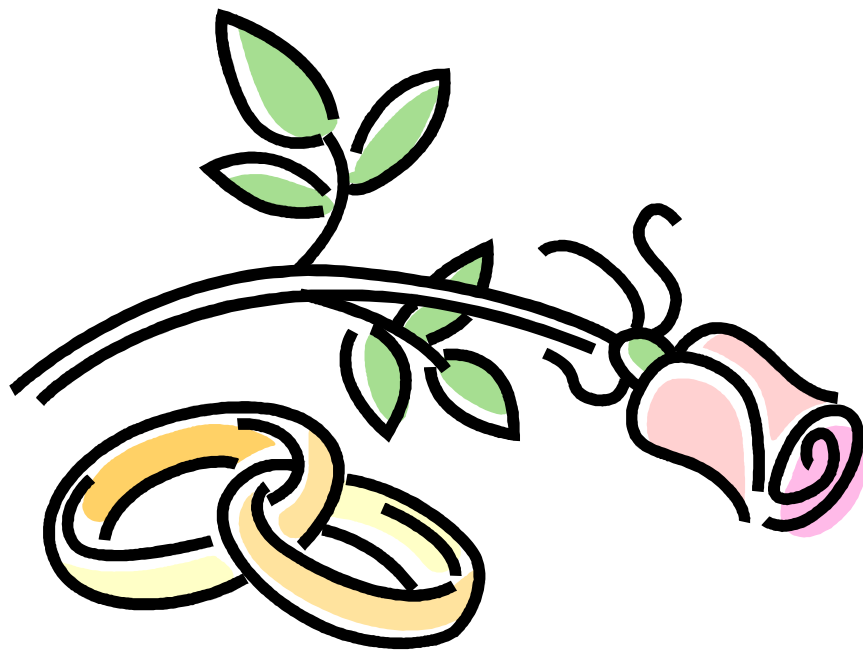


# *Planning Your Wedding*



**First Presbyterian Church of Elmwood**

201 West Evergreen Street

Elmwood, Illinois

[www.firstpresbyterianofelmwood.org](http://www.firstpresbyterianofelmwood.org)

First of all we wish to express our best regards to those contemplating marriage. Marriage is a holy and divine ordinance. It is a relationship of love. Therefore, the church considers your future life together, as man and wife, a blessed occasion and strives to do its utmost to provide an atmosphere conducive of inspiration and lasting sacredness.

A church wedding is not just a social occasion or spectacle with a religious touch thrown in, but it is a service of the church in which worship is offered, prayers are made, and a blessing is given. Whatever would be appropriate to a regular service of worship, therefore, should be fitting for a wedding.

**Pastoral Counseling:** Because we place great importance on the sanctity of the Christian marriage and home, it is the policy of our Session that our Pastor meets with each couple for premarital counseling prior to the service. Also, he will be an active participant in the wedding ceremony. The schedule for counseling will be set up between the couple and the Pastor.

**The Wedding License:** The state of Illinois requires that a license for marriage be obtained and that the couple fulfill the legal formality of pronouncement. A wedding must be performed in the county in which the license is issued. We are located in Peoria County and your license must be obtained in this county. A wedding license is good for 30 days following the date of issue. The pastor usually asks that the license be brought to the church at the time of the wedding rehearsal.

**Order of the Service:** The service shall follow the order prescribed in the Book of Order 2011-2013. Scripture, prayers, exchange of vows and other elements will be included in the service. The service concludes with a benediction. Each couple is encouraged to work with the pastor to personalize their service.

**Sanctuary:** Our sanctuary will seat 200 persons with additional seating space available with the addition of chairs. The pews, communion table and pulpit may not be moved without the express consent of the Pastor. There are 9 pews on each side of the main aisle and the aisle is 43 feet long.

**Photographers:** Pictures may be taken before and after the wedding ceremony both inside and outside the building. Pictures may be taken during the ceremony when the photographer does not interrupt the sanctity of the ceremony. We request no flash pictures be taken during the ceremony.

**Florist:** Floral decorations are an integral part of many wedding ceremonies. Use of tape, nails, or tacks is not permitted on any woodwork including pews. If you plan for a flower girl to throw petals, you must secure an aisle cloth from your florist as the petals will stain the carpet.

**Candles and Candelabra:** The church has candelabra that you may use. No wax candles are permitted on the platform. Other candles used in the sanctuary must be such that no wax will drop on carpet or pews.

**Music:** If organ music is used in your ceremony, our organist must provide it. You may provide your own vocalist and other musical instruments. Since a wedding is a religious service, the music, whether instrumental or vocal, should direct attention to God and express the faith of the church. The congregation may join in hymns and other musical forms of praise and prayer. If a secular or contemporary melody is used, be sure that the lyrics are in keeping with the meaning of a Christian marriage.

Our organist is familiar with a wide selection of music. Usually, prelude music is played as guests are seated; the processional and recessional are played for the bridal party.

**Wedding Bulletins:** Our church secretary will be happy to type and print your bulletins on covers you purchase. The cost for this service is \$10 per 100 bulletins and she will need the information for the bulletin at least seven (7) days prior to the wedding.

**Rice, birdseed, confetti, etc:** While we celebrate with you, these items are not permitted either inside or outside the church building. An additional charge to the groom will be made if any of these items are used by anyone attending the ceremony. Bubbles are permitted outside the church building.

**Wedding Coordinator:** A wedding coordinator will be assigned to you shortly after you meet with the pastor for the first time. This person will help you with building guidelines and act as hostess for both your rehearsal and wedding.

**Sound technician:** Because of the complex nature of our audio/video equipment, a church sound technician will be present for both your rehearsal and wedding. You are welcome to use the video projection as a part of your service. Please

work with the wedding coordinator to be sure your programming is compatible with our system.

**Smoking:** Our church is a non-smoking facility.

**Pastoral involvement in your wedding:** Couples may wish to involve other pastors in their wedding. If so, we welcome their presence in this special day. However, the policy of the Presbyterian Church is that the current pastor of the church must be present and involved in the wedding.

If any others are involved in the service, the pastor will determine what role others will play.

Standard Fees for your Wedding at First Presbyterian Church of Elmwood

|                     | Members    | Non-members |
|---------------------|------------|-------------|
| Use of building     | -          | \$100       |
| Pastor              | Honorarium | \$150       |
| Organist            | \$100      | \$100       |
| Sound technician    | \$100      | \$100       |
| Custodian           | \$100      | \$100       |
| Wedding coordinator | Honorarium | \$75        |
|                     |            |             |

Fees are due the day of the rehearsal.



FIRST PRESBYTERIAN CHURCH  
*of Elmwood, IL*

**Do you agree to observe the guidelines as set forth in this booklet?**

We are so happy you have chosen First Presbyterian Church of Elmwood as the location for your wedding. Our church is our place of worship and we hope that you and your guests will respect our wishes regarding the use of our building and personnel.

As a sign of your willingness to observe these guidelines we ask that you sign below. Your signatures indicate that you understand the rules and that you will abide by them. No wedding date shall be permanently added to the calendar unless this page is signed.

DATE: \_\_\_\_\_

We agree to observe the wedding guidelines as set forth in this booklet.

BRIDE: \_\_\_\_\_

GROOM: \_\_\_\_\_

PASTOR: \_\_\_\_\_

Date of Wedding: \_\_\_\_\_ Time: \_\_\_\_\_

Date of Rehearsal: \_\_\_\_\_ Time: \_\_\_\_\_