

## Wedding Check List

Check the following items as you take care of them. You may bring the list with you whenever you meet with the pastor.

\_\_ We have paid our **deposit** to reserve our date—**your date will only be reserved upon receipt of the deposit.**

\_\_ We will meet with the one of the **pastors**, \_\_\_\_\_:

Date \_\_\_\_\_ Hour \_\_\_\_\_

Date \_\_\_\_\_ Hour \_\_\_\_\_

Date \_\_\_\_\_ Hour \_\_\_\_\_

\_\_ We will meet with the **organist**:

Date \_\_\_\_\_ Hour \_\_\_\_\_

\_\_ We have paid all **fees** to the church office, which are due at least two weeks before wedding.

\_\_ We have contacted the **florist** to arrange with the church office for the time of delivery of the wedding flowers:

Date \_\_\_\_\_ Hour \_\_\_\_\_

\_\_ We have made arrangements for **removal of flowers, catering equipment** and any articles immediately following the ceremony.

\_\_ We have made arrangements with the **photographer** regarding photos and confirmed that he/she has contacted the pastor.

\_\_ We have secured our **marriage license**.

\_\_ We have made arrangements to **deliver the license** to the church office at least two days before the wedding.

### Facility Use Policies

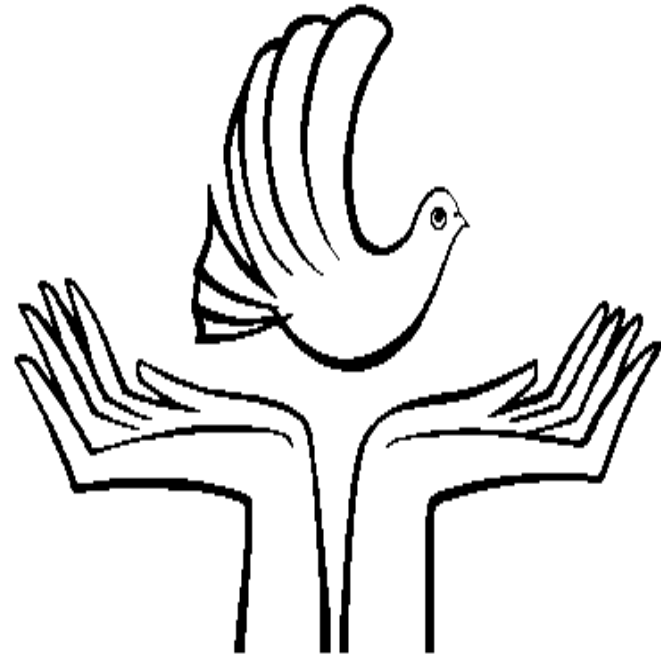
- No smoking is permitted within the church buildings
- No alcohol is permitted on the church grounds--inside or outside.
- Rice is not allowed--inside or outside.
- No red-colored drinks are allowed.

**PLEASE NOTE: Violations of these policies will result in the forfeiture of your deposit and possible additional fees.**

## Weddings

At

## First Presbyterian Church



**First Presbyterian Church**

324 Madison Street

Jefferson City, Missouri 65101

573-636-2149

[www.fpcjemo.org](http://www.fpcjemo.org)

Approved by Session November 13, 2012

Because you are reading this brochure, you are probably planning a wedding. We at First Presbyterian Church want you to have a wonderful wedding and would like to help you. From our experience of working with countless other couples, we have developed a process which will help your wedding to move more smoothly, while providing a positive foundation for your marriage.

### **Meeting with a Pastor**

An important part of the wedding process is the pastor who will officiate. Our Pastors are Reverend Dr. Rob Erickson and Reverend Dr. Dave Henry. It is our policy that one of the pastors will be involved in all weddings at FPC. All weddings at FPC occur at the discretion of the pastors, so you will want to contact the church at least six months in advance. One of them will schedule a time when the three of you can meet to discuss the wedding and begin the sequence of activities which need to take place. The pastor will also meet with you as part of our premarital counseling program to answer any questions and finalize the plans for the actual ceremony.

### **Premarital Counseling**

It is our belief that premarital counseling is of great value to the engaged couple. Therefore, we require the engaged couple to participate in at least three counseling sessions with one of our pastors. These will be scheduled with the pastor.

The purpose of the pre-marital sessions is:

- (1) To explore how to prepare for marriage, as well as the wedding
- (2) To identify your strengths as a couple and how to build upon them as well as defining work areas in your relationship
- (3) To assist with development of communication skills
- (4) To clarify and discuss your expectations and vision of marriage
- (5) To examine your spiritual relationship to one another and God

### **Music**

Music is an important part of all weddings. You will need to make an appointment with our church organist, Jimmy Kay Sanders, at least six months in advance to discuss your choices for appropriate music. She will approve all music to be used during the service. Other musicians may be used as approved by the pastor. Music for the reception also must be approved by the pastor.

### **Reception**

If you plan to have a reception at the church following the wedding, this can be coordinated through the church office. You will be responsible for food preparation and kitchen clean-up. Our custodian will clean the rest of the building and reset the rooms.

### **Photography**

You will want memories of your special day, so photographers are an integral part of your wedding. Your photographer needs to contact the pastor at least two weeks prior to your wedding day to confirm what is allowed during the ceremony. Pictures are welcome during the ceremony, without flash and as long as they do not detract from the service. We recommend that you have as many pictures as possible taken prior to the appointed hour of the wedding.

### **Fees**

#### **Member Families (Bride, Groom, Parents or Grandparents)**

Sanctuary	No Fee
Organist	\$200 (\$300 with a soloist)
Pastor	Honorarium (Typically \$150-\$200)
Coordinator	\$50
Custodian	\$100
Reception	Additional \$100 for Custodian Plus \$200 refundable damage deposit

#### **Non-Member Families**

Sanctuary	\$ 250 Plus \$200 refundable damage deposit
Organist	\$200 (\$300 with a soloist)
Pastor	\$250 (includes pre-marital sessions)
Coordinator	\$50
Custodian	\$100
Reception	\$500 for cake/punch reception w/\$200 refundable damage deposit \$750 for dinner reception w/\$250 refundable damage deposit

These fees cover all services provided by those listed above. Deposits are due at time of reserving the church. All other fees are due at least two weeks prior to your wedding.

### **Dressing Areas**

Although the church does not have a "bride's dressing room," the McAfee Room has a private restroom and may be used for this purpose. Men may use the Choir Room, which also has a restroom.