

# FIRST PRESBYTERIAN CHURCH

417 N. Fourth Avenue  
Sandpoint, ID 83864-1562  
(208) 263-2047

## WEDDING POLICY

Thank you for your inquiry regarding having your wedding ceremony at First Presbyterian Church. We welcome the fact that you seek God's involvement in and blessing upon your marriage. After reviewing our wedding policy, if you wish to discuss a marriage service at First Presbyterian Church, please contact our office. Please understand that scheduling conflicts may not allow First Presbyterian Church to be available for the wedding date you have chosen.

According to Presbyterian policy, our Session has authority to oversee and approve all events held in the church. Your wedding request will need to be presented to Session for approval.

### A Special Worship Service

First Presbyterian Church views a wedding as a special worship service, not just a brief gathering of friends. If you are not regular members of a community of faith, we invite you to join us in Sunday morning worship prior to discussing your wedding service. Following your wedding, we invite you to consider joining us in Sunday worship as part of your ongoing faith journey.

### Pastor Participation

All weddings conducted at First Presbyterian Church are conducted by the pastor currently serving this church. Other pastors, priests, or religious leaders may be invited to co-officiate at the invitation of First Presbyterian's pastor.

### Premarital Counseling

As a couple, you are required to participate in premarital counseling with the pastor of First Presbyterian Church. The Prepare/Enrich Program through Life Innovations ([www.prepare-enrich.com](http://www.prepare-enrich.com)) will be utilized with an online assessment fee of \$35.00. With a minimum of six one-hour sessions, several weeks are needed in advance of the wedding to accomplish this requirement. Wedding requests with a short lead time will not be considered.

### Music

Our church pianist may be available to provide music for your wedding; however, you are welcome to arrange for another pianist and/or musicians to play for your wedding. Music should be appropriate for a Christian worship service.

### Photos

Flash pictures are encouraged before and after, but not during, the wedding service. It is your responsibility to advise any photographers of this policy. Ushers are expected to advise guests who bring flash cameras. Video taping of a service must be discussed with the pastor, prior to the rehearsal.

### Flowers, Decorations, Candles, Etc.

Flowers, candles, carpet runners, and other appropriate decorations may be placed in the sanctuary at the discretion of the wedding party, after consultation with the pastor. All items must be removed and/or disposed of immediately following the service.

Only cord or pipe cleaners are acceptable for affixing decorations to the pews. No tacks, nails, putty, or tape are to be used to affix decorations to any surface.

We ask that you use the damper to extinguish all candles to avoid candle wax on the carpet.

All candles used for your wedding service must be dripless. Dripped candle wax found on the carpet may result in the loss of your damage deposit.

Two candelabra are available for your use free of charge. You will need to provide your own dripless candles.

### Use of Rice and Birdseed

We ask that your wedding party and guests not use rice or birdseed within the church building. If rice or birdseed is left scattered within the building, you may forfeit the return of your damage deposit. Please do not use rice outside the church building either. Birdseed is appropriate for outside use. Other suggestions include ribbons, bells, or bubbles.

### Use of Fellowship Hall and Kitchen

The fellowship hall and kitchen may be considered for your reception. Please request a copy of our Building Use Policy for guidelines and fees.

### Alcoholic Beverages and Smoking

No alcoholic beverages are permitted in or on any part of the church premises. Any violation will result in cancellation of the wedding service, even on the day of the wedding. Also, the wedding service may be postponed or possibly canceled if the bride, groom, or any member of the wedding party arrives for the service drunk or hung over. If this is the reason for cancellation, no fees will be refunded. Smoking is not permitted in or on any part of the church premises. The bride and groom shall be obligated to make guests and members of the wedding party aware of the above.

### Arrangement of Sanctuary

The pulpit, pew hymnals and Bibles, and choir chair risers may not be moved. The pew cushions, attendance pads, choir chairs, banners, and/or small wooden church in the front entrance may be removed. The position of the piano may be adjusted slightly, upon approval of the pastor; however, it cannot be moved. Other items in the sanctuary may be moved with **prior approval** of First Presbyterian's pastor. All items must be replaced **immediately** following the service.

Refundable Damage Deposit

The damage deposit will be refunded in full, except in cases where the church is left in a condition that requires it to be cleaned. Should that occur, an appropriate amount will be deducted.

Fees

	Members	Non-members
Refundable Cost		
Damage Deposit	\$100	\$200
Nonrefundable Costs		
Sanctuary Use Fee	N/C	150
Church Pianist (wedding and rehearsal)	100	150
Pastor	N/C	200
Premarital counseling	<u>35.00</u>	<u>35.00</u>
<b>Total Costs</b>	<b>\$235.00</b>	<b>\$735.00</b>

Payment

50% of amount due is required in order to reserve your wedding date and time. Balance of payment is due no later than one week prior to the wedding rehearsal.

All checks should be made payable to "First Presbyterian Church." Please include the name and address of the person to whom the damage deposit is to be returned.

## **ADDITIONAL INFORMATION TO HELP YOU PLAN YOUR WEDDING**

The rite of marriage is a worship service.

We realize that each engaged couple wants their wedding to be special and unique. We are willing to work with the wedding party; however, special arrangements and fee adjustments must be made well in advance of the wedding.

It is the responsibility of the couple to inform the wedding party and guests regarding appropriate care and respect of the church buildings and practices.

A detailed rehearsal helps assure a dignified and beautiful ceremony. Impress upon the wedding party that attendance and punctuality are vital.

All debris is to be placed in trash cans.

All personal belongings and wedding gifts must be removed from the building immediately following the service. We cannot be responsible for lost items. Please assign someone to be responsible for making a last-minute sweep of the property to look for forgotten or overlooked items.

Please assign someone to be responsible for seeing that rooms used by the wedding party are left in the same condition in which they were found.

If you would like to donate your flowers to the church for the following Sunday worship service, please make arrangements with the pastor.

Total seating capacities:

Sanctuary:

Pew seating: 180

With additional chairs: 210

Fellowship Hall

Table seating: 53

Chair only seating: 113

Handicap accessibility to the sanctuary is available through the Alder Street entrance. A ramp is located to the left of the entrance.

Policy updated December 2014