

WEDDING POLICY

Introduction

We are delighted that you are considering being married in Lake Hills Presbyterian Church. We want to help make your wedding service a meaningful and sustaining celebration. The following information is written in order to help you make the necessary arrangements for your wedding.

The Wedding Service

In a Presbyterian Church a wedding is an act of worship. The distinction between civil marriage and Christian marriage should be clear in the minds of the bride and groom. Civil marriage is a legal contract, recognized with some appropriate ceremony. Christian marriage is an act of prayer and worship.

Scheduling a Wedding in the Church

The Session is responsible for approving the time of the service. Anyone wishing to use the church building for their wedding must request the Session's approval in advance of the service.

Weddings Performed Outside the Sanctuary or Off-premises

Weddings usually take place at the appointed place of worship, but the place is not as important as the spirit of worship which is present wherever we gather in the Lord's name. Weddings performed in a place other than the church building must be coordinated with the Pastor. The Fellowship Hall, courtyard, and parlor are all available for weddings, but their use must be coordinated with the Session.

Lake Hills Pastor as Director of the Wedding

The Lake Hills Presbyterian Church pastor has final authority and will direct the rehearsal and wedding. The Lake Hills pastor shall officiate at the service; others may be invited to participate in the service.

Other Pastors

The Pastor of Lake Hills Presbyterian Church, with the Session's approval, may invite another ordained minister to perform a wedding service at Lake Hills, if the Pastor is unavailable or if the bride and groom especially want another minister to be involved.

Counseling and Arrangements

The Pastor of Lake Hills Presbyterian Church will meet with you to go over plans for the wedding and will make arrangements for premarital counseling.

Appropriate Music

If music accompanies the service, it should be to the glory of God who sanctifies marriage and in whose name we gather. The use of hymns or other sacred music is appropriate. The use of secular music may on occasion be appropriate, but must be approved in consultation with the pastor.

Organist

All planning for wedding music must be made directly with the Organist of Lake Hills Presbyterian Church. Arrangements concerning dates and time for rehearsals and weddings should be made directly with the Organist. The Organist, with the concurrence of the Pastor, may invite another organist or additional musicians to participate in the ceremony.

A standard fee of \$125.00 shall be paid directly to the Organist prior to the wedding. This fee does not include the cost of additional musicians or singers.

Flowers and Other Decorations

Please identify the florist decorating for your wedding on the Wedding Information Form.

The use of flowers, candles, and other decorations is appropriate so long as they reflect reverence and do not obscure the symbols of worship or the beauty of our Sanctuary. The Communion Table shall not be removed from the Sanctuary.

The florist's decorating and removal time in the sanctuary must be coordinated with the Church Office. All decorations, debris, and floral supplies must be removed from the church property by the florist immediately following the ceremony and the same day of the wedding.

Seasonal adornments present in the sanctuary may not be disturbed or moved. A donation of \$100 is to be made to the church for use of Christmas or Easter flowers in the sanctuary.

Photography and Recording

No flash pictures shall be taken during the service itself. All photography and audio or video recording must be made without the use of additional lights during the service, and should be as unobtrusive as possible.

Rehearsal

Approximately one hour should be scheduled for the rehearsal. The minister will direct the rehearsal and wedding.

Reception

All arrangements for a wedding reception at the church must be made with the Church Office and will be approved by the Session. Refer to the section on “Costs.” All wedding party members and guests must comply with the following:

- No alcoholic beverages are permitted on church property.
- No rice, bird seed, confetti, or other materials may be thrown inside the church building.
- Only bird seed may be thrown outside the building.

Custodial Services

All arrangements for custodial services must be made with the Church Custodian well in advance of the wedding date. **Saturday weddings require additional costs (see “Costs” section).**

License

The minister must have possession of the marriage license before the marriage ceremony can be performed.

Costs

Costs for Facilities (Non-Members Only)

When the bride or the groom are members of Lake Hills Presbyterian Church, no fees are charged for the church facilities. However, **all other charges apply.**

Sanctuary (Seats 250)	Rehearsal and Wedding	\$150
Courtyard, Parlor, or Fellowship Hall	Rehearsal and Wedding	\$150
Fellowship Hall & Kitchen	Reception	\$150

All fees for use of the church facilities by non-members are to be paid one month in advance of the wedding date to the church office. Any additional fees will be billed immediately following the ceremony.

Costs for Personnel (Members and Non-Members)

Minister	Honorarium, no specific charge
Custodial Services	Non-Saturday: \$20.00/hour -- \$60.00 minimum Saturdays: \$30.00/hour -- \$90.00 minimum
Organist	\$125.00 paid in advance of service. Soloists and additional musicians are not included
Minister	

An honorarium may be extended to officiating minister(s) in appreciation of their services, but there are no specific charges.

Custodial Services

Custodial staff is provided by the church for the rehearsal, the wedding and the reception (if held at the church). For weddings held on Sunday-Friday, the fee for members and non-members is \$20.00/hour with a minimum of \$60.00. For weddings held on Saturday, the fee is \$30.00/hour with a minimum of \$90.00.

Organist

Financial arrangements for the wedding music should be made directly with the Organist in advance of the wedding date. Standard fee of \$125.00 does not include soloists or additional musicians.

Community “In Case of Rain” Costs and Policy

Because we are a “community church,” from time to time people having outdoor weddings in our community request the use of our church in case of rain.

1. This extraordinary use of the church must be approved at least 30 days in advance by the Session.
2. All stated costs for facilities and personnel apply and are non-refundable.
3. Emergency church activities (such as funerals) always take precedence. Should the church require the use of the building when it has already been reserved as a “rain location,” the church will make every effort to contact the wedding party in advance. Only in this case will the costs for facilities and personnel be refunded.

Building Rules

1. Smoking is not allowed in the church building.
2. The applicant is responsible for reimbursing the church for any damage to church property resulting from the actions of the wedding party, guests, or other people present for the occasion.
3. No church appointments, furnishings or equipment may be moved without the prior approval of the Minister or the Minister’s designated representative.
4. No alcoholic beverages are permitted on church property.
5. No rice, bird seed, confetti, or other materials may be thrown inside the church building.
6. Only bird seed may be thrown outside the building.