

### LOST OR STOLEN ITEMS

The church will not be responsible for lost or stolen items.

#### Floral Arrangements and Décor

Balloon releases, rice, birdseed and other thrown projectiles are dangerous to the environment and people, and are prohibited.

#### Church Decorations

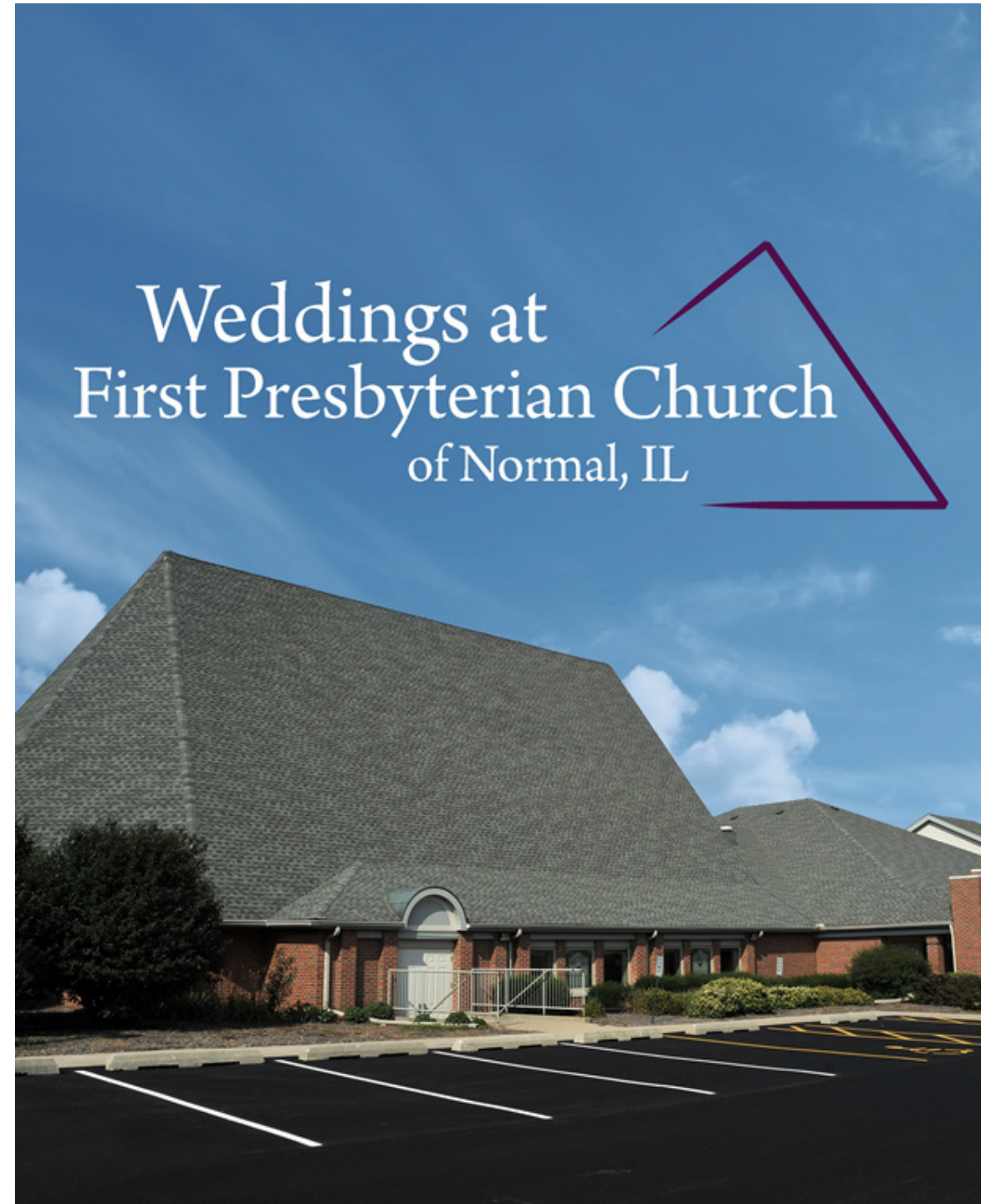
Visual arts displays such as special chancel decorations, banners and hangings may be on display in the sanctuary during the time of your wedding.



### WEDDING FEES & PAYMENT

**\$350 deposit to reserve your date upon booking.**

<b>Use of Building</b> <i>Facilities rental, Counseling materials, Set-up &amp; Clean-up</i>	<b>\$200</b>
<b>Pastor</b> <i>Premarital Counseling, Planning, &amp; Ceremony</i>	<b>\$200</b>
<b>Wedding Coordinator</b> <i>Pre-Wedding Planning, Rehearsal &amp; Ceremony</i>	<b>\$200</b>
<b>Director of Music/Organist</b> <i>Pre-Wedding Planning, Rehearsal &amp; Ceremony</i>	<b>\$200</b>
<b>A/V Tech</b> <i>Rehearsal &amp; Ceremony</i>	<b>\$100</b>
<b>TOTAL</b> .....	<b>\$900</b>
<input type="checkbox"/> <b>Graphic Designer (optional)</b> <i>Custom Made Wedding Bulletin</i>	<b>\$50</b>
<b>TOTAL</b> .....	<b>\$950</b>



# WEDDINGS

At First Presbyterian Church

***Congratulations on your decision to get married!*** We are delighted that you wish to mark this joyful occasion in your lives through your wedding ceremony at First Presbyterian Church of Normal, IL. The wedding ceremony is a celebration of God's grace and a public commitment to Christian marriage. The vows you make to each other are witnessed by friends and family, and blessed by our Lord Jesus Christ. The words, actions, and music of the wedding ceremony at First Presbyterian Church reflect the faith of our community and the values of the church.

It is the policy of First Presbyterian Church that at least one of the couple to be married shall be a member of the church, or the child of a member. Those who wish to become members are encouraged to do so, and should tell the Pastor of their desire to join the church. All weddings are subject to approval by the Pastor and the concurrence of the session. Weddings are conducted by one of the Pastors of First Presbyterian Church. Ordained clergy from another denomination, if requested by the couple, may participate subject to approval of First Pres Session and Pastor.

**After the request has been approved and the deposit has been paid, the wedding will be entered on the church calendar.**



## PLANNING TIME LINE

- **5 months before wedding:** Meet together with the pastor and wedding coordinator. The coordinator will review details with you. She will be present at both the rehearsal and the wedding.
- **4 months before wedding:** Meet with organist/soloist to plan music
- **3 months before wedding:** Meet with pastor for counseling and set dates for further counseling if necessary.
- **1 month before wedding:** Balance due.
- **1 week before wedding:** Finalize wedding details with the wedding coordinator.

# PREPARATION

Important Things to Know

**Capacity:** Our sanctuary can comfortably sit 300 people.

**Music for the Wedding Service:** Music for the wedding service should contribute to Christian worship. Music that is high in sentimentality and low in religious content is more appropriate for the wedding reception than for the wedding ceremony. The Director of Music of First Pres will normally play for the service. Another organist may play for the service if approved by the Pastor and Director of Music. Please make an appointment with the Director of Music to discuss the music for your wedding.

**Photos:** Only non-flash pictures and videotape with existing light may be taken during the service. This is to preserve the dignity, beauty and worship atmosphere of the wedding service. Flash pictures may be taken during the processional and the recessional, but not during the ceremony itself. Please inform your photographer of this policy and ask the ushers to inform guests with cameras. Posed pictures may be taken either before or after the ceremony at your discretion. If photographs are taken prior to the wedding, they should be completed at least 45 minutes prior to the start of the ceremony, as guests will be arriving.

**Rehearsal:** The purpose of a rehearsal is to practice entrances, exits, and other elements of the wedding so that on the day of the wedding everyone's mind will be free from worry. People will thus be able to focus on the beauty and sacred meaning of the ceremony. The rehearsal is customarily the evening before the day of the wedding. Once everyone is present, an hour is usually more than sufficient to accomplish what needs to be done. Those to be married are welcome to have creative input into the ceremony. All the details of the rehearsal and service are ultimately at the discretion of our pastor.

## Building Use Guidelines & Information

**Alcohol and Tobacco Policy:** First Presbyterian Church has a strict policy prohibiting the consumption of alcohol and the use of tobacco on church grounds. It is inappropriate for members of the wedding party to consume alcohol (or any mind-altering substance) before the rehearsal or before the wedding. Anyone found in violation of this policy will be asked to leave the premises immediately. If anyone appears to the pastor to be intoxicated or high, the pastor has the right to not conduct the ceremony.

**Dressing Rooms for the Wedding Party:** There are rooms in which the bride and her attendants, and the groom and his attendants, may dress. Restrooms are located nearby.

**Sound:** A First Presbyterian sound technician will be available to assist with set-up and management of the microphones/sounds for the officiant, vocalists, musicians, and readers at the rehearsal and wedding.

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