

CANDLES, KNEELER, AND AISLE RUNNER

The candelabra, aisle candleholders, a unity candle holder, and a kneeling bench are available for use. All candles except the unity candle and tapers provided by the church. If the couple desires a unity candle, they must provide the unity candle, tapers, and holders. An aisle runner may be provided by the florist or purchased.

BULLETINS

The couple should review the order of the ceremony with the Pastor. A proof of the bulletin should be provided to the Pastor six weeks prior to the wedding date. The couple is responsible for obtaining the bulletins.

CHURCH FACILITIES

The Sanctuary seats approximately 600 people. Small weddings may be held in the Chapel or Chancel, if desired. The bride's room, the Donaldson Room, and the Parlor are available for use by the wedding party.

Because of concern for the environment, the safety of guests, and insurance regulations, the throwing of rice, seeds, and confetti are all prohibited inside and outside the church. The Wedding Coordinator can advise regarding the distribution of "favors" immediately following the service. Alcoholic beverages and recreational drugs are not permitted on church property at any time. Food and drink are not permitted in the Sanctuary at any time. Smoking is not permitted on church property at any time. In cases where these policies are ignored or violated, the damage deposit will be forfeited.

WEDDING FEES

The following fees cover all expenses for a wedding service at First Presbyterian Church. The wedding couple may discuss these requirements and/or expenses with the officiating Pastor if they have any questions.

Non-refundable Reservation Deposit: \$50

This fee secures your wedding date on the church calendar and is separate from the Sanctuary Wedding Fee. This fee goes towards the Sanctuary Wedding Fee.

	<u>member</u>	<u>non-member</u>
Sanctuary Wedding Fee:	\$900	\$1,150

Includes Sanctuary and facilities use fee, premarital counseling, clergy, organist, custodial, and sound technician.

Pre-marriage Retreat: \$75 - per couple (required)

Three hour retreat offered at various times during the year. The fee is paid at the time of the retreat. Each retreat requires a minimum of four couples. Please confirm the retreat date with officiating Pastor.

Damage Deposit: \$300 - refundable

Due one month before the wedding. Refunded one month after the wedding if there have been no damages to the church facilities, and all policies have been honored.

Optional enhancement fees listed on the back of this brochure.

Your wedding day is a very special day, and the staff, session, and congregation of First Presbyterian Church wish you God's blessings as you embark on the life of discipleship to which you are ordained in the Christian service of marriage.

We are glad you have chosen to celebrate your wedding at First Presbyterian Church.

OPTIONAL ENHANCEMENTS:

Soloists Fees (you may choose one):

Church Provided Soloist: \$175

First Presbyterian Church provides the soloist. Fee includes rehearsal time for the soloist and organist.

Other Soloist provided by the couple: \$50

The couple provides and pays the soloist directly. Rehearsal with the Organist or Pianist is required. The fee covers that rehearsal time and cost.

Camera/Video Recording System Fees (you may choose one):

Basic Recording: \$300

The couple provides the shot list. This covers the day of wedding and only the wedding service.

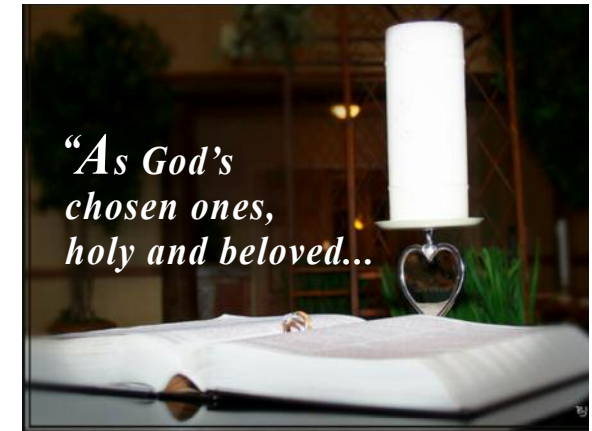
Enhanced Recording: \$400

Includes a second technician operating the handheld camera. The couple provides the shot list. This covers the day of wedding only.

In addition to either option listed above, you may choose to have the rehearsal of the wedding also recorded for \$50.

In addition to either option listed above, you may choose to have custom post production video editing to the recorded service at the rate of \$35 per hour.

PREPARING FOR Marriage



“As God's chosen ones, holy and beloved...”

...clothe yourselves with compassion, kindness, humility, meekness and patience. Bear with one another and, if anyone has a complaint against another, forgive each other; just as the Lord has forgiven you, so you also must forgive. Above all, clothe yourselves with love which binds everything together in perfect harmony.” Col. 3:12-14

The church staff and the Session rejoice with you as you set about planning your marriage ceremony. This booklet will introduce you to the basic provisions for planning a wedding at First Presbyterian Church. The officiating Pastor and Wedding Coordinator will help you carefully plan and prepare for your wedding ceremony to insure that it is consistent with the worship of God.

FIRST PRESBYTERIAN CHURCH
1702 IOWA STREET, DAVENPORT, IOWA 52803
PH: (563) 326-1691 ■ www.fpcdavenport.org

FIRST PRESBYTERIAN CHURCH
1702 IOWA STREET, DAVENPORT, IOWA 52803
PH: (563) 326-1691 ■ www.fpcdavenport.org

THE MEANING AND PURPOSE OF A CHRISTIAN WEDDING

For Christians marriage is a covenant which calls the couple to live a life of discipleship before God. A Christian marriage is a lifelong commitment made by a couple and publicly witnessed by the community of faith. The wedding ceremony is a service of Christian worship in which the gospel is proclaimed and the promise of blessing through Jesus Christ is affirmed.

INITIAL PROCEDURES FOR PLANNING A WEDDING

To plan a wedding at First Presbyterian Church the following steps must be accomplished; any questions should be referred to the Wedding Coordinator or to your officiating clergy person.

1. Request a date and time for the wedding. When the Wedding Coordinator has confirmed that your date is available, secure it with a \$50 nonrefundable deposit.
2. Plan your use of the building and available optional items with the wedding coordinator. Complete and return all forms to the Wedding Coordinator.
3. Choose the officiating Pastor of First Presbyterian Church and contact her/him for a consultation.
4. Schedule the premarital retreat and counseling program with the officiating Pastor.
5. Plan appropriate music and lyrics for the worship service of marriage with the church Pastor.
6. Plan the worship service with the officiating Pastor.
7. Secure a State of Iowa marriage license one month prior to the wedding date.
8. Pay all fees no later than one month before the wedding. A payment schedule can be made through the Wedding Coordinator.

Each of these steps is detailed in this pamphlet.



TIME AND DATE OF REHEARSAL AND WEDDING SERVICE

The rehearsal typically takes place at 5:00 PM on the afternoon prior to the wedding unless there is a church calendar conflict. The rehearsal gives the wedding party an opportunity to become familiar with the

procedures of the wedding ceremony and details concerning such matters as ushering, the processional, the recessional, and the service itself. The rehearsal is directed by the officiating Pastor and assisted by the Wedding Coordinator; it will begin promptly at the scheduled time and last no longer than one hour. All participants in the service must be present.

THE WEDDING COORDINATOR

The Wedding Coordinator is the liaison between the church and the wedding participants in all matters other than counseling, music, and the worship service. The coordinator is your consultant on matters of decorations, flowers, candles, photography, etiquette, and all details on the day of the wedding. The Wedding Coordinator will also set-up a fee payment schedule.

THE OFFICIATING CLERGY

One of the clergy of First Presbyterian Church officiates at the wedding. After the couple selects a Pastor, they should contact her or him to schedule their premarital retreat and counseling. Planning the wedding service takes places after counseling is complete. If a couple has a relative or close friend whom they would like to participate in the service, this may be arranged at the invitation of the officiating Pastor.

RETREAT AND COUNSELING

The Pastoral staff and Session of First Presbyterian Church believe that proper preparation is essential for a strong marriage; therefore, participation in the church's retreat and counseling program is required in order to be married at the church. The couple should contact the officiating Pastor to schedule both the retreat as well as three one-hour counseling sessions. In some cases, the Pastor will counsel the couple herself or himself; in others, counseling may be provided by the Marriage and Family Counseling Service of Rock Island.

MUSIC

After meeting with the officiating Pastor, the couple should contact the church Organist to schedule a time to discuss all music for the service. The church Organist provides all organ music for wedding services. If the couple wishes to have music provided by other musicians, they may request this at the time of the music consultation. Music must be appropriate for a Christian worship service; the officiating Pastor has final approval of all selections. If there is to be a vocal soloist at the service, the Organist must be provided with a copy of the soloist's music. The soloist is responsible for contacting the church Organist to arrange one practice session prior to the wedding rehearsal. Soloists and musicians do not participate in the rehearsal.

MARRIAGE LICENSE

Before a couple may be united in civil marriage, they must secure a license from the clerk of a county court in any county in the State of Iowa. The license must be brought to the church no later than one month prior to the wedding. Information about the wedding and the participants will be entered into the church's permanent records.

PHOTOGRAPHS AND VIDEOS

All photographers must contact the Wedding Coordinator prior to the ceremony. Pre-wedding pictures, if taken, should be completed 30 minutes prior to the service. Flash photography is permitted during the processional and recessional only, and only under the balcony. Only non-flash photography is permitted during the service. For an additional fee, weddings may be recorded via the church's audiovisual system. This is a high-definition, three-camera, pan/zoom, live-edit shoot. *(Fee structure for this optional service is listed on the back of this brochure.)*

FLOWERS AND DECORATION

Florists must arrange all deliveries with the Wedding Coordinator. Flowers may be delivered during normal business hours, Monday through Friday from 8:30 to 4:30, or on Saturday when the wedding party is present. Four flower stands are available for use. The use of nails, staples, tacks, and tape on any surface in the church is prohibited. The chalice and plate have religious significance and must remain on the Communion table at all times. No other items, including floral arrangements, may be placed on the Communion table. No decorations may be placed on the organ console. All liturgical decorations must remain in place. Flower girls may drop only artificial flowers or petals.

