

Downtown Presbyterian Church Wedding Guidelines (for Non-Members)

These guidelines have been thoughtfully designed to assist the couple in planning one of the most important days of their lives. Please read carefully and if you have any questions, you may contact DPC Staff by calling 615-254-7584 or emailing info@dpchurch.com.

The Wedding Service

The wedding is a corporate worship service and should reflect the Christian tradition of the couple getting married. Your wedding will mean more to you, your families and friends when there is careful concern for all aspects of this occasion. These policies will assist the couple and their families in answering questions regarding the wedding ceremony at The Downtown Presbyterian Church.

Scheduling the Wedding

The scheduling of all weddings is done through the church office. The Session must approve all requests. Weddings of members will take priority over requests of non-members. A deposit of \$250.00 must be paid within 30 days of confirmation from the church office. This is not refundable if the wedding is cancelled within 60 days of the date schedules. DPC's wedding liaison will be your primary contact with the church, and the liaison's contact information will be provided upon receipt of wedding application signed by the couple.

No sanctuary weddings will be scheduled on Sundays, during Holy Week, Christmas Eve, Christmas Day, New Year's Eve, or New Year's Day.

The Role of the Minister

Couples are not required to use the services of the pastor of The Downtown Presbyterian Church. DPC's pastor does not ordinarily preside at weddings for non-members. Rather, you may use an appropriate clergy-person of a recognized Christian denomination. Non-Christian clergy-persons require special permission of The Session. A justice of the peace is not acceptable.

Please contact DPC's pastor if you would like to use his or her services. If the pastor does agree to perform the ceremony, please know that the pastor's professional services are not gratis and compensation is required. The pastor's fee for any couple, member or non-member, is \$250.00.

The Role of the Wedding Liaison

The Downtown Presbyterian Church provides a wedding liaison to the couple who wish to be married in our church. This option is non-negotiable. When a completed wedding contract has been received by the church office, the couple will be connected with the wedding liaison to discuss wedding plans and to study the church guidelines together. The liaison is the principle contact between the church and the couple, and an integral and important part of the wedding planning. The wedding liaison should be contacted as soon as possible.

Please note that directing the rehearsal and wedding is not the responsibility of the liaison. That is the responsibility of the presiding officiant or an outside coordinator.

Honoraria and Fees

Our church does not rent its facilities for weddings. The fees listed below are meant to cover certain costs incurred by the use of the facility. Checks are to be made out to individual parties (see below) and given to the wedding liaison one week prior to the wedding.

1. **Sanctuary** (capacity 500): \$1000.00
Deposit of \$250.00 is to be paid at time of contact approval to reserve date.
The remaining amount is due one week before the wedding date.
2. **Chapel** (capacity 100): \$1000.00
Deposit of \$250.00 is to be paid at time of contract approval to reserve date.
The remaining amount is due one week before the wedding date.
3. **Wedding Liaison:** \$250
The Wedding Liaison is required for all weddings in the Sanctuary or Chapel.
Fee includes all consultations with the couple as well as on site assistance for rehearsal and wedding days.
4. **Reception in Fellowship Hall** (capacity 150): \$500
Use of the kitchen is not required to host a reception in the Fellowship Hall.
5. **Reception using Kitchen:**\$500
Cost for use of the kitchen is separate from the Fellowship Hall
6. **Minister:** \$250
Please see section on Role of the Minister.
7. **Custodian:** \$20/Hour - Need for custodian is to be discussed between bridal party and wedding liaison. Custodian is required to open and close the church for both rehearsal and wedding. Custodian is also responsible for making sure the church is clean after the wedding party has left.
8. **Musicians:**

- I. **Consultation** \$50 - List of music will be provided. Samples of the music can be found on YouTube.
- II. **Rehearsal** \$50
- III. **Wedding** \$200
- IV. **Soloist** - fees are set by soloist, generally ranging from \$100 - \$250
- V. **Choir** \$200 (rehearsal + ceremony) - Choir member fee is \$50 for each singer, e.g., \$200 for a quartet

Note: Prices are subject to change and are reviewed annually. The price cannot be guaranteed for a wedding booked for the next calendar year.

The Wedding Music

The organist of The Downtown Presbyterian Church will play for all weddings unless unavailable. The couple should consult DPC's organist as soon as possible to ensure availability. If a guest organist is requested by the couple, he/she must be approved by DPC's organist. The couple is responsible for contacting the DPC organist directly for an appointment at least one month before the wedding. Selection of music for the ceremony will be made in consultation and approval with the church organist.

Other musicians may assist in the ceremony, and should choose music that will enhance the worship aspect of the ceremony.

Decorations and Use of Sanctuary Equipment

The pulpit is to remain in place for the wedding. No candles may be used in the two main aisles of the sanctuary or in the organ area. If candles are desired, it must be discussed with the wedding liaison. Carpet and furniture should be protected from stain or dripping of any candles used. **Dripless candles must be used.** Saucers should be used with all potted plants, and floral decorations should be arranged without the need to anchor or fasten them to any furniture.

If the couple wishes to leave floral arrangements for the church to use during the Sunday Service, the church will be happy to accept either a single or double arrangement. The florist is responsible for removing all candles, ribbons, and other decorations including flowers not being used by the church for Sunday Service.

If the communion table is moved, the couple is responsible for returning it to its proper location after the ceremony is over. No other church furniture should be moved.

The thermostat is set for the season and therefore, cannot be changed.

The computerized lighting system is highly technical and must be set by either a member of the staff or wedding liaison.

Our sound system is available for your use, and includes up to four handheld microphones. If the officiant wishes to use a lapel or headset microphone he/she must provide the microphone, transmitter, and receiver. The wedding liaison will assist in sound system setup and use.

Wedding Pictures and The Photographer

Only non-flash photography is allowed during the service. Professional photographers must remain on the sides or in the balcony during the service.

Miscellaneous

1. Parties using our facilities will be held responsible for any damage to the building or furniture.
2. Alcoholic beverages are not to be served on the premises.
3. Rice and birdseed are not to be used outside the buildings.
4. Rose petals may be carried but not dropped on the carpet.
5. Paid parking is available in lots surrounding the church. **Consideration should be given to area activities and lot managers contacted prior to the event.**
6. Caterers, florists, etc., may unload in the small church parking lot on the east side of the church. It is recommended the door immediately next to the church parking lot be used for rehearsal and pre-wedding access. The main sanctuary doors may be unlocked as agreed upon with the wedding liaison.
7. **It is very important that the staff, wedding party and guests be prompt for the rehearsal and wedding activities.**

After you have read these guidelines, please fill out and submit the online wedding application. A member of the church staff will contact you to confirm availability, answer questions, and send you the wedding contract. The wedding contract is signed by the couple and returned to the church office along with the appropriate deposit. A copy of the completed wedding contract will be sent to the wedding liaison, and contact information for the wedding liaison will be provided to the couple. At that point, please contact the wedding liaison as soon as possible to begin discussing the details of your wedding.