

We are thankful that God has called you to marriage. The covenant of marriage was created by God as a gift to husband and wife and represents the union between Christ and the Church. Our desire is to help you prepare for this joyful calling. The following is Covenant's wedding policy and application which outlines our practices for this service of worship.

Blessings,

Josh Cole

## Covenant Presbyterian Church

### Wedding Policy 2022

Marriage is ordained of God, designed to be between a man and a woman, and intended to last as long as the couple shall live. God created marriage for the mutual help of husband and wife, for the development of their moral and spiritual character, and for the propagation of children.

Weddings at Covenant Presbyterian Church are available for members and their immediate family (parent, sibling, and child).

The marriage ceremony is a worship service designed to give glory to God, and is under the direction of a minister from Covenant. If another pastor is desired to officiate the wedding, a request must be made to the session for approval.

#### **Steps to Schedule Your Wedding**

1. Check with the Covenant administrative assistant on the availability of your desired wedding date.
2. Meet with the pastor to go over the Wedding Application and Agreement.
3. Submit Wedding Application and Agreement for Session approval
4. Upon notification of approval, schedule pre-marital counseling with the pastor.

#### **The Sanctuary**

Covenant Presbyterian Church has been blessed with a beautiful facility, which is to be used to the glory of God. We are pleased to share it with the Covenant family for weddings.

The Sanctuary seats approximately 400 people.

#### **Marriage Counseling**

Couples marrying at Covenant will be expected to engage in premarital counseling.

Covenant's pastors use this time for instruction and discussion on the privileges and obligations associated with Christian marriage. Requests for counseling to be provided elsewhere should be made to the pastor.

#### **Rehearsal**

The rehearsal is to take place at Covenant one day prior to the wedding between the hours of 5:00 pm and 7:00 pm. Care should be taken by the wedding party to arrive promptly and act and dress reverently for the rehearsal, as if attending a worship service to God.

## **Music**

As the marriage ceremony is a worship service, all music must direct the attention of those in attendance to God, who sanctifies marriage, and special care should be taken to assure that it is suitable and reverent.

The staff organist, or other approved musician, will play for weddings at Covenant and can offer suggestions and assistance for the selection of music.

All additional musicians and vocalists and their music must be submitted to the Covenant Music Director for approval at least one month prior to the wedding date. Please do not invite any musicians and vocalists to participate in the wedding before consulting the Music Director.

The wedding party is responsible for contacting the organist at least one month prior to the wedding date.

It is the responsibility of the bride and groom to pay additional musicians and vocalists for their services.

## **Flowers and Decorations**

Flowers, decorations, and other appointments should not be unduly elaborate. In all activities surrounding the ceremony, excessive expense and ostentation should be avoided.

During the Christmas and Easter seasons, special flowers and decorations already in place at the church may not be moved, but may be used by the wedding party without an additional fee.

All decorations must be removed from the Sanctuary immediately after the ceremony, upon completion of photography. The facilities will remain open only one hour after the ceremony.

Covenant is not responsible for decorations and rental equipment left after this time. Any furniture or plants moved for decoration must be placed in designated areas and returned to the proper place after the ceremony.

No unity candle lighting may take place.

Only dripless candles may be used. If the candles furnished by the florist prove not to be dripless, there will be a \$10.00 fee for each candle used. Burning candles must remain stationary and are not to be moved. To protect the carpet, plastic sheeting should be used beneath the candles.

No floral materials may be used from the Covenant flower room.

No tacks, nails or anything that would permanently mar any surface are to be used to attach ribbons, flowers, etc. to furniture or church property.

No decorations may be attached to the screen behind the Communion Table, the piano, or the Sanctuary windows.

No flowers or decorations may be placed on the Communion Table or the piano.

## **Photography**

The wedding party is strongly encouraged to take most, if not all, photographs before the ceremony. Photographs may be taken before the ceremony until the ushers begin seating guests 45 minutes prior to the ceremony. At this point photographers and videographers are to stand in the balcony to take pictures and video with available lighting. No flash photography is allowed during the ceremony.

Photographers may stand in the Narthex to take pictures of the couple recessing from the sanctuary.

## **Sound and Lighting**

Covenant will enlist a sound and lighting engineer for the wedding. No one other than this assigned person has permission to operate the church's sound system or lighting.

## **Miscellaneous Information**

Parties enjoying Covenant's facilities will be held responsible for any damage to the building or furniture.

Use of rose petals (only real, not silk) or bubbles is permitted outside. Confetti, sparklers, rice or bird seed is not allowed.

The entire facility, including the parking lot, walls, and exterior must be left clean and ready for Sunday services.

The church assumes no responsibility for materials, equipment, clothing, money, jewelry, or other items left at the church at any time.

Smoking and alcoholic beverages are not permitted on the premises.

Before the ceremony, the bride's party will occupy the Parlor and the groom's party will occupy Classroom 201.

Weddings will not be scheduled on holiday weekends. Requests for Sunday weddings will be evaluated on a case by case basis.

If desired, the Covenant Administrative Assistant will assist in printing wedding programs. The bride and groom will be required to proof the program two weeks prior to the wedding.

## Wedding Compliance and Liability Form

We have read the Wedding Policies and the Wedding Fee Requirements of Covenant Presbyterian Church and agree to comply with the terms and all regulations.

We assume all of the risk of loss, damage, and/or injury to any property or person sustained through our use of the church building and land. We will indemnify Covenant Presbyterian Church and hold it harmless for any loss, damage or injury to any property or person sustained through our use of the church building and land unless that loss, damage or injury was caused by negligence or Covenant Presbyterian Church or its employees.

Bride's Signature \_\_\_\_\_

Date \_\_\_\_\_

Groom's Signature \_\_\_\_\_

Date \_\_\_\_\_

# Wedding Application to the Session

Please return this form to Covenant Presbyterian Church

## Bride

Full Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Member of this church? Yes No If no, where: \_\_\_\_\_

## Groom

Full Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Member of this church? Yes No If no, where? \_\_\_\_\_

Future Address: (when known, please call in): \_\_\_\_\_

## The Ceremony

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Reception Location: \_\_\_\_\_

Minister(s) Officiating: \_\_\_\_\_

Wedding Director: \_\_\_\_\_ Phone: \_\_\_\_\_

Photographer: \_\_\_\_\_ Phone: \_\_\_\_\_

Florist: \_\_\_\_\_ Phone: \_\_\_\_\_

Will you use Covenant's organist/pianist? Yes No

Other Musicians: \_\_\_\_\_

Address and Phone Number of any non-staff minister listed above: \_\_\_\_\_

Office Use Only:

Session's date of Approval: \_\_\_\_\_ Disapproval: \_\_\_\_\_

## Weddings Fees

All fees will be paid directly to the church office, directed to the Director of Operations, unless requested otherwise. Reservations are guaranteed only when the fees have been received by the Director of Operations.

**\$150 Sanctuary Wedding**

**\$150 Fellowship Hall Fee**

**\$300 Ministers Fee**

A Covenant minister must perform the ceremony or assist with all weddings held at the church. This fee is to be paid to the minister on the wedding day.

**\$300 Organist/Pianist Fee(s)**

Includes wedding rehearsal of up to 90 minutes 1 day prior to the wedding and the wedding ceremony which includes a 30 minute pre-nuptial recital

### Optional Organist Fees

\$ 50 Per each meeting of up to 90 minutes between the bride, et al and the organist to jointly select music for the wedding ceremony (if desired)

\$ 50 Per each rehearsal of up to 60 minutes between organist and soloists/string quartets/etc. which the bride desires to perform in the wedding ceremony and/ or pre-nuptial recital.

\$ \_\_\_\_\_ **total amount due**

Checks should be made payable to Covenant Presbyterian Church.

Bride's Signature \_\_\_\_\_

Date \_\_\_\_\_

Groom's Signature \_\_\_\_\_

Date \_\_\_\_\_