



First Presbyterian Church Wedding Guide

Pastor: R.C. McConnell

*First Presbyterian Church
801 Leavenworth
Manhattan, KS 66502
785-537-0518*

(Revised March 27, 2019)

The Ceremony of a Wedding

"...a man shall leave his father and mother and be united to his wife, and they will become one flesh." Genesis 2:24

The gathering of two individuals, their family and friends, for a wedding, in a church, is considered a service of worship. The service shall be under the direction of the church pastor. Guest pastor(s) may be invited to assist or perform the ceremony if approved by the church pastor. The wedding coordinator will supervise many of the details of the rehearsal and wedding, i.e. – processional, recessional, seating of the families, etc.

Pre-Arrangements

Church Members: Arrangements for the wedding will need to be made with the church office. The church calendar needs to be checked for availability. Both the pastor and the wedding coordinator will need to **confirm their availability before the wedding date is put on the church calendar.** Please contact the church office to confirm availability.

Non-Church Members: We ask that the couple attend church services several times before confirming their wedding reservation. This will give the couple a chance to meet the pastors and acquire a better understanding of the church. Morning services are held at 9:15 a.m. and 10:30 a.m.

Once the decision is made to reserve the sanctuary, the couple is asked to make a \$100 deposit. This deposit is refundable up to 90 days prior to the date of the wedding. Total sanctuary fee is \$500 and the deposit will be deducted from that amount.

For use of the chapel or any other area within the church property, a \$50 deposit is required. This deposit is refundable up to 90 days prior to the date of the wedding. The total fee is \$100 and the deposit will be deducted from that amount.

Your date will be reserved for you on the church calendar when your deposit is made.

Deposit _____ Date Paid _____

When reserving the church, the date and time of the rehearsal and wedding should be established.

While there are times and seasons when weddings are discouraged, they can be permitted if a reason exists why they cannot be held on another day and provided that they do not interfere with any existing activity or program of the church.

Weddings are not recommended on Sundays, major holidays, or holiday weekends, especially December 24 and 25. If a December wedding is scheduled, and the sanctuary is decorated for the Christmas season, Christmas decorations will remain in place. This policy applies to any seasonal decorations.

Wedding Date _____ Time _____ Approved _____

Rehearsal Date _____ Time _____ Approved _____

Arrangements

Counseling Sessions: The pastor, bride and groom should participate in three premarital counseling sessions prior to the wedding ceremony. The purpose of these meetings is to encourage relationships with the pastor and to deepen communication recognizing the covenant of marriage in partnership with God. These appointments should be held as early as possible prior to the date of the wedding.

Wedding Coordinator: This person assists the wedding party in making arrangements for the rehearsal and the wedding. If possible, the couple should make an appointment with the coordinator at least six months prior to the date of the wedding. At this time you will learn what wedding resources are available and become better acquainted with the church policies.

Music that accompanies the ceremony will direct attention to God, who blesses marriage, and care must be taken to assure that it is suitable and reverent.

Contact:

- 1) Mitchell Jerko
(814) 335-5662
Mitchell.jerko@gmail.com
- 2) Amanda Arrington (summer only)
aarring@ksu.edu

If neither of these individuals is available on your desired wedding date, we can furnish you with a suggested list of an alternate organist. If you already have a musician chosen, contact must be made between the wedding coordinator and that person prior to the wedding rehearsal. The fee and arrangements with any other organists or any special musicians are separate entities from the fees required for the use of the church and staff.

Approval must be given by the minister of all music played or sung during the wedding service, especially if using another accompanist other than the church's organist; meaning, if you have a special friend or family member that will be doing the music.

Rehearsal: The rehearsal for the wedding should be scheduled in the late afternoon prior to the day of the wedding at a time convenient for the pastor, organist, wedding coordinator, and when **ALL** participants in the wedding ceremony can be present. The rehearsal should be no later than 5:30 P.M., unless previous arrangements are made. All participants include: the parents of the bride and groom, the bride, the groom, the bridesmaids, the groomsmen, candle lighters, soloists, and the ushers. The wedding coordinator will also be present at both the rehearsal and the wedding. Rehearsal usually last approximately 45 minutes.

We do ask that the dignity and reverence of the church be maintained during the rehearsal. The same conduct is requested at any gathering in the sanctuary. The pastor is responsible for the liturgy and order of the worship, along with the wedding coordinator.

These three items are to be brought with you the night of the rehearsal and **given to the wedding coordinator:**

- 1) **Marriage license** -
- 2) **Copy of your wedding program** – preferable given to wedding coordinator prior to rehearsal – minimum of two weeks prior to wedding. Just an electronic copy at the time the

programs are being sent to the printers. She can use to add her own hand written details/notes to help make the correct cues.

3) **Payments** to the pastor, wedding coordinator, organist, church maintenance personnel, and any "balance due" to the church for the use of the facilities. Fees for the use of the church facilities should be payable to: First Presbyterian Church. The other checks are to be made payable to the individual persons and all payments given to the wedding coordinator for distribution.

Wedding Decorations: Adjustable candelabra(s) and candle lighters are available through the church. ONLY drip-less candles may be used. Ribbons or clips, NOT TAPE, may be used to attach decorations to the ends of the pews.

ONLY fake flower petals may be dropped by the flower girl(s) due to stain damage of the carpet. No glitter is permitted.

The building will be open no earlier than five hours prior to the wedding, **unless other arrangements are made with the wedding coordinator.**

The decorating may be done prior to the rehearsal, if no other church related activities are scheduled for the next morning. The church schedule will be verified by the wedding coordinator. Otherwise, the decorating can be done the morning of the wedding.

Please make arrangements for someone to disassemble the decorations following the wedding, so that maintenance can reorganize the sanctuary for the next day's service.

Church Seating Capacity (18" per seat calculation):

First Floor – 175

Balcony – 144

Total seating capacity = 319

Guests with Infants or Young Children: In order to make this a memorable experience for you, your families, and your guests, we ask you to consider the use of the church's childcare facilities. For a minimal fee, the church can provide the service or you can provide the adult and use the children's nursery/classrooms. This opportunity will allow full attention be given to you and the ceremony.

Dressing Rooms: The adult library, in Fisher Hall (downstairs), is available for the use of the bride and her attendants. Restroom facilities are available in that room. The youth room (west of the sanctuary) is available for the groom and his attendants, with a restroom just around the corner. ***Please do not leave purses or other valuables unattended during the rehearsal or wedding.***

We ask that the rooms be left as clean as found. It is easier to make arrangements for someone to take all items to their vehicles prior to the ceremony. Everyone is so excited and no one wants to miss out on any of the functions.

Picture Taking: A wedding is a religious service; therefore, **NO flash pictures are to be taken during the ceremony.** Available light videos and cameras may be used in the sanctuary during the ceremony if it is not disruptive to others. Please inform your guests that flash pictures are not to be taken during the service. (The ushers could remind the guests as they seat them.) Photographers **MAY NOT** proceed closer than the 5th pew from the back of the church to take pictures during the ceremony service.

Pictures that will be taken in the sanctuary, prior to the wedding, **MUST** be completed at least **ONE HOUR** prior to the time of the ceremony. It is best to plan to spend at least two hours for the entire picture session.

Taken before wedding _____ Taken after wedding ____
Photographer _____ Video being taken? _____

In-House Wedding Receptions, Rehearsal Dinners or Showers:

1) Facility Fees –

Presby Place: Fee for church members is \$10 per hour and non-church members are \$30 per hour. If set-up is requested (performed by church staff only) there is an additional fee of \$50 per hour. Fees are billed in one hour increments. Detailed information or reservations can be obtained or made by contacting Sarah Diamond at sarah@firstpresmanhattan.com.

Fisher Hall: There will be no charge for the use of the facility for church members and a \$100 charge for non-church members. For either case, if there is special set-up requested and/or assistance of a staff member present, there will be an additional negotiated fee involved. Detailed information on the facility, fees, and/or the

reservations can be obtained or made by contacting Sarah at the church office. (537-0518)

Alcohol and Tobacco Policy: The church **does not permit** the consumption of alcoholic beverages within the church buildings or on any church property. Smoking is not permitted in the church buildings or on church property.

Disclosure: If there is any damage or violation of policies, the wedding party will be billed accordingly.

Required Fees

Sanctuary or Chapel - No charge is required of church members. Non-members are charged \$500 for the sanctuary and \$100 for the chapel or any other area within the church property (two available outside parks).

Minister's Honorarium - The amount is your personal choice. This amount includes the three premarital counseling sessions, rehearsal, and the wedding ceremony.

Wedding Coordinator - \$200, which includes the 2-4 coordinating sessions, rehearsal, set up time the day of the wedding, and the wedding ceremony.

Church Organist - \$200, which includes 1-2 coordinating sessions, any practice sessions with special vocalist, rehearsal, and wedding ceremony.

Church Maintenance - \$100, for the rehearsal/wedding only, and an additional \$100 if a reception, shower or rehearsal dinner is requested. This will cover the set up/cleanup of either Presby Place or Fisher Hall.

Contacts:

Wedding Coordinator: Linda Couch: 341-3533 (cell);
lindacouch53@hotmail.com

Reception Guidelines

First Presbyterian Church

801 Leavenworth Street

Manhattan, Kansas

(785) 537-0518

Fisher Hall and the kitchen are available for receptions. The church hostess is responsible for arranging and coordinating the reception. If you wish to use these services, please contact the church office for availability.

The church hostess will select volunteers to assist her/him in covering the refreshment table and other areas during the reception. If you may have specific people to serve at the refreshment table, please let the church hostess know or you may secure volunteers yourself from the church.

The building will be opened one hour before scheduled event and one hour after the event.

Refreshment Fees:

Members:

No charge for receptions in Fisher Hall

\$80 fee for church hostess

Church hostess will coordinate with wedding party to determine type of food to be served. Cost of food will be paid by wedding party.

Non-Members:

\$80 fee for church hostess

\$100 maintenance fee

Reception Policies

1. Individuals may provide their own additional items (including dripless candles, flowers, napkins, cake, mints, catered food, etc.) as long as all items are removed at the end of the function.
2. Please inform the church office and the church hostess of the number expected to attend prior to the event for custodial set-up. You will need to fill out a building reservation form.
3. If you need to use the coffee pot or other electrical appliances, please discuss this with the church office.
4. Only the caterer is permitted to utilize the kitchen, except for small appliances (i.e. microwave, coffee pot, etc.).