
*First Presbyterian Church of Grapevine
Wedding Check List*

Before:

- Reserve dates and times
- Pay security/damage deposit
- Contract cleaning staff
- Contact and meet with organist/determine fee
- Contact and meet with wedding coordinator
- Make pre-martial meetings with pastor
- Give license to the pastor
- Pay cleaning staff two weeks before wedding
- Pay pastor, organist, sound person, and wedding coordinator prior to rehearsal

Wedding Day:

- Place trash in receptacles
- Stack florist boxes
- Remove personal items
- Provide wedding coordinator with *reset* help

Planning Notes:

The members and staff of First Presbyterian Church of Grapevine (FPCGV) rejoice with you as you make plans to celebrate your wedding. The wedding staff will work with you in any way possible to make your wedding a special and joyous moment in your lives as a couple.

The guidelines and policies in this booklet are intended to help you make your plans in accordance with Presbyterian theology and the needs of our congregation. Please read them carefully.

“Marriage is a gift God has given to all mankind for the well-being of the entire human family. Marriage is a civil contract between a woman and a man. For Christians, marriage is a covenant through which a man and a woman are called to live out together before God their lives of discipleship. In a service of Christian marriage, a lifelong commitment is made by a woman and a man to each other, publicly witnessed and acknowledged by the community of faith.” -(W-4.9001, Book of Order, Presbyterian Church (U.S.A.))

OFFICIATING PASTORS

A wedding is considered by our denomination as an act of worship. Therefore, the pastor(s) or affiliate pastor(s) of FPCGV will officiate at all weddings held here. Pastors of other churches may be included in the ceremony upon approval.

- ◆ If it is desired that another pastor assist and/or officiate in the ceremony, you should mention this prior to reserving your date.
- ◆ A letter making this request should be given to the pastor and should include the name, address, title, and denomination of the minister.

RESERVING A DATE

Reservations for use of the church facilities should be made with church secretary.

- ◆ A reservation will be considered confirmed when the Security/Damage Deposit is received in the church office (see "*Fees*").
- ◆ The reservation must be specific regarding which rooms and/or buildings are needed.
- ◆ A reservation does not mean exclusive use of all buildings and rooms.
- ◆ Church facilities and personal calendars fill up quickly. We recommend reserving your wedding date at least six months in advance.
- ◆ After your date has been confirmed, you will be assigned your wedding coordinator.

USE OF KITCHEN/FELLOWSHIP HALL

Use of Fellowship Hall includes:

- ◆ Tables
- ◆ Chairs
- ◆ Use of the kitchen

Whether you hire a caterer or have friends and/or family cater, the following policies apply:

- ◆ The stove and/or oven cannot be used.
- ◆ There is an ice machine available for use.
- ◆ The refrigerator and freezer may be used if space allows.
- ◆ Church linens, bowls, platters, pitchers, china, flatware, utensils, etc. are not included in the use of the kitchen.
- ◆ Make sure your caterer has provisions for left over food and beverage. Items in the church pantry are not available for your use.
- ◆ Several large garbage containers will be provided for the disposal of food and paper goods.
- ◆ Remember Fellowship Hall should be left as it was found; i.e., trash in receptacles, all counter and table tops wiped clean, the sinks empty and free of debris, spills cleaned up off of floor, etc. *Unless it is specifically included in your custodial contract, these services will not be provided.*
- ◆ If there are issues with the condition of the kitchen, this could result in a deduction from your security/damage deposit.

Cleaning/Custodial

A cleaning fee will be determined on an individual basis, based on the extent of usage and current rates.

- ◆ Custodial services are provided on a contract basis.
- ◆ Within two weeks after your wedding date is reserved, please contact one of the approved custodial staff members to contract their services.
- ◆ We reserve the right to cancel your wedding if you do not contract for cleaning within this time period OR fail to pre-pay them two weeks prior to your rehearsal.

FEES

The buildings of our church have been used for the worship of God for many years. In order to keep them in good repair, payment for weddings is a practical necessity to ensure their continued availability.

Below is a chart of fees. Details of fees are included in the back of this booklet. Should you have additional needs or questions, please contact your wedding coordinator.

Item	Member	Non-Member
Use of Sanctuary	0	\$500
Security/Damage Deposit	\$400	\$400
Pastor Honorarium	\$200	\$200
Organist	TBD	TBD
Wedding Coordinator	\$100—\$200	\$150—\$250
Sound Tech/Basic Equip.	\$75	\$125
Add'l Sound Equip.	\$50	\$100
Cleaning/Custodial	TBD	TBD
Use of Kitchen, FH	0	\$200
Late Fee	\$100/hr	\$100/hr

Cancellation: In the event that it is necessary for you to cancel your wedding at FPCGV, any pre-paid fees will be returned within 30 days.

WEDDING COORDINATOR

Your wedding coordinator provides assistance in making your service at FPCGV a positive experience. She...

- ◆ Is available to talk with your photographer, florist, and other wedding professionals prior to the wedding regarding set-up details, etc. at FPCGV.
- ◆ Ensures proper timing and logistics of your rehearsal and service.
- ◆ Lights the candles before the ceremony, when appropriate.
- ◆ Is in the church during the times your have reserved.
- ◆ Coordinates your details with other FPCGV wedding staff individuals.
- ◆ Is available to answer any questions regarding the rehearsal procedure and service.
- ◆ Works with you on reception details, if your reception is at the church. (Note: Your wedding coordinator will not direct or manage reception activities.)
- ◆ Makes sure all FPCGV wedding policies are followed.
- ◆ Ensures the wedding party follows proper clean up procedures.
- ◆ Supplies a *Resource Supplement* to you of people from the community who provide various professional wedding services.

Organist

- ◆ A mutually agreed upon fee should be paid directly to the church organist at or before the rehearsal.
- ◆ The organist will instruct you on how to make payment.

Wedding Coordinator

- ◆ Your wedding coordinator will instruct you on how to make payment.

Sound Technician/Basic Equipment

- ◆ Your wedding coordinator will instruct you on how to make payment.

Additional Sound Equipment

- ◆ Please make your check payable to FPCGV.

Late Fees

All guests and participants in the wedding ceremony should leave the church premises by 10:00 p.m.

- ◆ An additional fee of \$100/hour will be assessed should the church not be vacated after 10:00 p.m.

DETAILS OF FEES

The “Use of Sanctuary” Fee Includes:

- ◆ The sanctuary, narthex, and gallery for the rehearsal and service.
- ◆ Bride’s Room.
- ◆ Groom’s Room.
- ◆ Nursery Rooms: Adult supervision is required.
- ◆ If you desire childcare assistance, please see the *Resource Supplement*.
- ◆ Use payment for non-members should be paid at the time of reservation.

Security/Damage Deposit

- ◆ Both members and non-members are required to post a security/damage deposit prior to the wedding date being confirmed.
- ◆ Your security/damage deposit will be returned within 30 days of your wedding, minus any damage fees.

Pastor’s Honorarium

- ◆ Pre-wedding consultations, wedding rehearsal, and the wedding service are included in the pastor’s honorarium.
- ◆ It may be paid in check or cash.
- ◆ If payment is made by check, it should be made payable to the pastor and NOT to the church.
- ◆ Payment should be made at the rehearsal; or before.

PRE-MARITAL COUNSELING

Couples married at FPCGV must participate in pre-marital counseling with the pastor officiating at the wedding.

- ◆ It is the couple’s responsibility to schedule meeting times (usually three) with the pastor.
- ◆ Please contact the pastor six months prior to the wedding date (or as soon as possible).
- ◆ The Book of Order states, “In preparation for the marriage service, the minister asked to lead the service shall provide for a discussion with the man and woman 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 the marriage commitments.” (W-4.9002)
- ◆ While not necessary, if the pastor and spouse are invited to the rehearsal dinner or reception, please extend the invitation as soon as possible.

THE REHEARSAL

The rehearsal is an important part of the wedding preparation. It is critical that all participants of the wedding attend and that they arrive on time.

- ◆ This includes parents, grandparents, musicians, readers, and other participants.
- ◆ The rehearsal will begin PROMPTLY on time.
- ◆ A maximum of 1 1/2 hours should be planned to complete your rehearsal.
- ◆ The pastor and wedding coordinator will be in charge of the rehearsal and will instruct the wedding party in the details of the ceremony.

You will be responsible for notifying your wedding participants of wedding details.

THE WEDDING CEREMONY

The ceremony must conform to the Presbyterian service as outlined in the *Book of Order*.

- ◆ The grand piano and communion table cannot be removed from the sanctuary.
- ◆ The lectern and pulpit may be moved (with approval).
- ◆ A *prie dieu* (kneeling bench) is available for the ceremony.
- ◆ Since the rehearsal and wedding ceremony are services held in a building dedicated to God, any person in the wedding party under the influence of alcohol or drugs will threaten the propriety of the service. The conduct of all members of the wedding party will be the responsibility of the bride and groom.

GENERAL BUILDING USAGE

- ◆ The building will be available three hours before the service. This should allow ample time for set up, dress, photography, and guest arrival.
- ◆ Smoking is prohibited in all buildings and grounds. If a member of the wedding party needs to smoke, it is suggested they smoke in their car.
- ◆ Alcoholic beverages, drugs, or drug paraphernalia are strictly prohibited in any portion of our building or premises, including the restrooms.
- ◆ Should you choose to have your wedding reception at the church, alcohol is prohibited.
- ◆ The use of inappropriate language or gestures is prohibited.
- ◆ Proper attire is required for the rehearsal, counseling sessions, meetings, wedding, and if planned, church reception.
- ◆ The church has a Bride's Room and a Groom's Room available for the wedding party to dress or relax in before the ceremony. Request these facilities when making your reservations.
- ◆ Food and drink is allowed ONLY in non-carpeted areas. Bottled water is okay in the Bride's room.
- ◆ The building should be left as it was found.

AFTER THE CEREMONY

- ◆ If you choose to have your receiving line at the church, it is suggested that you allow 15 minutes for every 50 guests.
- ◆ No rice or birdseed may be thrown.
- ◆ Real rose petals, bubbles, and butterflies are allowed but only on the grounds **outside**.
- ◆ Balloon releases are prohibited by DFW airport.
- ◆ Contact your wedding coordinator if you have further questions about what can be “thrown.”
- ◆ If church items have been removed (e.g. the pulpit), your wedding coordinator will need help replacing them in order to *reset* for Sunday. You may wish to assign these tasks to groomsmen or family members.
- ◆ This *reset* includes all rooms contracted for use. In the event that rooms aren’t properly *reset* with help from the wedding party, a fee will be deducted from the deposit to pay someone to assist in the *reset*.
- ◆ It is recommended that you select a person to remove personal items prior to the service. We cannot be responsible for items lost, stolen, or left behind.
- ◆ Trash should be placed in trash receptacles.
- ◆ Flower boxes should be **stacked or piled** on the “Perking Lot” counter for the cleaning staff to take to the dumpster.

Ceremony Music

The Christian wedding service is a service of worship. Therefore, the music selected should be appropriate and meaningful.

- ◆ The pastor and the organist must approve the selection of music.
- ◆ The Worship Committee must approve any organist other than the church organist in advance.

The Lord’s Supper

(Other denominations may refer to The Lord’s Supper as Communion)

If you wish to receive The Lord’s Supper at your wedding, discuss this with your officiating pastor.

- ◆ The invitation to partake in The Lord’s Supper shall be extended to all in attendance.

Sanctuary Photos and Videos

- ◆ There will be NO FLASH PHOTOGRAPHY after the processional! Flash photography is permitted during processional and recessional.
- ◆ Friends and family may take pictures ONLY before or after the ceremony.
- ◆ Once the bride is down the aisle, the official photographer may photograph the ceremony FROM THE BACK of the sanctuary only—using natural or existing lighting.
- ◆ At the end of the ceremony, the official photographer may resume taking flash pictures from anywhere in the sanctuary.

- ◆ Photos may be posed before or after the service. If the pastor is needed for these posed photos, please let him know at pre-marital counseling.
- ◆ The official videographer should consult with your wedding coordinator regarding proper placement of cameras and lighting, etc.

Sound

Our basic sound system of one or two microphones is usually sufficient.

- ◆ Additional equipment, such as additional microphones, CD and tape recorders, are available (see "Fees").
- ◆ You may choose to forgo any use of the sound system. You may wish to discuss this with your officiating pastor.

Aisle Runners

Aisle runners are a serious tripping hazard and awkward to maneuver and stage. Their use is discouraged.

- ◆ If an aisle runner is used, it is unrolled immediately before the processional and it **MUST** be taken up immediately after the wedding party exits, before any guests leave their seats.
- ◆ Your wedding coordinator will give you further details.

DECORATIONS

Flowers

- ◆ Flower arrangements cannot be placed on or in front of the communion table, pulpit, or baptismal font.
- ◆ Two flower stands are available for your use. They can be placed anywhere within the sanctuary, narthex or gallery, except as above.
- ◆ Flower delivery **MUST** be coordinated with your wedding coordinator.
- ◆ If you wish to donate your flowers for the Sunday service following your wedding, discuss this with your wedding coordinator.
- ◆ If flowers are not donated, they **MUST** be removed immediately following the wedding.
- ◆ Your wedding coordinator will sort and distribute the flowers upon their arrival **IF** she is given a detailed list of recipients.
- ◆ Only silk petals can be sprinkled in the aisle.

Candles

- ◆ Candles are to be provided by you.
- ◆ Only **NON-DRIP** candles are allowed.
- ◆ If candlebras are used, the floor beneath them should be protected: please discuss this with your wedding coordinator.
- ◆ If aisle candles are used, the flame must be at least 5 feet from the floor. Fastenings must not mark or damage the pews.

Pew Bows

- ◆ Bows must not mark or damage the pews.