



EASTMINSTER

Wedding Policy

But from the beginning of creation, 'God made them male and female.' 'Therefore a man shall leave his father and mother and hold fast to his wife, and the two shall become one flesh.' So they are no longer two but one flesh. What therefore God has joined together, let not man separate. Mark 10:6-9

THE WEDDING CEREMONY

A Christian wedding is a service of worship giving thanks and praise to God who has created such love and blessing witnessed in the bride and groom. When man and woman enter into marriage, they pledge to each other their faith and trust and they enter into a covenant with God. Weddings at Eastminster Presbyterian Church are conducted by the pastor(s) of Eastminster Presbyterian Church and the service is arranged under the pastor's discretion. Non-member weddings are ordinarily conducted by the Associate Pastor and require special approval by Session. Elements should be selected to elicit in all participants a combined sense of reverence, dignity, and joy. To this end, the Wedding Coordinator, Church Staff, and the Worship Team stand ready to help the couple and their families achieve an experience which will be profoundly spiritual in nature and memorable in beauty.

It is the couple's responsibility to read and become familiar with church policies and to see that they are observed by the wedding party, florist, caterer, photographers, musicians, and all others participating.

STEPS IN SCHEDULING AND PLANNING

1. Contact the Church Office as early as possible prior to the expected wedding date to reserve needed facilities for the wedding, rehearsal and reception, and to inquire about the pastors' availability. The wedding service, date and time, must be approved by session before the date is certain.
2. Complete and return the wedding reservation form to the church office.

3. The Wedding Coordinator will contact the couple to discuss plans and facilitate the next steps.

BUILDING USE POLICIES

1. The building will be open two (2) hours prior to the ceremony for the florist, the wedding party, pre-service photography, etc. Plan to leave the building within 30 minutes of the close of the service.
2. Weddings will be scheduled to begin no later than 7:30pm.
3. No alcoholic beverages or tobacco products are permitted on the church premises.
4. Throwing of birdseed must be outside only. No confetti, rice, or non-biodegradable material, etc. are allowed.
5. Flower petals may be dropped in the church aisle only when an aisle runner is used.
6. Nursery facilities must be pre-arranged if needed. No outside nursery workers are allowed.
7. The florist must adhere to guidelines (included).

SPECIAL ELEMENTS TO THE SERVICE

Work with the pastor to arrange a service which will be meaningful, memorable and reverent—giving glory to Jesus Christ our Lord and Savior. **Communion** is not ordinarily served, but may be requested at least 90 days prior (requires approval by Session). **Music** suitable for the marriage service directs attention to God and expresses the faith of the church. The pastor must approve all special music, soloists or other performances. **Unity Candles** are not provided by the church, so must be arranged if desired.

THE REHEARSAL

All members of the wedding party and participating family members should arrive 15 minutes early for the rehearsal. The rehearsal will be directed primarily by the Wedding Coordinator, with the aid of the pastor. Note: *If a Wedding Coordinator is hired from outside the church, he or she must be approved by and work with Eastminster's Wedding Coordinator and will recognize the authority of the pastor over this service, or be asked to leave.*

FEES AND CAPACITIES OF FACILITIES

Special services tax our facility and staff. They draw the attention of the pastors and staff away from the needs of the larger congregation, and often require personal time sacrifices (particularly for our pastors). Please note that off-site weddings are even more difficult for the pastor to accommodate. For these reasons, the family is asked to observe the following fee schedule and make all payments as directed by the Wedding Coordinator:

Payable to "Eastminster Presbyterian Church"

Wedding Service on Church Grounds

Wedding Administrative Fee

Cleaning Fee (Depends on space used)

Member

No charge

Non-Member

\$400

Maximum sanctuary seating: 350

Receptions:

Fellowship Hall/Great Hall:

No Charge

\$300

Maximum Capacity:

Great Hall 200 seated / 250 standing

Fellowship Hall (Classroom configuration may not be moved.)

Payable Directly to the Individual Retained

Organist (add \$75 if in Rehearsal)

\$175

\$250

Soloist (add \$50 if in Rehearsal)

\$125

\$125

Honoraria for the Minister(s) Payable Directly

Senior Pastor

\$350

\$350

Associate Pastor

\$350

(\$100 if assisting)