

**First Presbyterian Church
Rochester, Minnesota
August 2010
Today's Date _____**

REQUEST FOR A WEDDING CEREMONY

Completion of this form, when returned to the church office, places your wedding ceremony on the church calendar.

Date of wedding _____ Time _____

Date of rehearsal _____ Time _____

Bride's name _____

Address _____

Home phone _____ Work phone _____

Groom's name _____

Address _____

Home phone _____ Work phone _____

Contact person (if other than above) _____ Phone _____

Minister officiating (If not a pastor of this church) _____

Address & Phone number _____

For Office Use Only

Organist _____

Wedding coordinator _____

Custodian _____

Wedding information form received _____

Wedding license received _____

Forms, envelopes, and wedding book prepared _____

Custodians' checklists prepared _____

**First Presbyterian Church
Rochester, Minnesota
September 2009**

... We are gathered together. ...

The Grace of Christ attend you,
the Love of God surround you,
the Holy Spirit keep you,
that you may live in faith,
abound in hope,
and grow in love,
both now and forevermore.

Congratulations on your forthcoming marriage!

A wedding is a very special time for everyone -- for you, for your family, for your friends, and for the church. As the church, we believe the promises of marriage should be made in the context of worship. We will work with you to celebrate a service of marriage which combines your desires and the essentials of the service of Christian worship. Please read the enclosed material. It contains suggestions both to help you know what is expected of you and to help you communicate with us what your plans are.

Policies and Guidelines for Weddings

1. Date for wedding/Minister
2. Wedding Coordinator
3. Aisle Runner
4. Audio/Videotaping and Photography
5. Building Availability
6. Bulletins
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8. Dressing Rooms
9. Fees/Honoraria
10. Flowers
11. Food
12. Gifts
13. License
14. Music
15. Non-members
16. Reception
17. Rehearsal
18. Session Policies

Guidelines for Wedding Music (pages 5-7)

Worksheet for Wedding Expenses (page 8)

Wedding Information Form (page 9 & 10) (Please complete this form
and return it to the church office at least two months before your wedding.)

**** Church Staff ****

Pastors: T.J. Parlette and Jay P. Rowland
Wedding Coordinators: LaDonna Fay & Sally Brooks
Director of Music and Organist: Lee J. Afdahl

**First Presbyterian Church
Rochester, Minnesota
September 2009**

Policies and Guidelines for Weddings

1. **DATE FOR WEDDING AND REHEARSAL/PRESIDING MINISTER.** Although our secretary can tell you whether a date is open on the calendar, they are not allowed to put your wedding date on the calendar until asked to by one of the ministers. Therefore, you should contact one of the pastors of this church as soon as possible to discuss your wedding plans and determine the date and hour for your ceremony and rehearsal. The church is not available on the following holidays: New Years Day, Presidents Day, Good Friday, Easter Saturday, Easter day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas Eve day, Christmas day and New Years Eve day.

Guest Minister. The expectation is that one of the ministers of this church will be involved in officiating your wedding ceremony. If you want a minister who is a relative or personal friend to be involved in performing your marriage service, that person must be invited by a pastor of First Presbyterian Church. The guest minister should contact the wedding coordinator of First Presbyterian Church one month before the wedding; it is your duty to notify your minister of this responsibility.

2. **WEDDING COORDINATOR.** Contact the wedding coordinator for First Presbyterian Church at least two months before your wedding to discuss your wedding plans. She will be able to answer questions about procedures for arranging a wedding in this church. She will be available to assist you both during the rehearsal and the wedding. You may use an outside wedding coordinator in addition to the First Presbyterian coordinator. However, this coordinator must work through and be responsible to the coordinator provided by the church.
3. **AISLE RUNNER.** The aisle runner is a tradition originating from a time when church floors were stone or packed earth. Not only are they unnecessary on a carpeted aisle, they create a tripping hazard on the padded carpet. While not prohibited the use of a runner is strongly discouraged.
4. **AUDIO/VIDEOTAPING and PHOTOGRAPHY.** **Audio taping and videotaping** are your responsibility. The church is unable to provide the equipment for either of these. The person taping the service must have his/her equipment set up one hour before the service begins and must be unobtrusive and stationary during the ceremony. You must consult with the minister of First Presbyterian Church or the wedding coordinator for proper set-up before the wedding. Videotaping may be done from the corner of the chancel or from the balcony.
Photography. You should arrange for a photographer as soon as possible after your wedding date has been set. **All photography in the sanctuary must be completed 45 minutes before the service is scheduled to begin.** The photographer is responsible for replacing any candelabra or other decorations which he/she moves for the benefit of taking pictures. No flash photographs may be taken during the ceremony. Still photographs may be taken from the balcony without a flash. **No rolling tripods** may be used for either videotaping or photography.
5. **BUILDING AVAILABILITY.** We will open the church a maximum of three hours before a wedding. Please make arrangements for your florist to deliver the flowers and for your photographer to take pictures within that time frame. A minister of First Presbyterian Church or the wedding coordinator may grant exceptions.
6. **BULLETINS.** Wedding bulletins are optional. Please submit a rough copy to the church office for approval by a pastor before you send it to the printer. **The printing of the bulletin is your responsibility...** Please give copies of the bulletin to the presiding minister and wedding coordinator and musicians no later than at the rehearsal.

7. **CANDLES.** A number of options are available for using candles in the sanctuary, including Communion Table candles, brass seven-candle candelabra, sconce candles on the side pillars, and/or aisle candles which fit over the ends of the pews. Only beeswax candles may be used. We supply beeswax candles which are smokeless, dripless, and slow-burning. Costs for using the candles are listed on the page titled "Wedding Expenses."

If you use a unity candle, you are responsible for providing the candles. The church has a holder that may be used, or you may provide your own. Consult with the officiating minister about policy regarding placement and lighting ceremony.

8. **DRESSING ROOMS.** The south fireside room is used as a dressing room for the women and the choir robe room for the men. An ironing board will be available in the fireside room. There are hooks in the ceiling for hanging dresses. If available, the fellowship lounge may be used as a sitting room by the family, but may not be used as a dressing room. The church is not responsible for articles left in these rooms. You may arrange with the wedding coordinator to have these rooms locked during the service. Please leave the dressing rooms tidy.

9. **FEES/HONORARIA.**

A. **Fees.** The marriage license (which is your responsibility to procure) must be presented to the church office and checks to cover all fees and honoraria must be delivered to the church office at least one week before the wedding.

1. **Building use.** If the bride, the groom, or a parent is a member of this church there is no charge for the use of the building. The charge for the use of the building by a non-member is \$1350.
2. **Custodian.** The fee for custodial services is \$100 and is applicable to every wedding. There will be an additional charge of \$25 per hour for each hour or portion of an hour over 4 hours.
3. **Candles.** All candles used in the sanctuary (except as noted for a Unity Candle Ceremony) will be provided by the church and billed according to the charges listed on page 8.

B. **Honoraria.** While the church controls who may provide assistance to you in the planning and celebration of your wedding, these persons serve you in their individual capacities and not as employees of the church. In respect for their services the church sets the minimum gift that you are required to give them in appreciation of their time and effort. Checks made out to each individual are to be delivered to the church office one week prior to the wedding.

1. **Organist.** The basic fee for the organist is \$200. This includes one consultation on the music, one rehearsal with the vocalists, and her/his services during the wedding ceremony beginning with a time of Prelude and through the playing of a Recessional. Any additional music may be negotiated separately.
2. **Musicians other than organist.** The fee and method of payment for a soloist or musical ensemble arranged through the church are to be paid to the musicians one week in advance with all other fees.
3. **Wedding Coordinator.** The fee for the services of the wedding coordinator is \$150 and is applicable to every wedding. The fee is \$200 if no pastor from First Presbyterian is involved.
4. **Minister.** For members of First Presbyterian a \$200 honorarium is customary. For Non Members a minimum honorarium of \$200 is required

10. **FLOWERS.** You should arrange for flowers soon after your wedding date has been set. Please observe the following policies:
 - A. The church is open from 9:15-11:45 a.m. Saturday mornings and three hours before the wedding service. Please arrange to have your flowers delivered in this time frame.
 - B. Floral arrangements may not be placed on the communion table, on the organ or piano, or above the wooden screen behind the communion table.
 - C. Do not attach bows or flowers to the end of the pews with tape, thumbtacks, or nails. Special clips or rubber bands work well. There are approximately 30 pews in the sanctuary.
11. **FOOD.** Food may be served and eaten in the commons area at the bottom of the stairs going down from the social hall or in the social hall. Cheese and crackers may be provided in the lounge. Clear beverages only please in the lounge.
12. **GIFTS.** You should arrange for someone to receive wedding gifts which are brought to the church. Please remove all gifts and personal belongings from the church following the ceremony.
13. **LICENSE.** It is your responsibility to file all papers for your marriage license and to secure the license in enough time to bring it to the church office at least one week before the wedding.
14. **MUSIC.** The church organist is to play for all weddings. In case of conflict or absence, he/she will arrange for a competent substitute. Make an appointment with the organist soon after you set the date for your wedding. He/She will have suggestions about soloists, instrumentalists, and wedding music, and is to meet with all performers at least one month before the wedding to select appropriate music.

Additional musical instruments are acceptable and encouraged when appropriate to the ceremony and when competent performers are available. All wedding music should focus upon God and emphasize the faith of the Christian community rather than romantic love or sentimentality. Appropriate music is listed in "Guidelines for Wedding Music."
15. **NON-MEMBERS.** A non-member wedding is defined as one in which neither of the parties, or a parent is a member of this church. Nonmembers using the facilities of FPC are expected to follow all the policies and guidelines set forth in this document.
16. **RECEPTION.** . We are not able to offer reception space.
17. **REHEARSAL.** We schedule 90 minutes as a maximum duration for a rehearsal. Plan to have the participants arrive on time and be attentive to the seriousness of rehearsing for the wedding. The organist and other musicians arranged through the church do not attend the rehearsal.
18. **SESSION POLICIES.** The Session of this church has ruled that:
 - A. No alcoholic beverages may be consumed in the church building or on the property. Mindful of the sacred nature of this service please come to the wedding rehearsal and service sober.
 - B. No smoking is allowed in any area of the church.
 - C. The throwing of rice is not allowed.

**First Presbyterian Church
Rochester, Minnesota
September 2009**

Lee J. Afdahl, Director of Music

Guidelines for Wedding Music

The Worship and Music Council has established the following guidelines for the choice of wedding music, as directed by the Book of Order of the Presbyterian Church (U.S.A.):

"The Christian marriage ceremony is a service of worship before God, normally conducted within the house of God . . .

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."

We feel the selection of music for a wedding service is an important part of planning for a wedding. The following pages suggest music for processional, recessional, sacred vocal solos, and congregational hymns. Should you desire, we would be happy to secure female or male vocal soloists, vocal duet, and/or any instrumentalist such as a trumpeter or violinist for your wedding. Vocal and instrumental music has proven to add a very pleasant addition to the ceremony. Please contact the church office (282-1618) to arrange with the director of music the music for your wedding.

Within the ceremony, reverence and discreteness are the principal guides. The church wedding is conducted in the presence of God in His house and with prayer for His blessing. The selection of music must be appropriate to a service of worship, and if a text is sung, it must be in keeping with the teachings of Scripture and the church. This would preclude the use of secular or "popular" music (i.e. movie themes) with the wedding itself. If still desired, it could be used at the reception or family gathering.

The attached list of musical selections serves only as a guide; it is not intended that the choice of music be limited to this list. Other music that is chosen must be in keeping with the service of worship. Pre-recorded or taped music is not considered to be appropriate to the style of worship embraced by First Presbyterian Church and therefore will not be permitted for any part of the wedding service.

For additional information, please see **MUSIC** under "Policies and Guidelines for Weddings."

Suggested wedding processional music

Bach	Air for a G String Aria (Abide with Me) Arioso Jesu, Joy of Man's Desiring
Beethoven/Hopson	Ode to Joy
Campra	Rigaudon
Clarke	* Trumpet Tune * Trumpet Voluntary/Prince of Denmark's March
Delalande	* Musique Royale
Handel	Air from Water Music Suite Aria in F Major Allegro Maestoso March in D Overture from "Fireworks Music" Sinfonia from "Solomon"
Haydn	The St. Anthony Chorale
Mouret	* Trumpet Fanfare
Pachelbel	Canon in D
Purcell	Trumpet Tune (The Cebell)
Vivaldi	Adagio in D The Seasons
Walton	Crown Imperial

Suggested wedding recessional music

Bach	Gigue Fugue
Bach/Biggs	Now Thank We All Our God
Bach/Fox	Now Thank We All Our God
Beethoven/Hare	Ode to Joy
Boellmann	Allegro (Suite Gothique)
Boyce	Allegro
Campra	Rigaudon
Cashmore	Maestoso
Clarke	* Trumpet Tune in D * Trumpet Voluntary/Prince of Denmark's March
Handel	Allegro Maestoso Hornpipe March in D Overture to the Occasional Oratorio Overture from "Fireworks Music" Sinfonia from "Solomon"
Lang	Tuba Tune
Lemmens	Fanfare
Karg-Elert	Now Thank We All Our God
Marcello	Psalm 19
Stanley	Trumpet Voluntary
Widor	Toccata from Symphony No. 5

Wagner

Fanfare and Processional

* indicates those pieces which may be performed with trumpet.

Suggested sacred vocal solos for wedding services

Bach	Jesu, Joy of Man's Desiring
	Jesus, Shepherd Be Thou Near Me
Beethoven	Ode to Joy
Bunjes	Love Divine, All Love Excelling
English	And On This Day
Franck	Panis Angelicus (O Lord Most Holy)
Haan	The Unity Candle Song
Handel	Wedding Hymn
Hopson (Duet)	The Gift of Love (based on I Corinthians 13)
Joncas (Duet)	On Eagle's Wings
Kittel	O Father, Son, and Holy Spirit
Malotte	The Lord's Prayer
Nelson	Not Two, But One
Peeters	Wedding Song
Roff (Duet)	Bless, O Lord, These Rings
Rowley	Here at Thine Altar, Lord
Stookey	Wedding Song (There is Love)
Vaughan Williams	The Call (from Five Mystical Songs)
Wagner (Duet)	The Peace of God

Suggested hymns for congregational participation

The Presbyterian Hymnal 1990

All Creatures of Our God and King	455
All People That on Earth Do Dwell	220
Come, Thou Almighty King	139
Jesus, Thou Joy of Loving Hearts	510
Joyful, Joyful, We Adore Thee	464
Love Divine, All Love Excelling	376
Not for Tongues of Heaven's Angels	531
Now Thank We All Our God	555
O God, Our Help in Ages Past	210
O God You Give Humanity Its Name	532
O Perfect Love	533
Praise God, From Whom All Blessings Flow	591, 592
Praise Ye the Lord, The Almighty	482
The Grace of Life Is Theirs	534
The King of Love My Shepherd Is	171
You Servants of God	477

**First Presbyterian Church
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September 2009**

Worksheet for Wedding Expenses

Listed below are the basic expenses which you will incur for your wedding service in the church. The fees for the use of the building, the candles, and the services of the organist, custodian and wedding coordinator must be paid to the church one week before the wedding. A bill for the reception will be given to the person specified on the back of the Wedding Information Form.

- A. *Honoraria for Minister.* (Given directly to minister) \$200 is customary \$
- B. *Church Building.*
1. **Members:** If the bride, the groom, or a parent is a member of this church there is no charge for the use of the building for a wedding.
2. **Non-members:** The charge for the use of the building by a non-member is \$1350 \$
- C. *Sanctuary Candles.*
1. Two brass candelabra/14 white candles (\$20) Yes ___ No ___ \$
2. Sconce candles (on the side pillars)/16 candles (\$20) Yes ___ No ___ \$
3. Aisle candles (fit over the ends of the pews)/12 candles (\$20) Yes ___ No ___ \$
- D.. *Custodian.* The fee of \$100 is to be paid to the custodian and delivered to the church one week before the wedding, plus \$ 25 per hour for every hour or part of an hour over four hours. \$
- E. *Organist.* The honorarium of \$200 is to be delivered to the church one week before the wedding. \$
- F. *Other Musicians contracted through the church.* An honorarium of \$125 each is to be delivered to the church one week before the wedding. \$
- G. *Wedding Coordinator.* The honorarium of \$150 is to be paid to the coordinator and delivered to the church one week before the wedding. The required gift is \$200 if no FPC clergy is involved. \$

TOTAL EXPECTED EXPENSES \$

**First Presbyterian Church
Rochester, Minnesota
January 2010**

Wedding Information Form

PLEASE RETURN THIS FORM TO THE CHURCH OFFICE AS SOON AS POSSIBLE.

Day, date, and hour of wedding _____

Day, date, hour of rehearsal _____

Full Name of Bride _____

Address _____ Birthdate _____ Birthplace _____

Telephone number _____ Work telephone number _____

Church affiliation _____ Previously married? _____ Yes _____ No

Father's name _____ Mother's name _____

Full name of Groom _____

Address _____ Birthdate _____ Birthplace _____

Telephone number _____ Work telephone number _____

Church affiliation _____ Previously married? _____

Father's name _____ Mother's name _____

Address after marriage _____

Name of Maid/Matron of Honor _____

Names of Bridesmaids _____

Name of Best Man _____

Names of groomsmen _____

Flower Girl/Ring Bearer _____

Names of ushers _____

Usher for bride's mother _____

Usher for groom's parents _____

Wedding information form...

Double or single ring ceremony _____

Music: Name of organist _____

Name of soloist(s) _____

Number of solos _____

Reception: Where _____

What time should church be unlocked before the wedding? (3 hours maximum) _____

Please note: The maximum time allowed for your wedding, including the ceremony, is 4 hours. If you or your party are here longer there will be additional custodial charges.

What time will the wedding party arrive? _____

Name of florist _____

What time will the florist arrive? _____

Who is responsible for the flowers after the service? _____

Name of photographer _____

What time is the photographer taking pictures? _____

Which candles are you using?

Brass candelabra Yes ___ No ___

Sconces on pillars Yes ___ No ___

Aisle candles Yes ___ No ___

Will there be an aisle runner? _____

Will you have a Unity Candle? _____

Are you having bulletins printed? _____

If we have any questions and cannot reach the bride or groom, whom can we contact?

Name _____

Telephone number _____

THANK YOU