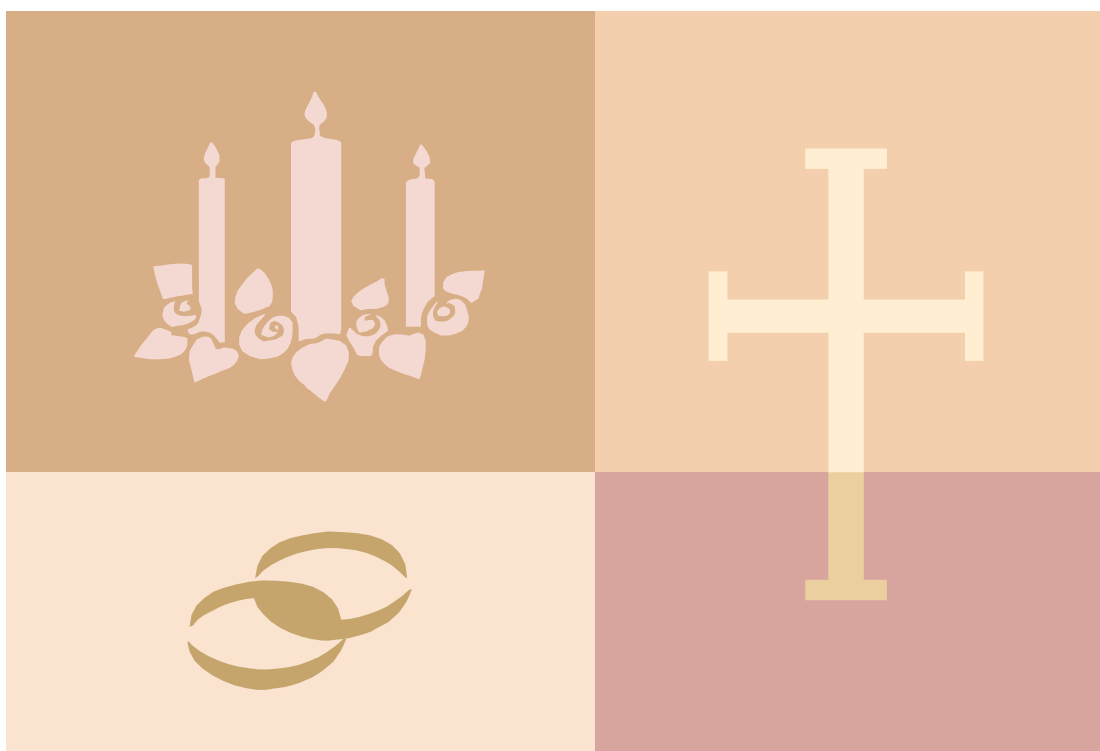


Weddings at Westminster Presbyterian Church



1330 S. Fielder Rd.
Arlington, TX 76013
817-460-3841

Nov 2005



welcome!

We are pleased that you have chosen Westminster Presbyterian Church for your wedding. We will assist you in every way possible to make your wedding a joyous, meaningful and memorable occasion.

A marriage service in the church is a Christian ceremony honoring God. Its social importance is only incidental to its spiritual significance.

This booklet has been prepared to guide you. Please save it and consult it frequently as you make your plans. A Wedding Coordinator from the church will represent the interests of Westminster Presbyterian Church as they work with the bride, groom and wedding party to make your wedding a positive experience. If you have any questions or need advice during the planning of your wedding, please call the Wedding Coordinator rather than calling the church office.

Let's Begin



1. Please read this booklet, taking notice of all rules and fees.
2. Inquire as to your chosen date, securing that date on the church calendar with a \$50, non-refundable deposit. No weddings will be scheduled for December 31, January 1, Holy Week-Easter Sunday, July 4, Thanksgiving, Christmas Eve or Christmas Day. No weddings will be scheduled for a Sunday.
3. Schedule a meeting with the Wedding Coordinator to tour the building and discuss policy. At this time you may return the filled out sheet included in this booklet. Please do not sign until you have read the entire booklet and agree to abide by its policies.
4. The Westminster Pastor must officiate, co-officiate or invite the Pastor who will officiate at your wedding. A visiting Pastor must be approved by the Westminster Session.
5. The officiating pastor shall require at least one counseling session with the couple in order to plan the wedding service. Further counseling will be at the discretion of the Pastor.
6. Time restrictions:
 - Rehearsal - one hour
 - Ceremony only - two hours preceding, one hour following the wedding service.
 - Ceremony and reception - times may be negotiated to accommodate set up. Weddings with evening receptions at the church should begin no later than 7:00 p.m. and the reception, including clean up, should conclude by 11:00 p.m.
7. All fees must be paid no later than 2 weeks prior to the wedding rehearsal.
8. Should the wedding not take place, all fees will be returned except for the original \$50 deposit.
9. We think it is only fair to share with you the limitations of our air conditioning system during the hottest months of the year, usually July through mid-September. While there is no problem cooling the sanctuary, there occasionally is a problem keeping the main part of the building, including the dressing areas, cooler than 75 degrees. Fans are provided in the dressing areas. Fellowship Hall has a new system which is quite adequate.



Facilities

- The sanctuary will comfortably seat between 200 and 250. There are 15 regular pews plus one, half pew on each side. Seating should begin with the second regular pew.
- Fellowship Hall (50' X 50') will accommodate at least as many as the sanctuary. For smaller receptions it may be sectioned off. There is a kitchen off Fellowship Hall, which may be used for food preparation. In the hall, are 20+ folding tables (6' X 2 ½'), 120 padded chairs and plenty of additional metal folding chairs.
- A bride's room is available if the bride and her attendants wish to dress at the church. A classroom will be made available if the groom and his attendants wish to dress at the church. No food or drink may be brought into the dressing areas with the exception of water. Before leaving, double check the dressing areas, sanctuary and reception hall to be sure nothing is left behind. The church cannot be held liable for personal possessions of the bridal party or their guests. Please do not leave valuables unattended.
- The nursery may not be used by non-members because of hygiene and liability issues.
- A unity candle stand (bride provides candles) and a kneeling bench are available. The marble-topped sideboard in the hall may be used for the guest book.
- The church does not provide candelabras, table coverings, dinnerware, eating utensils, pots/pans, dishtowels, etc.
- Westminster is a smoke-free, alcohol-free, drug-free building. No alcohol (except as noted below) may be on the Westminster Presbyterian Church premises. Please inform your attendants and guests of this policy. (The serving of champagne/wine at the reception only may be discussed with the Pastor or Wedding Coordinator. If alcohol is served, a uniformed Arlington Police Officer must be on duty. This officer will be arranged for by the Wedding Coordinator and paid for by the wedding party. No other alcohol is allowed.)
- During the 6 week period between the first Sunday of Advent through Epiphany there will be a lighted Christmas tree and lighted wreaths in the sanctuary. These may not be removed.

Please remember that you are a guest of Westminster and as such, you are asked to treat the building and its furnishings with the same respect you would your own or someone else's home.

The Rehearsal



- Schedule the time of rehearsal at the time the sanctuary is reserved. Consider work schedules, rush hour traffic and the time reserved for your rehearsal dinner in setting a time.
- All those participating in the wedding including ushers and parents of the bridal couple should be in attendance.
- Rehearsals should begin promptly at the scheduled time. Please ask all those involved to be prompt. The rehearsal must not last longer than one hour. After that time an additional fee of \$15 per quarter of an hour, or portion thereof, will be deducted from the damage deposit. The same fee will apply to "overtime" following the wedding.
- The rehearsal is under the direction of the Pastor in charge. The Wedding Coordinator will assist as requested.
- At the time of the rehearsal, the marriage license should be given to the Pastor. The Pastor is required to send the marriage license to the county courthouse immediately following the wedding. If you would like a photocopy, please ask the Wedding Coordinator.

- Please remember that the sanctuary is a place of worship and respect.
 - No food or drink is allowed in the sanctuary.
 - Visiting and revelry should be saved for the rehearsal dinner.
 - Children must be supervised at all times.
- Final requests for additional equipment must be made at the time of the rehearsal. Below is a checklist for your convenience. Please circle those items you wish to use and give the list to the coordinator:

Piano Unity candle stand Kneeling bench Tape player Candle-lighters
 Microphones other than the stationary ones at lectern and pulpit
 Chairs for use by instrumentalists
 Other _____
- Participants in the service (i.e., Pastor, musician, etc.) and their spouses will attend the rehearsal dinner and reception only as they are invited. Attendance should not be assumed, nor do they expect that you have to invite them.



The Ceremony

A wedding at Westminster Presbyterian Church is an act of worship. The PCUSA Book of Order states: *The Christian marriage ceremony is a service of worship before God, normally conducted within the house of God.*

**Out of courtesy to your guests, your wedding party, and the pastor,
 your wedding must begin at the scheduled hour.**

Decorations:

From the Book of Order: *Flowers, decorations and other appointments should not be unduly elaborate. In all activities surrounding the ceremony, excessive expense and ostentation should be avoided.*

- Any decorations should be in good taste, enhancing, rather than detracting from the beauty and worshipful atmosphere of the sanctuary.
- The communion table, its appointments, the flower stand and baptismal font may not be moved. No floral arrangement may be placed on the communion table.
- All candles should be dripless or "sheathed." A non-flammable floor covering must be put under wax candles. Wax candles should be extinguished by snuffing rather than blowing them out which causes wax to fly.
- Pew bows must be attached with plastic floral clips cushioned by felt or a non-abrasive material (No tape or wire, please). No candles may be used in the aisle.
- For the safety of guests, no fresh flower petals may be scattered in the sanctuary.

Audio Visual Equipment and Photography:

- No flash pictures may be taken during the ceremony. Please have ushers inform those guests with cameras that pictures are not allowed during the service. An exception would be allowing one professional photographer to take a picture of the bride as she enters and the couple as they exit.
- The ceremony setting may be restaged for the photographer following the wedding. The photography time should not be excessive out of consideration for your waiting guests. Pictures may be taken before/after the ceremony in any part of the building. Photography preceding the wedding must be completed no later than one half hour before the scheduled time of the service.
- Video equipment must be stationary, preferably behind the north lectern. The sanctuary's existing light is the only lighting allowed during the service.
- The pastor and/or coordinator must be given notice of any audio and/or visual recording. A request to use the Westminster audio equipment must be made in advance.

Music:

Such music as accompanies the ceremony should direct attention to God, Who sanctifies marriage, and special care should be taken to assure that it is suitable and reverent. If desired, the congregation may be invited to join in the singing of hymns at the beginning and/or conclusion of the service. PCUSA Book of Order

- The WPC organist will normally play for the wedding service as they are familiar with the liturgy of the church and familiar with the pipe organ. It is the responsibility of the bride or groom to contact the organist. Please contact the organist through the Westminster office. The services of other organists may be used only with the approval of the Westminster organist. The Wedding Coordinator is prepared to suggest other organists. In such a case, the Westminster organist shall receive a fee of \$50.
- A piano is available in the sanctuary.
- The Westminster organist can suggest a variety of music, which will accentuate the joy and reverence of the wedding service. The text of the solos used in weddings should be God-centered, emphasizing the relationship between God and the church.
- The Westminster Pastor and/or organist will have the final music approval.
- If special music is requested which is not in the organist's library, it will be the responsibility of the bridal couple to furnish copies of the music.



The Reception

- The wedding party or caterer is responsible for the arrangement of tables and chairs. All tables, chairs and bulletin boards must be replaced in their original positions at the end of the reception. Consult the drawings inside each closet door of Fellowship Hall for the table configuration.
- The kitchen is for food preparation only. While the refrigerator may be used, the ovens and dishwasher require special permission and supervision by the Wedding Coordinator.
- A piano is available in Fellowship Hall, as well as a sound system through which taped music may be played.
- A six-foot round table with a floor-length white cloth is available for an additional \$50 charge. The additional fee is for set up, laundering and pressing the cloth. Included in the fee are four glass columns and a three-foot glass round, which may be set atop them
- The caterer should clean up to the point that the custodian should only have to vacuum, mop and clean glass doors.
- Please bring your own soap, dishtowels, trash bags, coffee, coffee filters, tea, sugar, creamer, etc.
- Please do not nail, tack or tape anything to the walls, nor lean anything against them.

- Birdseed or bubbles are allowed outside only ... that includes distribution. If empty bottles, tulle or ribbons must be picked up, there will be a \$10 deduction from the damage deposit.

Fees

	<u>Non-Member</u>
Wedding with rehearsal	\$750.00
Wedding with rehearsal and reception (includes use of building, wedding coordinator, janitorial service)	\$1350.00
Pastor	Private matter between pastor and couple
Organist – Ceremony	\$125.00
Organist – Rehearsal	\$25.00
Organist – play with soloist/instrumentalist	\$25.00
Damage deposit	\$100.00
Damage deposit (wine/champagne allowed)	\$200.00
Additional per hour	\$25.00

[A member wedding is one in which the bride or groom or a parent of either has been an active member of Westminster for a 12 month period preceding the wedding date. An active member is one who regularly participates in the life of the church through attendance and financial giving.]

A \$50.00 non-refundable deposit is required to put your date on the church calendar. The deposit will be deducted from the above fees.

Please note: Normally, the damage deposit will be returned within two weeks. A portion, or all, of the damage deposit will be withheld if any damage to the facility is incurred, if extraordinary cleaning is necessary, or if the time limits are exceeded.

Your wedding coordinator is _____ Please contact the Church office _____
and may be reached at _____ 817-460-3841 _____.