIABILITY
- The party arranging for the wedding shall be responsible for any damage done to church furnishings or buildings by the wedding party, florists, or photographers.

First Presbyterian Church Kerrville

Wedding Application

Today's Date _____

Requested Wedding Date: _____ Wedding Time: _____

Rehearsal Date: _____ Rehearsal Time: _____

Bride/Groom: _____ E-mail: _____

Contact number(s): _____

Address: _____

Church Membership: _____

Bride's/Groom's Parents: _____

Bride/Groom: _____ E-mail: _____

Contact number(s): _____

Address: _____

Church Membership: _____

Bride's/Groom's Parents: _____

Pastor Requested:

Provide contact information of co-officiant if not affiliated with First Presbyterian Kerrville:

Organist: _____ Phone: _____

Soloist: _____ Phone: _____

Florist: _____ Phone: _____

Caterer: _____ Phone: _____

Photographer: _____ Phone: _____

Facilities to be used:

...(Circle all that apply)...

Sanctuary

Chapel

Family Life Center

Ryan Hall

Ryan Courtyard

MSS Living Room

Kitchen (in Ryan or FLC)

Dressing room for Bride/Groom and Attendants

Dressing room for Bride/Groom and Attendants

Will there be a reception? Yes No If yes, approximately how many guests? _____



Who will be financially responsible for any damages to church property or equipment?

Name: _____ Contact number: _____

Address: _____

Email: _____



It is understood that all policies set forth in the First Presbyterian Church Wedding Policy are to be adhered to and all participants in the service so advised.

Will you agree to abide by the guidelines for weddings at FPC in Kerrville?

Bride's/Groom's Signature _____ Date: _____

Bride's/Groom's Signature _____ Date: _____

Wedding Fee Schedule for Members of First Presbyterian Church Kerrville

****Refer to 2.5 in policies for information on deposits, facility fees and when they are due.**

Use of Facilities for Weddings: (check made out to First Presbyterian Church)

Church Member Fee Schedule

Wedding Deposit (facility)	\$200.00	(Note: <i>Refunded with conditions, see 2.5</i>)
Sanctuary	\$0	(Capacity 550)
Chapel	\$0	(Capacity 250)
Myrta Scott Schreiner Building	\$0	(Living room capacity is 20)
Ryan Hall	\$0	(Capacity 100 seated and 300 reception)
Ryan Courtyard	\$0	(used for pictures, overflow from Ryan Hall)
Kitchen Deposit	\$150.00	(Note: <i>Refunded with conditions, see 2.2</i>)
Family Life Center	\$0	(Capacity 500)
Key to Building	<u>\$30.00</u>	(<i>Refundable when key is returned, see 2.4</i>)

Total

Staff Musicians

Organist/Pianist	\$200.00	(Check made out to the organist)
Additional Rehearsal Fee (includes fee for soloist rehearsal)	\$50.00	
Small Wedding	\$75.00	(no rehearsal)

Custodial Assistance

_____ (see 2.6 in policies)

FPC Wedding Coordinator

\$ 300.00 (*See 1.2. check made out to the coordinator*)

Pastors

Suggested honorarium \$200.00 (*check made out directly to the pastor*)

Total

Church Representative Taking Application: _____

Date: _____

Approval by Presiding Pastor: _____ **Date:** _____

Approval by Worship Committee: _____ **Date** _____

Wedding Fee Schedule for Non-Members of First Presbyterian Church Kerrville

****Refer to 2.5 in policies for information on deposits, facility fees and when they are due.**

Use of Facilities for Weddings: (check made out to First Presbyterian Church)

Church Non-Member Fee Schedule

Wedding Deposit (facility)	\$200.00	(Note: Refunded with conditions, see 2.5)
Sanctuary	\$1500.00	(Capacity 550)
Chapel	\$500.00	(Capacity 250)
Myrta Scott Schreiner Building	\$100.00	(Living room capacity is 20)
Ryan Hall	\$200.00	(Capacity 100 seated and 300 reception)
Ryan Courtyard	\$100.00	(used for pictures, overflow from Ryan Hall)
Kitchen Deposit	\$150.00	(Note: Refunded with conditions, see 2.2)
Family Life Center	\$250.00	(Capacity 500)
Key to building	<u>\$30.00</u>	(Refundable when key is returned, see 2.4)

Total

Staff Musicians

Organist/Pianist	\$200.00	(Check made out directly to the organist)
Additional Rehearsal Fee (includes fee for soloist rehearsal)	\$50.00	
Small Wedding	\$ 75.00	(no rehearsal)

Custodial Assistance

_____ (see 2.6 in policies)

FPC Wedding Coordinator

\$300.00 (see 1.2. check made out to the coordinator)

Pastors

Suggested honorarium \$ 200.00 (check made out directly to the pastor)

Total

Church Representative Taking Application: _____

Date: _____

Approval by Presiding Pastor: _____ **Date:** _____

Approval by Worship Committee: _____ **Date** _____