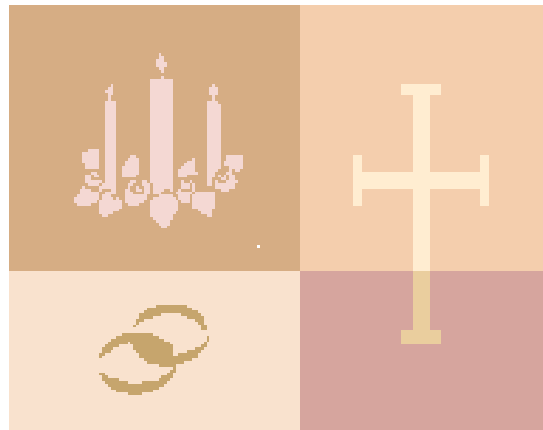


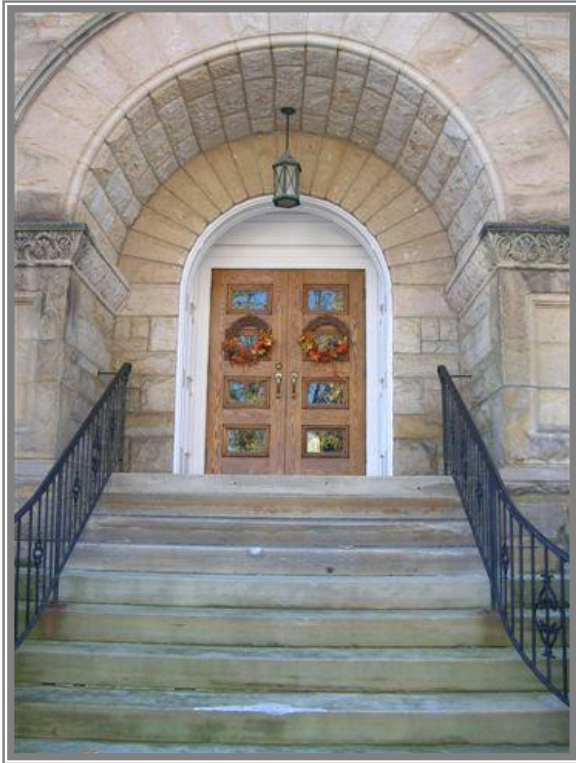
***Weddings
at
First Presbyterian Church
of Clarion***



***700 Wood Street
Clarion, PA 16214
Phone 814-226-8145***

***email: churchoffice@clarionpresby.org
website: www.clarionpresby.org***

Congratulations on your decision to be married!



We are delighted that you would like to be married at First Presbyterian Church of Clarion. Your wedding is a sacred occasion. It will be most meaningful to you and your families when there is careful planning. The information in this booklet, including all policies, is provided to assist couples in planning for a wedding ceremony that is joyful, beautiful and appropriate to our faith tradition. Please familiarize yourself with the wedding procedures outlined here and if any questions arise, feel free to contact us.

Scheduling – All couples should complete a Wedding Request Form (at the back of this booklet) to begin the scheduling process. We will check the calendar for potential conflicts with church events, which will take priority. Please note that Saturday weddings must be over and cleaned up by 10:00 PM, unless prior approval is given by the Property Committee. All weddings, whether for members or non-members, will be considered for approval by the Pastor and at a monthly meeting of the Church Session. The contact person will be notified of the status of their request following the Session meeting.

Engaging the Minister of First Presbyterian - It is the responsibility of the bride and groom to request the services of the Minister at First Presbyterian by indicating on the request form or by phone. Couples should expect to meet with the minister at least twice prior to the wedding for premarital counseling.

Use of the Church by Non-Members requesting a Guest Minister – Couples who are not members of First Presbyterian Church of Clarion may request to be married here. Ordinarily the Pastor of First Presbyterian officiates at all weddings. If you would like to request a guest minister, please provide church affiliation and contact information on the wedding request form. Outside ministers will be considered for approval by the Pastor and Session of First Presbyterian Church. Fees and requirements for non members are listed in the fee section on page 2.

Property Policies - All Wedding related events held at First Presbyterian Church are subject to the Property policies of the church. Smoking, alcoholic beverages and gambling are prohibited on the church grounds. All activities, including the use of music, shall be compatible with acceptable Christian conduct and individuals must conduct themselves in an appropriate manner.

Seating – The Sanctuary can seat 275 guests comfortably.

Music – The selection of appropriate music is an important part of the wedding ceremony. Upon approval of their wedding, all wedding couples should contact the Organist at First Presbyterian for a consultation. (Jean Mitrosky 814-227-2502 jean@clarionfirstpresby.org)

The Organist will provide guidance and suggestions for music appropriate to a service of worship. Arrangements for other musicians are subject to the approval of the Organist and the Pastor of First Presbyterian Church. A Bench Fee will be assessed for approved outside musicians using instruments of First Presbyterian.

Photography – The wedding ceremony is a worship experience. As such, nothing should detract from the ceremony. The use of flash photography during the ceremony is not permitted. Non-flash photography and video taping will most likely not detract from the ceremony if the photographer is unobtrusive.

Decorations – The bridal couple may decorate the sanctuary for their wedding provided care is taken that no damage occurs to the worship spaces or furnishings. The communion table, pulpit and lectern may not be moved from the chancel. If an aisle runner is desired, the couple should purchase one for their own use. A 50' runner is the perfect length for the center aisle. Decorations may be hung from the pew ends, there are 12 rows, but please do not use tape or fasteners of any kind. Several optional items are available for couples to use at their wedding if they desire. The church custodian will assist with their placement:

Candelabra – Two candelabra, each holding 7 candles. A set of candles may be purchased from the church. Other candles are not permitted.

Kneeling Bench – for the wedding prayer.

Small Oak Table - for photos or candles.

Custodian – A Church Custodian, who is responsible for care of the building and grounds, will be present at the rehearsal and the wedding to open and close the building, run the sound system and assist the minister. The Custodian will open the building 30 minutes before the rehearsal and two hours before the wedding unless additional hours are arranged in advance. The fees for the Custodian's services are listed in the opposite column on this page.

Rehearsal – Rehearsals ordinarily take place the evening before the wedding at 5:00 pm. Every detail of the wedding will be covered so all the participants should plan to arrive in good time for the rehearsal to begin promptly. In most circumstances, it will take an hour or less to complete the rehearsal.

Dressing Rooms – The Parlor and Chapel are available for the bride and her attendants. The Sisterhood Room, at the front of the Sanctuary is available for the groom and his attendants. Both rooms have mirrors and nearby restrooms.

After the ceremony- No flower petals, rice, confetti or bird seed may be thrown either outside or inside the church. Soap bubbles are acceptable outside but please recognize that they may provide a slipping hazard for your guests. Please remove all decorations and personal items directly following the wedding unless prior arrangements have been made.

License – The bride and groom should bring their Pennsylvania Marriage License to the rehearsal for the officiating pastor to sign.

Financial Arrangements for Weddings -

For Members

- Fees:

Organist	150.00
OR Bench Fee (if required)	75.00
Custodian	75.00
Additional Time , per hour	25.00
Minister	An honorarium is suggested
Use of Sanctuary	A donation is suggested
Candles	45.00
- Members should pay in full by the day of the rehearsal.
- Checks should be made payable to "First Presbyterian Church" and delivered to the church office.

For Non-Members

- Fees:

Organist	150.00
OR Bench Fee (if required)	75.00
Custodian	75.00
Additional Time , per hour	25.00
Use of Sanctuary	125.00
First Presbyterian Minister	150.00
Candles	45.00
- Non-members must submit a non-refundable deposit equal to 50% of the total fees with their facility request.
- The balance must be paid no later than two weeks prior to the date of the rehearsal.
- Checks should be made payable to "First Presbyterian Church" and delivered to the church office.

Rehearsal Dinner or Reception. Please contact us for more information if you are planning a rehearsal dinner or reception in our Social Hall.

Special requests may be considered by the Property Committee.

Wedding Request Form



Today's Date: _____

Full Name of Bride _____

Church Affiliation: _____

Present Address: _____

Phone: _____ (circle one) hm, wk, cell

E-mail Address: _____

Full Name of Groom _____

Church Affiliation: _____

Present Address: _____

Phone: _____ (circle one) hm, wk, cell

E-mail Address: _____

Date & Time & Place of Rehearsal _____

Extra time requested for setting up? Please be specific _____

Date & Time & Place of Wedding Ceremony _____

Arrival time of wedding party _____

Planning a dinner or reception at First Presby? _____ If yes, please ask for additional fee information.

If not First Presbyterian Minister, please provide:

Name _____ Church Affiliation _____

Address _____

Phone Number(s) _____

Music Plans _____

Number in Wedding Party _____ Approx. Number of Guests _____

Wish to use: Candelabras _____ Kneeler _____ Small Table for Pictures or Candles _____

Other: _____

Address after the wedding will be: _____

Phone Number(s) _____

Church Use:

Approved / Not Approved by: Minister: _____

signature/date

Session Approval Meeting Date _____

Notice of Status given to Contact Person by: _____

signature/date

(Date/Initials)

Notification to: Property Cmte. _____

Treasurer _____

Applicable Fees: _____

Total Amount Due First Presbyterian _____

Deposit received - Date: _____ Ck # _____ Amount _____

Statement sent- Date: _____

Balance Paid- Date: _____ Ck # _____ Amount _____

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Additional Wedding Fees

For Members

Rehearsal Dinner:

Custodian Fee	50.00
Kitchen & Social Hall	A Donation is suggested.

Reception:

Custodian Fee	75.00
Social Hall & Kitchen Use	A Donation is suggested.

- Members should pay in full by the day of the rehearsal.
- Checks should be made payable to “First Presbyterian Church” and delivered to the church office.

For Non-Members

Rehearsal Dinner:

Custodian Fee	50.00
Kitchen & Social Hall	75.00
Security Deposit	50.00

Reception:

Custodian Fee	75.00
Kitchen & Social Hall	175.00
Security Deposit	150.00

- Non-members must submit a non-refundable deposit equal to 50% of the total fees with their facility request.
- The balance must be paid no later than two weeks prior to the date of the rehearsal.
- Checks should be made payable to “First Presbyterian Church” and delivered to the church office.
- Security deposits are refundable following the wedding provided that all property has been left in good condition and other fees are paid in full.