

## **SPRINGDALE PRESBYTERIAN CHURCH**

### **Information and Policy on Planning Your Wedding**

We are happy you are considering Springdale as the place for your wedding. Your wedding is one of the most important events in your life and should be planned with two important things in mind. First, the marriage ceremony is a service of worship and therefore is to be conducted with dignity. Secondly, your wedding is a time to share one of life's most joyous occasions with friends and relatives, and this can best be done if your plans are made well in advance of the wedding date. To help you, we have prepared the following information:

1. The Minister of Springdale will perform the wedding ceremony. He/she may give special permission for another clergy-person to assist in the service. It is necessary that the couple meet with the Minister for counseling and planning sessions before the wedding. This should be done by requesting an initial conference at least three months in advance of the wedding date. All counseling and planning must be completed two weeks prior to the wedding.
2. The music used in the wedding should be in keeping with the spirit of Christian worship. It is expected that you will use the services of the church's Director of Music and Organist. He/she will be happy to discuss music with you. Final selections and the use of other musicians or soloists will require the approval of both the Minister and Director of Music.
3. Wedding rehearsals at Springdale will be conducted by the Minister and Director of Music. Normally rehearsals are held the day prior to the wedding. That date will be reserved when arrangements are made for the wedding date, unless the church is notified of a change. Members of the wedding party should be punctual for the rehearsal. Rehearsals typically last 30 - 45 minutes.
4. May we suggest simplicity in planning your decorations. Decorations will be coordinated with the Pastor or his/her designee. We also ask that you use dripless candles so that candle wax does not drop on carpets and furniture. Two candelabrum with candles will be provided by the Church. You are to supply any additional **dripless** candles needed. Some other items you might want to consider in advance are:
  - a. Do you want to use an aisle cloth?
  - b. Do you want to use a kneeler?
  - c. Do you want to use a Unity Candle?

Arrangements for these items should be made through your florist. All decorations in the Sanctuary, Klein Chapel, or Fellowship Hall shall be removed immediately after the wedding by the wedding party or their designee unless prior arrangements have been made with the church office. If you wish to leave flowers for the Church to use the following Sunday, please notify the Church Office of this at least two weeks before the wedding so that we may arrange its flower schedule accordingly.

5. Your family members, photographer, and videographer should observe the following courtesies:
  - a. flash pictures are prohibited once the ceremony has begun.
  - b. movement around the sanctuary after the ceremony has begun is prohibited unless prior approval has been given by the minister.
  - c. placement of video cameras will be approved by the minister.
6. Only birdseed may be used and passed to guests as they LEAVE the building. Please refrain from using rice, confetti, or birdseed inside the building.
7. **ALCOHOLIC** beverages of wine and beer may be brought into the building.
8. **NO SMOKING ANYWHERE IN THE FACILITY.**
9. Banners and decorations for holiday seasons should only be removed or altered if permission has been given in advance.
10. Any event held at the church on a Saturday evening must conclude so building can be prepared for Sunday use in a timely fashion. Suggested closing time is 10 p.m.

As your wedding plans progress, we invite you to call upon us for any help we might be able to give. We, the Officers of Springdale Presbyterian Church, wish you God's blessing as you plan for your future together.

**IT IS NECESSARY THAT SOMEONE IN THE FAMILY GET A KEY TO THE CHURCH IN ORDER TO OPEN UP FOR THE FLORIST, ETC. Please come to the Church Office during office hours and you will be given a key the week of your wedding.**

## FEES NON-MEMBER

- 6A. For a small wedding in the Pastor's Study, or of that approximate size, the following charges apply:
- |                        |        |
|------------------------|--------|
| 1. Minister's Fee      | \$200. |
| 2. * Use of the Church | 25.    |
- 6B. For a wedding using the Sanctuary only, the following apply:
- |   |        |
|---|--------|
| 1. Minister's Fee   | \$300. |
| 2. * Use of the Church  | 500.   |
| 3. Director of Music Fee should be worked out directly with the Director of Music |        |
| 4. Custodian's Fee  | 120.   |
- 6C. For a wedding using the Sanctuary and Fellowship Hall, the following apply:
- |   |        |
|---|--------|
| 1. Minister's Fee   | \$300. |
| 2. * Use of the Church  | \$850. |
| 3. Director of Music Fee should be worked out directly with the Director of Music |        |
| 4. Custodian's Fee  | \$250  |
- There is an additional fee for table and chair set-up and tear down; otherwise, it is the responsibility of the wedding party.
- 6D. For a wedding using Klein Chapel, the following apply:
- |   |        |
|---|--------|
| 1. Minister's Fee   | \$300. |
| 2. * Use of the Church  | \$350. |
| 3. Director of Music Fee should be worked out directly with the Director of Music |        |
| 4. Custodian's Fee  | \$75.  |
- Any moving of furniture in the Chapel must be done by the wedding party.  
Furniture must be returned to its original position immediately after the wedding by the wedding party.

\* These fees will be used for the mission work of the Church.

**A damage deposit of \$200.00 is required in order to reserve the church for B, C, or D above -- refundable after the facility has been inspected and found to be in good order.**

**Remaining fees are due at least two weeks prior to the wedding.**

Separate checks will be needed for the following:

Pastor:	Contact Church Office for name
Director of Music:	Contact Church Office for name
Damage Deposit:	Springdale Presbyterian Church
Use of Church:	Springdale Presbyterian Church
Custodian:	Contact Church Office for name

## FEES MEMBER

- 6A. For a wedding using the Sanctuary only, the following apply:
1. Director of Music Fee should be worked out directly with the Director of Music
  2. Custodian's Fee \$120.
- 6B. For a wedding using the Sanctuary and Fellowship Hall, the following apply:
1. For use of the Fellowship Hall \$250
  2. Director of Music Fee should be worked out directly with the Director of Music
  3. Custodian's Fee \$250.
- 6C. For a wedding using Klein Chapel, the following apply:
1. Director of Music Fee should be worked out directly with the Director of Music
  2. Custodian's Fee \$75

For a reception following the wedding in Klein Chapel:

1. Bldg. use \$150
2. Custodian Fee \$ 75

Any moving of furniture in the Chapel must be done by the wedding party. Furniture must be returned to its original position immediately after the wedding by the wedding party.

**A damage deposit of \$250.00 is required in order to reserve the church for A, B, or C above -- refundable after the facility has been inspected and found to be in good order.**

**Remaining fees are due at least two weeks prior to the wedding.**

Separate checks will be needed for the following:

Director of Music:	Contact Church Office for name
Damage Deposit:	Springdale Presbyterian Church
Custodian:	Contact Church Office for name

**WEDDING INFORMATION SHEET**

Date of wedding: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Rehearsal date: \_\_\_\_\_ Time: \_\_\_\_\_

Rehearsal dinner location: \_\_\_\_\_

Use of Building: \_\_\_ Sanctuary \_\_\_ Fellowship Hall \_\_\_ Chapel \_\_\_ Candelabra

If Reception will be held elsewhere, please indicate location: \_\_\_\_\_

Minister performing ceremony: \_\_\_\_\_

Instrumentalists / soloist \_\_\_\_\_

Florist: \_\_\_\_\_ Photographer/Videographer \_\_\_\_\_

Spouse # 1 name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell)

e-mail: \_\_\_\_\_

Spouse # 2 name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell)

e-mail: \_\_\_\_\_

-----

For office Use Only: \_\_\_ Member \_\_\_ Nonmember

Wedding Policy received: \_\_\_\_\_

Deposit received: \$ \_\_\_\_\_ Date: \_\_\_\_\_ returned: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Payments due: \$ \_\_\_\_\_ minister Amount paid: \$ \_\_\_\_\_ Date: \_\_\_\_\_

\$ \_\_\_\_\_ Director of Music \$ \_\_\_\_\_ Date: \_\_\_\_\_

\$ \_\_\_\_\_ custodian \$ \_\_\_\_\_ Date: \_\_\_\_\_

\$ \_\_\_\_\_ building \$ \_\_\_\_\_ Date: \_\_\_\_\_

## **WEDDING CUSTODIAL RESPONSIBILITIES**

Arrive 45 minutes - 1 hour prior to wedding  
Unlock doors to the church  
Make sure candelabras have plastic runner underneath them  
Lighters for candles and matches kept in sacristy  
Stay in office to be available if needed

### After wedding:

clean bride's room  
Turn off P.A. system  
return candelabras to sacristy  
refill candelabras and communion candles - candles are in 3rd drawer to left of sink in sacristy  
empty trash if needed  
wipe off communion table  
arrange flowers for Sunday  
clean pews  
straighten narthex - bulletins for Sunday and card care (if any)  
vacuum  
reset thermostats to run program  
turn out lights (be sure to check bathrooms and chapel)  
lock doors (including downstairs)