



United Presbyterian Church WEDDING POLICY

Brief Statement of Christian Marriage

We are pleased that you wish to be married in the sanctuary of United Presbyterian Church, and we take this opportunity to acquaint you with our policies so that your wedding ceremony will be a meaningful worship service. The church is guided in these wedding policies by the Directory for Worship of the Presbyterian Church (U.S.A.).

The Christian marriage ceremony is a service of worship before God. As such, reverence is expected on the part of all present. Because of the distinctly Christian orientation of the marriage liturgy, it is expected that at least one of the partners is a professing Christian, and that ordinarily both of them will share a common Christian Faith. The church looks upon the public expression of your marriage commitment in the context of this worship service as a means of strengthening the foundation of your marriage.

Since the marriage ceremony is a service of worship, it may take one of several approved forms. The officiating minister from UPC will discuss the various liturgical possibilities with each couple and guide them in their choices. It is understood, however, that each couple has the responsibility for acquainting themselves with this wedding policy and for abiding by it. Whether or not the persons to be married are members of United Presbyterian Church, the service shall be under the sole direction of the officiating minister from UPC. The choice of United Presbyterian Church for your wedding assumes your willingness to respect the theological integrity of the Reformed tradition.

Scheduling Your Wedding

Before a date is set for the wedding or any other plans made, the couple must contact the church office manager and arrange for an initial meeting with the minister. We will also provide the necessary forms to be read and signed including *Wedding Information*, *Building Use Policy* and *Facilities Use Agreement*. No weddings or rehearsals will be scheduled to take place on the following days (special arrangements may be made at the Pastor's discretion): Sundays, Holy Week, Thanksgiving Holidays, Christmas Holidays

Officiating Minister

Ordinarily the minister of United Presbyterian Church officiates at all weddings held at the church. If, however, the couple desires to invite another Presbyterian minister to officiate, this may be done through the minister of United Presbyterian Church. In the event that the couple desires to invite a minister from another denomination to assist in officiating, this may be done at the discretion of the pastor and by his or her invitation to the visiting minister.

Premarital Conferences

Because the church supports this important and serious commitment in your life, each couple is required to participate in a series of premarital conferences with the minister of United Presbyterian Church. The conferences shall include both the bride and the groom and will concern the following:

- the nature of their Christian commitment, assuring that at least one is a professing Christian,
- the legal requirements of the State
- the privileges and responsibilities of Christian marriage
- the nature and form of the marriage service
- the vows and commitments they will be asked to make and the relationship of these commitments to the life of discipleship
- the resources of the faith in the Christian community to assist them in fulfilling their marriage commitments.

You are responsible for contacting the officiating minister to schedule these conferences.

Wedding Coordinator

UPC's wedding coordinator works under the purview of the Worship Committee of the Session and the minister to help coordinate all activities at the church. The bridal couple should schedule a meeting with the wedding coordinator soon after the wedding has been scheduled. The wedding coordinator will assist you in making decorating decisions as well as other details leading up to the wedding. Please communicate to the coordinator any special arrangements as related to flowers, pew decorations, candles, seating, etc. The wedding Coordinator will be present to assist the minister in directing the wedding rehearsal, as well as being present the day of the wedding. Consultants employed privately by the bridal couple shall work under the direction of the officiating minister and the wedding coordinator of United Presbyterian Church. ***Outside wedding planners do not take precedence over the Church wedding coordinator.***

Music/Accompanists

The music accompanying the marriage liturgy shall direct attention to God and express the faith of the church. Furthermore, special care shall be taken to assure that it is reverent and consistent with the church's standards for the worship of God. Since the wedding is a worship service, it is entirely appropriate for the congregation to join in the singing of hymns and songs. Please refrain from selecting popular love songs and using recorded music during the ceremony.

You are responsible for contacting the organist and/or pianist as soon as possible after the wedding is scheduled. The bride and/or groom must meet with the organist and/or pianist at least 30 (thirty) days prior to the wedding to discuss music choices. The organist and/or pianist can discuss with you and make suggestions for musical selections, instrumental and/or vocal, for the processional, recessional, and other music for the service from which to choose. In the event of a dispute concerning the appropriateness of a piece of music, the officiating minister has the final say. Wedding programs should not be printed until all music choices are approved.

Decorations/Flowers

When decorating the sanctuary, some liturgical art and furniture may be removed, but must be restored to their original positions immediately after the ceremony is complete. No seasonal decorations shall be removed from the sanctuary. No decorations are allowed on the organ or piano. The piano, drums, hymnals and Bibles cannot be moved. Decorations shall be attached to

pews with elastic bands or bow holders. Regarding all matters related to decorations, the wedding coordinator and minister have final say and supervision.

Deliveries of flowers and other decorations may not be made to the church prior to the arrival of the bridal party. The florist or other party designated to decorate (friend or relative) is responsible for all set up and clean up of decorations. The florist or designated decorator is responsible for any damage to the church. A signed *Facilities Use Agreement*, stating that the bridal couple or their representative and florist or designated decorator, have reviewed the church policy, must be in place 4 weeks prior to the wedding.

Photography/Videography

The wedding photographer shall refrain from taking flash photography during the ceremony. Wedding videographer (if used) shall maintain a stationary position in one of the balconies for the entirety of the service.

Marriage License and Registration Information

Prior to the wedding, the church is required to obtain certain information for keeping of the church register. It is important that the marriage license be given to the minister or the wedding coordinator at the rehearsal or sooner.

Wedding Rehearsal

A rehearsal is required and is customarily held the afternoon or evening before the wedding at a time mutually convenient. The purpose of the rehearsal is to familiarize the wedding party with the procedure for the wedding and to enable them to be as comfortable as possible with the arrangements. It is imperative that the rehearsal begin at the appointed time and all persons involved in the wedding be present. One (1) hour is reserved for the rehearsal. The UPC minister and the UPC wedding coordinator will be in charge of the rehearsal.

Use of the Building

The rehearsal will be scheduled for 1 (one) hour the day prior to the wedding. The facilities of the church are available for use by the wedding party for 6 (six) hours the day of the wedding. This includes preparation time, photos, the ceremony and pictures after the service. Booth Hall is available for receptions; additional fees apply.

General Rules

1. No smoking will be permitted in the building at any time.
2. No rice, confetti or paper streamers may be thrown in the church or surrounding grounds. Bird seed may be thrown outside the church.
3. The hymnals, pew Bibles and other materials in the pews or pew racks shall not be removed.
4. Children are not to be left unattended anywhere in the church during the rehearsal or during the preparation time prior to the wedding.
5. At no time will food or beverage be permitted in the sanctuary.
6. No intoxicants (alcohol or drugs) will be permitted in the church or on church property, nor will any person under the influence of an intoxicant be tolerated in the rehearsal or the wedding. The pastor and the wedding coordinator have the authority to ask anyone to leave who violates this policy.

7. UPC is not responsible for items left at the church, either before or after the wedding.
8. If damage to any church property should occur, the wedding couple will be responsible and expected to pay for the damages.

All weddings held at United Presbyterian Church will be governed by this Wedding Policy. It is the responsibility of the bride and groom or the person making the arrangements for the wedding, to see that all parties involved in the wedding are informed of these policies.

Wedding Fees

The entire wedding package is \$1,000 (*total cost is discounted for church members*).

Breakdown of Fees:

Sanctuary/Building Use/Custodial	\$500
Wedding Coordinator (required)	\$250
Pastor (required)	\$250

*Musicians Paid Separately

<i>Booth Hall Reception (optional)</i>	<i>\$250</i>
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A deposit of 50% of the fees is required upon reserving the sanctuary (\$100 of the deposit is non-refundable). The balance is to be paid one week prior to the wedding.

Wedding Policy Agreement

United Presbyterian Church

330 Fifth Avenue Southwest

Albany, Oregon 97321

541.926.5551

www.upcalbany.org

Agreement to Church Policies

We have read the Wedding Policy of United Presbyterian Church and agree to abide by the policies outlined therein. I will communicate the policies to the appropriate members of my wedding party and those providing other services, such as photographer/videographer, florist, etc.

We understand that the United Presbyterian Church Wedding Coordinator takes precedence over any outside planner we may have hired.

Signature of Bride

Date

Signature of Groom

Date

Signature of Wedding Coordinator

Date