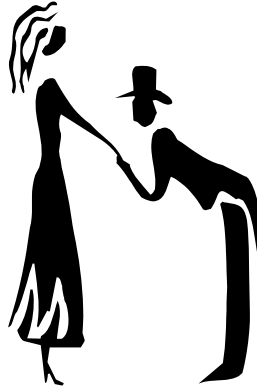


YOUR WEDDING
AT
FIRST PRESBYTERIAN CHURCH
SAN LUIS OBISPO



Pastoral Staff

Rev. Jim Blades
Rev. Andrew Rock
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Wedding Coordinator

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Your Wedding at First Presbyterian Church

Contents

Marriage Philosophy and Overview

Wedding Arrangements

Music Guidelines

Some Things You Should Know

Candles

Church Access

Dressing Rooms

Flowers

Gifts

Invitations

Photography/Videos

Receptions

Rice

Seating Capacity

Smoking/Alcohol/Illegal substances

Wheelchairs

Wedding Fees

Summaries to give to your florist and photographer

Floral Guidelines

Photography Guidelines

Please give your photographer/videographer a copy of the guidelines which you will find inserted in this booklet.

Receptions

Receptions may be held at First Presbyterian Church and are scheduled through the church office. Wilson Hall is the only area available for receptions. The maximum capacity is 250 people (per fire code). Three (3) hours are allowed for the reception after the hour of the wedding and one (1) hour for clean up.

Rice

For safety and maintenance reasons, we do not allow rice or any other substances (birdseed, rose petals, etc.) to be thrown outside the church. Only silk rose petals may be used inside.

Seating Capacity

The sanctuary seats 250.

Smoking/Alcohol/Illegal Substances

Smoking or drinking alcoholic beverages or using illegal substances is not allowed in any part of the church or on the church property at any time.

Wheelchairs

The sanctuary is handicap accessible, and there is designated handicapped seating.

Wedding Fees

A non-refundable deposit of \$100 is required to confirm and hold your wedding date. This deposit will apply

toward the total payment. Please consult the table on the next page for a breakdown of wedding fees.

The remaining fees are payable in full thirty (30) days prior to your ceremony. Please write individual checks payable to those listed by the wedding hostess; include the date of the wedding on the checks; and address the envelope to the attention of Jenifer Rabenaldt, wedding coordinator.

Florists may contact the wedding coordinator if there are questions regarding decorations for weddings at First Presbyterian Church.

If flowers are to be left for Sunday worship following the wedding, please have the wedding hostess notify the wedding coordinator in advance.

Please give your florist a copy of the guidelines which you will find inserted in this booklet.

Gifts

Someone from the wedding party should be designated to oversee the removal of gifts brought to the church.

Invitations

Your wedding invitations should read:

Sanctuary of First Presbyterian Church
951 Marsh Street
San Luis Obispo, CA 93401

Photography/Videos

The environment of the wedding service is one of worship. For this reason, lighted photography and videotaping in the sanctuary are only permitted up to 30 minutes before the service and immediately after the service. (See guidelines for rules during the service.)

Photography and videotaping elsewhere in the building (including the dressing and waiting room areas) should conclude 20 minutes before the wedding in order to give the bride and groom, their families, and the attendants time to prepare themselves in heart and mind for the service.

No flash or lighted photography is permitted during the service by professionals or guests. The church can provide the ushers with cards explaining guidelines for guests with cameras.

Non-lighted photography/videotaping is permitted during the service from the rear only. No videotaping is allowed from the sides or front of the sanctuary. This keeps the photographer /videographer from being a visible distraction to any of the wedding guests.

Marriage Philosophy and Overview

At First Presbyterian Church, we believe that marriage is a gift from God. The Christian marriage ceremony is a service of worship to be held in God's presence and to ask God's blessing upon the promises being made. All aspects of your wedding at First Presbyterian Church will reflect the spiritual nature of the service.

The minister on staff of our church will officiate at the wedding. The minister will plan the service in consultation with the bride and groom. Pre-marriage conferences are recommended with a pre-marital counselor at the couple's own expense. The officiating pastor will also meet with the couple, initially to screen the requesting couple, and a second time to establish a pastoral connection and plan the wedding.

Wedding Arrangements

If you are a member or actively involved with First Presbyterian Church or actively seeking a church home, we invite you to contact the church office at (805)543-5451 and make the following arrangements:

1. Read this brochure carefully and make sure you understand and agree with its stipulations before proceeding to the next step. **FPC is not a wedding chapel.** Many couples inquire about weddings here simply because they want a picturesque and attractive environment for their wedding. We require more. You must be an active participant in the Body of Christ—or be willing to explore what that means—in order to be considered for scheduling your wedding at FPC.

2. Speak with the church office secretary who will complete a short wedding information form for you. Pending availability, a **temporary** hold will be placed upon the date and time you have requested. (This will not be confirmed until after you have met with the pastor and the pastor has agreed to perform the ceremony, or agreed to whom will perform it, and your non-refundable deposit for the facility has been paid.)
3. If you decide to proceed, in agreement with the stipulations outlined here, information will be forwarded to the pastor. The pastor will then contact you regarding a time to meet about your wedding.
4. When you meet with the pastor, the following areas will be discussed: a) what is the meaning of Christian marriage; b) what are the church policies; c) how does one select a minister to officiate at the ceremony; and, d) how does one set up premarital conferences.
5. After meeting with the pastor, place a non-refundable deposit of \$100. Only at this point is your wedding date confirmed.
6. A wedding assistant will be assigned to the bride and groom approximately two months before the wedding. The wedding assistant will help with arrangements, with the wedding rehearsal and with the conduct and coordination of the wedding ceremony.

*Note: Preferably, weddings should be booked at least four months in advance.

Music Guidelines

Because music lends an important character and ambience to your wedding, please allow enough time to plan. Musicians /soloists, instrumentalists/organists can be recommended by the church. The music used in the service should reflect its spiritual and sacred context. We discourage the use of show tunes and other pieces that do not reflect the religious side of the marriage service.

Checks covering musician fees should be made out to the contracted musician(s) and sent to the church at the same time as the wedding fees (thirty [30] days prior to the wedding ceremony).

Some Things You Should Know

The primary use of the sanctuary is for congregational worship. The principle service is on Sunday morning. **Liturgical decorations may be in place at the time of a wedding. They must remain in place.** Weddings should be planned accordingly.

Candles

City fire code forbids **open** candles except for a unity candle set up and the church candelabra. Candlelight may be used if secured properly and is covered by hurricane chimneys.

Church Access

The wedding party has access to the church building from 1½ hours before to 1 hour after the wedding service. (As an example, if your wedding is at 5 p.m., you and deliveries pertaining to your wedding may have access to the church at 3:30 p.m. The entire wedding party will leave the church and its parking lots by 6:30 p.m.) This time frame will include all pictures taken at the church.

If the reception is held at the church, advance access will be 3 hours prior to the wedding time. Three hours are allowed for the reception after the time of the wedding and one hour is allowed for cleanup. (For example, the reception of the 5 p.m. wedding would conclude at 9:30 p.m., and the caterer would vacate the building by 10:30 p.m.). If the reception is not at the church, those attending the reception are asked to leave the church parking lots after the wedding.

Dressing Rooms

A bridal dressing room is available for the bride within the sanctuary. Gowns and other items may be left at the church prior to the allotted time for your wedding if arranged with your wedding hostess. The men in the wedding party may dress in the library. The church is not responsible for lost or stolen articles. Caution should be used.

Flowers

All floral decoration should be kept simple and complement the sanctuary decor. Flower arrangements should be discussed with the wedding coordinator. **A copy of the florist guidelines should be given to the florist and returned signed by the florist.**

Flowers are to be arranged off-site from First Presbyterian Church and can be delivered 1½ hours prior to the wedding time. Flower standards are not provided. The pulpit top may not be removed to form a pedestal for flowers. No wire, tape, or glue is allowed for attaching pew bows. Rubber bands, ribbon, or plastic pew clips should be used for securing pew decorations.

Aisle runners are not permitted.

It is helpful for florists to leave boxes behind for the pew decorations that are to leave the church with the wedding party.

For couples seeking to be married at First Presbyterian Church, at least one person must be a member of First Presbyterian Church for at least one year to have member rates.

<u>Wedding Fees</u>	MEMBER	NON-MEMBER
Sanctuary	No charge	\$400
Sound Technician	\$ 50	\$ 50
Custodian	\$ 75	\$ 75
Minister	\$250	\$250
Organist/Accompanist	\$125	\$125
Rehearsals for special music	\$ 50 per	\$ 50 per
Soloist	\$ 75	\$ 75
Wedding Assistant	\$175	\$175

If a reception is scheduled at the church, the following additional fees should be included:

<u>Reception</u>	MEMBER	NON- MEMBER
Dining Room	No charge	\$300
Custodian	\$100	\$100
Kitchen Coordinator	\$ 75	\$100

Fees are subject to change based on specific requirements.