

***Community United  
Presbyterian Church  
Wedding Policy and Procedures***





Congratulations on your engagement and upcoming wedding! Thank you for thinking of Community United Presbyterian Church as part of your plans.

Your wedding is the Christian celebration of your love and commitment to each other and to God. At Community United Presbyterian Church, we want to minister to you through your wedding service. This sacred ceremony, in which you enter into a covenant with God and one another, creates the foundation for your marriage. By choosing to use a representative of God and God's Church, you are inviting God's presence into your wedding and purposely asking for God's blessing upon the marriage.

Most weddings at Community United Presbyterian Church are held in the Sanctuary. With beautiful stained glass windows and a center aisle, the Sanctuary provides the perfect backdrop for your wedding ceremony. Our facility seats approximately 150 guests with 8 pews on each side of the sanctuary on the second level which is handicapped accessible. The balcony seats an additional 50 guests and is not handicapped accessible. (If additional seating options are needed, please ask. Audio is available in fellowship hall.)

### **Church Contact Information**

<b>Address</b>	315 North Vine Street, PO Box 903 Hartford, IA 50118-0903
<b>Website</b>	<a href="http://www.hartfordupc.org">www.hartfordupc.org</a>
<b>Facebook</b>	<a href="https://facebook.com/Community-United-Presbyterian-Church">facebook.com/Community-United-Presbyterian-Church</a>
<b>Email</b>	<a href="mailto:hartfordupc@gmail.com">hartfordupc@gmail.com</a>
<b>Telephone</b>	515-989-3426
<b>Pastor</b>	Rev. Kristin Pike

### **Requirements for Marriage at Community United Presbyterian Church**

- Completion of pre-marital appointments with the pastor
- In-person meeting with the wedding coordinator.
- Presentation of properly executed marriage license at or before the rehearsal.
- Adherence to the following policies:
  - The church building and grounds are an alcohol, drug and smoke free (including e-cigarettes, etc.) area.
  - The church building and grounds are a weapon free zone.
  - Confetti, rice and birdseed are not to be distributed and /or thrown inside or outside the church. Bubbles may be used outside the church for this tradition.

The pastor reserves the authority to cancel the wedding ceremony and/or reception if any of the items listed are not met.

### **Scheduling the Wedding & Rehearsal**

Please contact the church as soon as possible to discuss the date for your wedding. The

wedding may be scheduled 18 months in advance. The wedding date will be confirmed after the non-refundable scheduling fee has been received and the church calendar has been confirmed to be clear. (The scheduling fee will be applied toward the wedding fees.)

Rehearsals usually occur the evening prior to the wedding as scheduled with the pastor. All of the wedding party, including parents and grandparents who will be ushered in, should plan on being in attendance if at all possible. Fellowship Hall and the attached kitchen are available for the rehearsal dinner. Presbyterian Women may be contacted for food service options for an additional fee or other catering arrangements may be made.

The building will be available for use:

- Rehearsal with off-site rehearsal dinner-2 hours
- Rehearsal with on-site rehearsal dinner-4 hours
- Wedding with off-site reception-6 hours
- Wedding with on-site reception-8 hours

Exact hours will be agreed upon with the wedding coordinator. All cleaning and removal of decorations must be completed within these time guidelines.

### **The Venues**

Most weddings at Community United Presbyterian Church are held in the Sanctuary. Our pastor also performs weddings off site.

Fellowship Hall is available for a reception according to the guidelines listed in the Reception section.

### **The Pastor**

The pastor at Community United Presbyterian Church will officiate at weddings at the church. Guest clergy may assist in the ceremony after consultation with and approval from the pastor and/or Session at Community United Presbyterian Church. The pastor will schedule pre-marital appointments with the couple to plan a wedding service appropriate for their needs and offer guidance about communication, conflict resolution, family history, personality traits, and living a life of faith, among others.

### **Wedding Coordinator**

If you choose to have your wedding at Community United, a wedding coordinator will be designated to assist you after the wedding date has been confirmed and placed on the church's calendar. The wedding coordinator represents the church by coordinating the many details of the wedding and rehearsal at the church. The couple will meet with the wedding coordinator prior to the wedding. The wedding coordinator will be at the church during the designated times listed in the Scheduling Your Wedding and Rehearsal section. Responsibilities of the wedding coordinator include:

- Ensuring the wedding venue is ready for the rehearsal and wedding

- Unlocking doors as needed
- Coordinating audio setup
- Arranging guest book podium and gift table
- Assisting the pastor with the rehearsal
- Orchestrating processional and recessional
- Monitoring time schedules related to the ceremony
- Inspecting the church for cleanliness before and after the wedding
- Overseeing any other facilitation needs within the church

A wedding coordinator is not required for off-site weddings.

### **The Dressing Rooms**

We recommend that the bridal party dress at the church in the designated dressing rooms located in the educational wing. (*Food and drink are to be kept on the lower level of the church.*) It is the responsibility of the bride and groom to arrange for the care of the property of the wedding party before, during and after the wedding, as well as the removal of such items immediately following the service. The church will not be responsible for any articles belonging to any person in the bridal party, any guest at the wedding or any vendor serving the wedding.

### **Marriage License**

The pastor can only perform weddings in full accordance with the law. Please do not overlook the necessity for careful compliance. The wedding cannot take place without a marriage license. The license is to be given to the pastor at the rehearsal.

### **Wedding Music**

The wedding is a service of worship. All music played or sung before, during, or after the wedding should express a message appropriate to the occasion. The selection of all music is accomplished through consultation with the pastor and/or the wedding coordinator, who will provide final approval of all wedding music. The use of pre-recorded music is permitted and must be provided two weeks in advance of the wedding to assure it is compatible with church sound equipment. Recommendations for soloists and other instrumentalists are available upon request.

### **Wedding Party**

It is important the exact times indicated for the rehearsal and for the wedding are observed. Care should be taken to have all members of the wedding party in their places at the times indicated.

### **Photographers/Videographers**

In order to preserve the sanctity and reverence of the Service of Christian Marriage, the following guidelines have been established for photographers and videographers.

- Photographs with flash may be taken before the service begins and after the service has ended. For clarification: the service officially begins when the

bride and groom are in position before the pastor and ends when the couple exits.

- Video recording of the service may use available light only.
- All pre-wedding photography will be completed at least 30 minutes before the service so the space may be prepared for guests.
- Family members and friends are asked not to take flash photographs during the service.

### **Sound & Projection Systems**

Community United requires one of our trained sound technicians to be present at the rehearsal and service if the wedding will require amplification for soloists, instrumentalists, accompaniment tracks, or speakers besides the pastor. An audio CD of the wedding is available for an additional charge. There is a large screen in the front of the sanctuary with projection capabilities if you desire. The video must be provided two weeks in advance of the wedding to assure it is compatible with church projection equipment.

### **Flowers and Decorations**

Any flowers in the sanctuary are to be provided by the wedding party. The florist may not arrive earlier than the designated times listed in the Scheduling Your Wedding section.

Decorations of any kind may not be attached to the pews or any other furniture by gluing, nailing, pinning or in any way that may cause damage. The bride and florist should consult with the wedding coordinator about the way decorations may be placed on the ends of the pews or in other locations. Decorations should not obstruct the altar. Seasonal or other decorations belonging to the church may be moved following consultation with the pastor.

The Sanctuary will normally be available, as scheduled, for decorating the day before the wedding according to the times listed in the Scheduling Your Wedding section. The Sanctuary will be unavailable until after the completion of any funeral services that may occur the day before the wedding. All decorations, flowers, candles, etc. must be removed from the building immediately following the service, unless approved by the wedding coordinator.

### **Candles**

If you are renting candelabras, dripless candles are required and floor protection is still necessary. The church will provide candle lighting torches. Aisle candles are not permitted.

If the bride and groom desire a unity candle, it will be their responsibility to provide the pillar candle, candle sticks and two side tapers. If the bride and groom choose to have a

sand or rope tying ceremony, they will need to supply all elements also.

**Reception**

Fellowship Hall is available for a reception. All set-up before and cleaning after the reception is the responsibility of the wedding party. Cleaning may be contracted with the church custodian for an additional charge.

Fellowship Hall will be unavailable until after the completion of any funeral services that may occur the day before the wedding. All decorations and cleanup must be completed and the building clear by the designated times listed in the Scheduling Your Wedding section.

**Financial Responsibilities and Fees**

A \$50 non-refundable scheduling fee is required for all on-campus weddings at the time the wedding date is confirmed with the pastor. The church will mail you an itemized invoice one month prior to the service. **The balance of financial responsibilities is due to the church office two weeks before the wedding day.** Please make all payments in the form of a check payable to “Community United Presbyterian Church” with the name of the couple in the memo line.

**Required Fees for a Wedding**

	<b>Church Members</b>	<b>Community Members</b>
Use of the Church	\$ 150.00	\$ 300.00
Pastor	\$ 200.00	\$ 300.00
Wedding Coordinator	\$ 100.00	\$ 100.00
Sound Technician	\$ 50.00	\$ 50.00
Cleaning & Damage Deposit (refundable)	\$ 250.00	\$ 250.00
Non-refundable Scheduling Fee*	\$ 50.00	\$ 50.00

\* Applied toward fees

**Optional Fees for a Wedding**

	<b>Church Members</b>	<b>Community Members</b>
Organist or Pianist-Wedding and 1 rehearsal	\$ 150.00	\$ 150.00
Audio CD of wedding (up to 5 copies)	\$ 25.00	\$ 25.00
Projection (Slide Show/Power Point)	\$ 50.00	\$ 50.00
Cleaning Fee*	\$15.00/hour	\$20.00/hour

\*Deducted from Cleaning & Damage Deposit

The cleaning & damage deposit will be refunded within 30 days following the inspection of the facility.