

First Presbyterian Church



Dear Friend,

Congratulations! And thank you for your inquiry about our facilities for your upcoming wedding. We hope we will be able to assist you in hosting your wedding. But even more importantly, we desire to be a community of faith that assists couples before the wedding day and beyond in building both a loving and lasting relationship.

The wedding day has always been a significant event in peoples lives, but weddings are often more complex than they once were. This booklet will answer your questions regarding our wedding policy and expenses which will be incurred.

Feel free to discuss with the Wedding Coordinator any matters not discussed in this booklet. Also, please bring the enclosed forms with you to your meeting with the Wedding Coordinator.

Thank you for your cooperation.

Sincerely,

The Staff at First Presbyterian Church

First Presbyterian Church
650 - 2nd Avenue North, Fargo, North Dakota 58102
Phone: 701.293.6311 Fax: 701.293.9067
www.firstpresfargo.org

Request for Wedding Ceremony at First Presbyterian Church

Wedding Date Desired: _____ Time: _____

Bride's First and Last Name: _____

Phone Number: _____

E-Mail: _____

Address: _____

Groom's First and Last Name: _____

Phone Number: _____

E-Mail: _____

Address: _____

Rehearsal Date Desired: _____ Time: _____

Member of First Presbyterian Church? _____

If no, then please answer below:

Home Church: _____

If you desire a pastor other than one from First Presbyterian to perform the ceremony, please answer below:

Officiant Name: _____

Phone Number: _____

E-Mail: _____

Thank you! Please return this completed form to:

Laura Caroon, Communications Specialist
First Presbyterian Church -or- lcaroon@firstpresfargo.org
650 2nd Ave North
Fargo, ND 58102

You will be contacted when your request has/has not been approved by the Session*, and a pastor and wedding coordinator has been assigned. After approval, you will need to return your signed wedding policy and the deposit to the church office to reserve your date on the church calendar.

*Note: Session meets the third Monday of each month.

Wedding Policy

First Presbyterian Church

650 2nd Ave N

Fargo, ND 58102

701.293.6311

www.firstpresfargo.org

Office Hours: M-TH 8-5pm, F 9-1pm

One of God's greatest gifts and blessings to humanity is holy marriage, "which is instituted of God, regulated by his commandments, blessed by our Lord Jesus Christ, and to be held in honor among all people." Weddings are times of both joy and reverence. The companionship of marriage is deep joy and also calls for reverence because of the deep commitment two people make to each other under the grace of God.

The Constitution of the Presbyterian Church USA clearly and definitively on "The Christian Service of Marriage," saying,

"(Marriage) has been declared holy throughout the life of the church" and "those who pledge themselves each to the other in the sight of God are promised God's help as they enter into the joys and duties of life together."

The Christian marriage ceremony is a service of worship before God, normally conducted within the sanctuary. The service shall be under the sole direction of the minister. Within the bounds of the responsibility for the supervision and direction of worship, the Session of this church bears responsibility for the service for Christian marriage. Hence, the First Presbyterian Church governing body, the Session, approves this guide.

Pre-marital Counseling

The Pastor performing the wedding will meet with the couple to discuss and plan the service and will also seek to lay a Christian foundation, inform the couple of the commitment and discover issues of and within their marriage. This will normally require between three and four meetings. Since both the bride and groom are expected to attend all sessions, appointments should be made as early as possible, usually four to six months before the wedding.

Schedule of the Ceremony

No weddings or wedding activities are scheduled during Holy Week (between Palm Sunday and Easter Sunday), on the first Friday or Saturday in November, on Christmas Eve, Christmas Day, New Year's Eve or New Year's Day. All Saturday weddings scheduled September-May can not take place between 4:30-6:30pm. The scheduling of a wedding is begun after a Request for Wedding Ceremony at First Presbyterian Church has been submitted to the church by the couple. After the ceremony date has been approved by the Session and a pastor has been assigned, the couple will be notified. The dates will then be permanently placed on the church's calendar after receiving the deposit, and signed policy. Public announcements of the wedding date should wait until this process has been completed.

In planning your wedding at First Presbyterian Church, these policies shall be followed:

1. Minister Performing the Ceremony

A minister from First Presbyterian Church shall normally officiate all weddings held at the church. If the couple desires another minister to assist in the ceremony, approval from a First Presbyterian Church pastor is required. Ministers not of First Presbyterian Church may officiate at a service with approval of the Session. The couple will provide in writing the visiting pastor's name, church affiliation, address, telephone number(s), and e-mail address upon their first meeting with the First Presbyterian minister. The First Presbyterian minister will extend an invitation to the visiting minister.

2. Order of the Service of the Marriage

Since the marriage ceremony is a worship service, the Book of Order prescribes the order of worship.

“The marriage service shall begin with a brief statement of the meaning of Christian marriage. At appropriate times during the ceremony there shall be prayer for the couple...exchange of vows...Scripture appropriate for the occasion...a charge to the couple...(public declaration) that this man and woman are now joined in marriage according to the ordinance of God and the law of the state...benediction”...W-49.004

The order of worship shall include affirmation of commitment to Jesus Christ as Lord and Savior and affirmation of commitment by both the bride and groom to each other. The ceremony may include affirmation of the families and friends, particular vows along with the exchange of rings, prayers, Scripture readings, and a brief homily by the minister. Special music or hymns are also appropriate to include in the service.

The minister from First Presbyterian Church has full responsibility for the order of worship. The couple may assist the minister in planning the marriage service.

3. Use of the Building

The sanctuary is available for weddings. The sanctuary can seat between 550-600 guests.

4. Arrangements and Decorations

“Flowers, decorations and other appointments should be appropriate to the place of worship...” W4.9005

The sanctuary is furnished with symbols of our Christian faith such as the baptismal font, communion table and the pulpit. Decorations or flowers shall not obscure these symbols. When planning for flower arrangements and decorations, the couple is urged to remember the church's valuing of simplicity. Candelabras, floral arrangement, unity candle(s) and/or pew markers are permitted if placed in the appropriate location. Please consult with the Wedding Coordinator for guidance on your flowers and decorations. Special flowers and decorations used by the church during Advent and Christmas seasons may not be moved for the wedding without permission from the minister or Wedding Coordinator. No tacks, nails, tape, sticky tape, wire, or other materials that will deface the church property will be used. All flowers and decorations should be removed immediately after the wedding in order for the church to be ready for the next scheduled

use. Donation of floral arrangements for Sunday's worship service is appreciated. If this is your desire, please consult the Wedding Coordinator.

The facilities will be open one hour before rehearsal and four hours before the wedding. Please *do not* arrive to the church more than four hours before the wedding. The wedding couple will be responsible for alerting family, bridal party, guests, and vendors of these rules. The sanctuary is normally available for decorating on the day of the rehearsal during usual church office hours *if* an appointment is made through the church office.

5. Music

"Music suitable for the marriage service directs attention to God and expresses the faith of the church." W-2.1004

It is requested that the bride and groom schedule a time with the church organist and/or Director of Music Ministry to discuss the selection of music for the service. The church organist is often available to play for weddings. If the organist is not available, he/she could assist the couple by providing names of other organists. If the couple would like to invite another organist to play, the guest organist should contact the church organist regarding the use of the organ and practice times.

All music used during the wedding ceremony must direct attention to God and express the faith of the church. Although it is possible that some secular songs may achieve this purpose, generally such songs are better used at the rehearsal dinner or reception. It is the responsibility of the wedding party to provide any sheet music the organist does not possess. Songs that extol romanticized or secular ideas about love and marriage are nearly always inappropriate. The congregational singing of hymns is encouraged. The minister and the church musicians will suggest appropriate musical selections. They will make every effort to consider and accommodate the requests of the couple.

If special vocal or instrumental music is to be provided with the accompaniment of the church organist, it may be necessary to make arrangements for a rehearsal in addition to the standard rehearsal. The soloist is responsible for initiating such arrangements with the organist. The organist reserves the right to charge a higher fee if more than one rehearsal is required. All pre-recorded music is discouraged, and the minister will make all final decisions concerning the appropriateness of music. A list of suggested music will be provided to the couple.

If the bride and groom want to include a vocal or instrumental soloist in their wedding, but do not know whom to contact, one of the church musicians will make recommendations. Financial arrangements must be made privately with that musician(s).

6. Photography/Sound System

The church understands the desires to have wedding pictures, however, distractions during the wedding service are not permitted. Flash photographs may be taken in the sanctuary **before and after the service of worship. Photographs may be taken during the processional (seating of the family and entrance of the wedding party) and the**

recessional. Flash photographs are not allowed to be taken during the service. It is the couple's responsibility to inform the photographers and family of the above policy. If a photographer wishes to take a look at the sanctuary or set up equipment in advance, they will need to make an appointment to do so through the church office. Formal pictures should be concluded an hour before the wedding ceremony begins. Videotaping of the service is allowed by available lighting only (no floods) and the camera(s) and operator(s) must remain stationary and in an unobtrusive location. The minister must approve the location of the camera(s). The display of a video presentation prior to or during the service is not allowed. The use of the church's sound system is encouraged. An audio taping of the service is possible through the sound system. A member of the sound system team is available to run the system and can be coordinated through the Wedding Coordinator.

7. Wedding Coordinator

It is suggested that the services of First Presbyterian Wedding Coordinator be used for the planning, rehearsal, and service. If the wedding party has two (2) or more attendants or plans to invite seventy-five (75) guests or more, the Wedding Coordinator must be used. The Wedding Coordinator is available to assist in the planning, to direct the rehearsal and wedding and to assist the minister. The Wedding Coordinator will oversee the arrangements and details of the wedding and discuss the policies and fees of the church with the couple. All forms and payments can be given to the Wedding Coordinator, or returned to the church office.

8. Miscellaneous

Wedding bulletins are prepared at the discretion of the couple with consultation and approval from the Wedding Coordinator. The printing of the program is the responsibility of the couple.

Paper aisle cloths are available for purchase from the church. Check with the Wedding Coordinator for more information.

Rice, bird seed, or confetti may not be thrown in or on the church grounds or buildings.

Real or silk flower petals may be thrown in the aisle by the flower girl, if desired.

No alcoholic beverages are to be served on the premises or used on the grounds. No person under the influence may participate in the rehearsal or marriage service.

Smoking is not permitted in the buildings and is limited on the grounds to areas where ash receptacles are available.

The wedding party and families are responsible for retrieving belongings, food and personal items and for returning the church to the same state as prior to the event.

Garbage should be placed in appropriate receptacles.

The wedding party and families are responsible for advising all who assist in preparations and/or take part in the wedding service of these guidelines and policies.

9. Schedule of Fees

For active members of First Presbyterian Church and their children, there is no charge to use either the Sanctuary or Social Hall. A reasonable fee is charged for non-members.

However, custodial fees and honorariums will be assessed to both members and non-members according to the fee schedule.

Attached to this policy is the listing of current fees and suggested honorariums for the minister, Wedding Coordinator, sound system person, musicians, and other persons assisting with the wedding. For non-members, a fee will be assessed for the use of the facilities, in addition to the other fees and honorariums.

A \$100 deposit is required to reserve the date for members and a \$300 deposit is required to reserve the date for non-members. This deposit is non-refundable. The deposit will be applied toward total fees due.

Schedule of Fees

| | |
|--|-----------|
| Use of Sanctuary, member | No charge |
| Custodial fee, member | \$175.00 |
| Use of Sanctuary, non-member | \$500.00 |
| Custodial fee, non-member | \$175.00 |
| Church's Wedding Coordinator | \$125.00 |
| Church's organist, wedding only | \$125.00 |
| Rehearsal & wedding | \$175.00 |
| (depends on musical selections and amount of music selected) | |
| Church's Sound System, no rehearsal | \$ 50.00 |
| With rehearsal | \$ 75.00 |

Suggested Honorariums

Pastor \$200-250.00
(This is a suggested honorarium for church members, but is a required fee for non-church members.)

Church Choir(s) or Hand bells \$250.00
(includes \$150.00 for the Director's honorarium and minimum of \$100.00 donation to the choir)

Above fees and honorariums are payable to the First Presbyterian Church prior to the rehearsal (give fees to wedding coordinator). The church will deduct from the fees and honorariums appropriate employment taxes.

Guest musician Determined by musician(s)
Above Payable to the individual prior to the rehearsal.

Wedding Contract

We, the bride and groom, have read the First Presbyterian Church Wedding Policy and will abide by all guidelines and procedures as stated therein. If destruction of property or undue custodial services are required during the rehearsal or wedding, we agree to remunerate the church for such damages or services.

Bride Name _____ Phone # _____

Bride Signature _____

Groom Name _____ Phone # _____

Groom Signature _____

Wedding Date _____

Please return this sheet along with deposit to the Wedding Coordinator to reserve the wedding date.

Contacts

| | |
|---|---------------------|
| First Presbyterian Church | 701.293.6311 |
| The Rev. Dr. Steve Shive sshive@firstpresfargo.org | 701.293.6311 ext 12 |
| Rev. Mary Jo Holtey mholtey@firstpresfargo.org | 701.293.6311 ext 11 |
| Rev. Julie Tweit julie@boulgerfuneralhome.com | 701.298.6487 |
| Beth Jorgensen, Receptionist bjorgensen@firstpresfargo.org | 701.293.6311 |
| Laura Caroon, Communications Coord. lcaroon@firstpresfargo.org | 701.293.6311 ext 16 |
| Mary Beth Berg, Organist mbberg@firstpresfargo.org | 701.293.6311 ext 24 |
| Wedding Coordinators | |
| Krista Johnson ksjpiano@yahoo.com | 701.235.2466 |
| Paula Christensen paulaandtoby@msn.com | 218.233.5350 |
| Pennie Humphrey thepenski@msn.com | 701.235.9193 |

Wedding Ceremony Checklist for Couples

First Presbyterian Church, Fargo, ND

Date Completed

- _____ Turn in *Request for Wedding at First Presbyterian Church* form
- _____ Deposit and signed copy of wedding policy given to the church office or Wedding Coordinator
- _____ Receive approval for wedding date, and arrange with minister to officiate
- _____ Meet with Wedding Coordinator
- _____ Schedule Pre-Marital Counseling with minister
- _____ Attend Pre-Marital Counseling
- _____
- _____
- _____ Schedule rehearsal date with Wedding Coordinator
- _____ Fill out *Wedding Worksheet* and return to Wedding Coordinator at least one week prior to wedding
- _____ Fill out *Wedding Arrangements* sheet and return to Wedding Coordinator at least one week prior to wedding
- _____ Fill out *Wedding Costs* sheet and return to Wedding Coordinator or Church Office along with check for remainder of fees due before the rehearsal date

Wedding Worksheet

Wedding Date _____ Time _____

Bride _____ Phone# _____

Address _____

E-Mail _____

Groom _____ Phone # _____

Address _____

E-Mail _____

Previously married? _____ Children & ages _____

Estimated Attendance _____

Bride's Parents _____

Bride's Grandparents _____

Groom's Parents _____

Groom's Grandparents _____

Other Special Guests _____

Concerns for handicapped guests _____

Bride's Attendants

Maid/Matron of Honor _____

Bridesmaids (In order) _____

Flower Girl _____ Age _____ Standing with wedding party? _____

Personal Attendant _____

Groom's Attendants

Best Man _____

Ushers _____

Groomsmen (In order) _____

Ring Bearer _____ Age _____ Standing with wedding party? _____

Readers: _____

Who will give the bride away? _____

Will attendants walk down the aisle in singles or couples? _____

Bride or Groom seating or mixed sides? _____

Who will seat the parents? Bride's _____ Groom's _____

Will grandparents be seated separately? _____

Aisle Runner ___yes ___no Who will unroll it? _____

Candelabras ___yes ___no Who will light them? _____

Do you plan to have music? (Be sure to contact all who are involved well in advance.)

Before ___yes ___no During ___yes ___no After ___yes ___no

Organist _____ Pianist _____

Soloist(s) _____

Song Titles for Ceremony _____

Will couple usher guests out? ___ ___ If not, which ushers? _____

Will dressing rooms be needed for bridal party & groomsmen? ___yes ___no

Will bride & groom see each other before the ceremony? ___yes ___no

Pastor performing ceremony _____ Phone # _____

Name of Photographer _____ Phone # _____

Notified of policies? _____ Time of Arrival: _____

Name of Videographer _____ Phone # _____

Name of Florist _____ Phone # _____

Delivery time: _____ Roses for moms? _____ Leave for Sunday? _____

Place of reception _____

Rehearsal Date _____ Time _____

Wedding Coordinator _____

Couple's residence after wedding _____

_____ Phone # _____

Notes _____

Please complete this form and return to wedding coordinator at least one week prior to wedding.

*First Presbyterian Church
Fargo, North Dakota
Wedding Arrangements*

Names _____ and _____

Wedding Date _____ Time _____ Coordinator _____

Phone # _____ Rehearsal Date _____ Time _____

Aisle Cloth

Cost is \$32.00

Yes _____ No _____

Candles

The church has six candelabras, two of each of the following: spiral (15 candles each), arch (15 candles each), and branch (7 candles each). All candelabras take 12" driplless candles. Aisle candle holders are also available and take 6" driplless. *All aisle & candelabra candles are to be purchased through the church.* If the couple wants a Unity Candle, it must be provided by the couple along with two tapered candles.

Who will light these? Candlelighters or Ushers

Aisle Candles: 18 candles x \$1.00/ea = _____

Candelabra:

1. Spiral (1 or 2)
2. Arch (1 or 2)
3. Branch (1 or 2)

How many candles? _____ x \$1.75/ea = _____

Church's Unity Candle holder? Yes _____ No _____

Couple must furnish Unity Candle and two 9" taper candles.

Music

Piano? Yes _____ No _____

Soloist? Yes _____ No _____ Microphone? Yes _____ No _____

Soloist accompanied by: Piano _____ Organ _____ Nothing _____ Other _____

Decorating

Any decorating will be done during church hours – 8:00-5:00 Monday - Thursday & 8:00-4:00 Friday (Fall-Spring)
8:00-5:00 Monday – Thursday & 8:00-1:00 Friday (Summer)

The church will be open **4 hours** prior to the service and **1 hour** prior to rehearsal. Be sure to tell your florist this **well in advance**. There will be an additional custodial fee charged for any special access to the church.

CONFETTI, RICE, CEREAL AND BIRD SEED IS PROHIBITED AT THE CHURCH.

Please return this form at least four days prior to wedding day. One copy to wedding coordinator, and one to facilities staff.

Any questions, contact the church office at 293-6311.

First Presbyterian Church
Fargo, North Dakota

Wedding Costs

Name of Bride & Groom _____

Date of Wedding _____

Pastor Officiating _____

*Payment of all costs is expected to be made **no later than** the rehearsal. Payments may be turned in to the Wedding Coordinator, or brought to the church office. Please make check payable to "First Presbyterian Church".*

| Professional Services | Name | Cost | Misc. |
|---------------------------------|--------------------------|------|-------|
| Minister | | | |
| Wedding Coordinator | | | |
| Custodian | | | |
| Sound Board Technician | | | |
| Organist | | | |
| Other Musicians | | | |
| Other | | | |
| Items and Services | | | |
| Use of the Church | | | |
| Candelabras | # candles _____ x \$1.75 | | |
| Aisle Candles | 18 candles x \$1.00 | | |
| Aisle Cloth | | | |
| Other | | | |
| Reception | | | |
| Use of Social Hall | | | |
| Additional Custodial Fee | | | |
| Other | | | |
| Total Costs | | | |
| Minus Deposit Paid | | | |
| Total Due | | | |

2/19/2008