

Westminster Presbyterian Church Wedding Policies

Congratulations on your upcoming wedding! We at Westminster Presbyterian Church are happy that you are considering being married in our facilities. We want to work with you to make sure that your special day is a wonderful and memorable occasion. In order to achieve that goal, the following wedding policies have been established.

General Provisions

1. Westminster Presbyterian Church (WPC) welcomes the use of its facilities for services of Christian marriage by Active Members and their children, as well as non-members. The policies for members and non-members vary, as detailed below.
2. Because we are a community of Christian worship, marriages held within our facilities are conducted within the context of a service of Christian worship and consistent with the worship traditions of our Reformed/Presbyterian tradition. Couples of two different religious traditions or belief systems may be married in our facility, but at least one member of the couple must be a baptized Christian.
3. WPC affirms that all people, regardless of sexual orientation, have been created in God's image and have been called very good in God's eyes. As such, we gladly and equally welcome both traditional and same-sex couples to be married in our facility, subject to the remainder of these policies.

Scheduling

4. If you would like to be married at WPC, contact the church office as early as possible to begin the process.
5. All weddings to be held within WPC facilities must be approved by our governing body, the Session. No reservation has been officially accepted until such approval has been given. The Session will review a wedding request at its next regularly scheduled meeting after the written application and initial deposit has been received by the church office.
6. Active Members of the congregation will be given preference over non-members in selection of dates and scheduling of facilities. However, a non-member's completed and Session-approved reservation will not be pre-empted by an Active Member's request within twelve months of the requested date.
7. No more than one wedding will be scheduled on the same day.
8. The church is not available for weddings during the following times:
 - Saturday evenings starting after 6:00 p.m.
 - Sunday mornings starting before 2:00 p.m.
9. Weddings will not be scheduled on New Year's Day; during Holy Week (the week before and including Easter Sunday), Thanksgiving Day, December 21, Christmas Eve, or Christmas Day. WPC reserves the right to exclude other days or times as may be necessary in the annual church calendar.

The Pastor

10. Any requested wedding date is subject to the Pastor's availability. The requested date must be approved by the Pastor as part of the initial application process.
11. Except under unusual circumstances, the WPC Pastor shall officiate all weddings at WPC.
12. Subject to the approval of the Pastor and the Session, other Presbyterian Church (USA)-approved pastors may officiate weddings at WPC if the WPC Pastor is not available to officiate. In these cases, the WPC Pastor shall still be the final authority in matters relating to the wedding.
13. Other ministers may be permitted to participate in a secondary manner during a wedding service, at the sole discretion, and under the supervision, of the WPC Pastor. In no case shall such participation by other ministers include the expression of theological doctrine or positions which are greatly at odds with the beliefs of WPC. If the couple wishes another minister to participate in the service, the request must be made and approval given by the WPC Pastor during the pre-marital sessions. No such requests for co-officiant clergy participation will be considered after those sessions.
14. A minimum of two pre-marital counseling sessions is required with the WPC Pastor in advance of the wedding. This is a requirement of both members and non-members wishing to be married at WPC. At least one of these sessions must take place before Session approval of the wedding, as the Pastor's familiarity with the couple is an important part of the Session's consideration.
15. The WPC Pastor retains the right to refuse to officiate the marriage of any two people whom s/he feels are not sufficiently compatible to be married.
16. Westminster Presbyterian Church, as determined by its Pastor, reserves the right to cancel a marriage service, at any time up to and including the day of the service, in situations where the wedding party does not follow the stated wedding policies. In such cases, facility fees will be refunded with the exception of the non-refundable initial deposit, plus any honoraria for services already rendered and/or any costs for damages that may have occurred.
17. The WPC Pastor's fees are in addition to the facility fees, and are as identified below.

Music

18. All music to be part of the marriage service will be appropriate for use within the framework of a Christian worship service. Determination of appropriateness of music selections is at the sole discretion of the WPC Pastor, in consultation with the WPC Music Director, and must be approved well in advance of the wedding. No requests for changes or additions to the music approved for the service will be considered within 30 days of the service. As a general guideline, sacred music; music that is not sacred but which has become traditionally accepted within marriage services (the Bridal March, Canon in D); non-sacred music that nonetheless points toward God or which recognizes love as a great gift to humanity from God (whether God is specifically mentioned or not) and which celebrates loving, committed, sacrificial human relationship, may be considered "appropriate;" however, final approval remains at the Pastor's discretion. Music with lyrics (whether the lyrics are sung or the song is performed only instrumentally) that are inconsistent with general Christian moral/ethical teachings, as understood by the Pastor, will not be considered appropriate.

19. Except under unusual circumstances, the WPC Music Director shall perform all organ and/or piano music to be part of the wedding service. Couples must schedule separate meeting(s) with the Music Director to coordinate music selection. The Music Director's fees are in addition to the facility fees, and are as identified below.
20. Due to the complexity and historical significance of our church organ, any request for another organist to perform during the wedding will be subject to review and approval of the WPC Music Director. The use of other pianists requested by the wedding party will similarly be at the sole discretion of the Music Director.
21. When a substitute organist is requested, the Music Director will be due a coordination fee for review, approval, and consultation with the other organist. This coordination fee is also due if the couple wishes to have other musicians perform as part of the service, without use of the organ. If the couple wishes to have other musicians playing in conjunction with the organ, additional fees may be due to cover necessary rehearsal times. Such fees will be determined on a case-by-case basis by the Music Director, in conversation with the couple. If there is no music of any kind planned for the wedding, there shall be no fees due the Music Director. Music fees are detailed below.

Readings

22. All readings to take place as part of the service must be approved in advance by the WPC Pastor. The service will include readings of scripture, which may be read by individuals of the couple's choosing. Other, secular readings are discouraged but in some cases may be permitted, at the sole discretion of the WPC Pastor, and well in advance of the service. The criteria for appropriateness will be similar to those identified for appropriateness of musical selections. No requests for changes or additions to the scheduled readings will be considered within 30 days of the service.

Facilities

23. The WPC sanctuary has a maximum capacity of 500 guests. Our chapel, which can accommodate approximately 40 guests, is also available for smaller, more intimate weddings.
24. The Social Room, on the north side of the main hallway, and the Children's Worship Center or other space, will be available for the wedding party as dressing/preparation rooms. Please note that WPC will not be responsible for the theft or loss of any personal items left in these rooms, or in any other location within our premises for the duration of your event, including both the wedding and any use of the facilities for a reception. We recommend that any personal items of value be secured in personal vehicles or otherwise secured, while using the facilities.
25. The Social Room may be used for a reception following the wedding if the couple wishes. Additional fees apply for the use of either of this space for a reception as detailed below. If the Social Room is to be used for a reception, other space will be provided for use as dressing/preparation space.
26. No alcohol is permitted anywhere on WPC premises, and smoking is prohibited within the buildings.
27. Before leaving the church facilities, the wedding party is responsible for removing all articles belonging to the wedding party. They are also be responsible for making sure that all spaces used have been cleaned up and restored to the condition that you found it in. All trash, leftover food and drinks, etc. shall be put in the

provided trash containers. Failure to leave the facilities in a clean state may result in forfeiture of all or part of the initial security deposit.

Decorations, Furnishings, and Miscellaneous Considerations

28. Furniture, decorations, equipment, and accessories may be moved only under the supervision of the pastor, custodian, or other WPC-designated personnel, and must be moved back after the wedding under the supervision of the same people. Short-term displays (for example, presentation boards resting on easels, etc.) within the Sanctuary, Narthex, and Social Room may be temporarily relocated, but longer-term decorations and accessories (for example, hanging banners, etc.), and seasonal/holiday decorations shall not be moved.
29. Under no circumstances shall the Lord's Table, the Baptismal Font, or the piano be moved from their normal places in the sanctuary.
30. No tacks, nails, tape, staples, or other damaging material may be used on any walls, woodwork or furniture of the church.
31. If the wedding party plans to contract with a florist for floral arrangements/decorations, they must instruct the florist to coordinate delivery and setup with the church office.
32. All floral arrangements must be in appropriate containers or must otherwise protect church furnishings from damage.
33. If the wedding party wishes to leave any or all floral arrangements in the sanctuary after the service, they will be used to enhance Sunday worship services and/or delivered to shut-ins. If you plan to do this, please notify the church office of your intention to do so in advance.
34. The use of a runner in the main aisle is troublesome to extend, and is a serious tripping hazard. For liability reasons, the use of a runner during WPC weddings is not permitted.
35. Candelabras are available for use during the wedding at no extra charge if the couple wishes.
36. Any candles, including those for the optional candelabras, shall be provided by the wedding couple. Only non-drip candles are permitted for use in the sanctuary. Any damage caused by the use of candles may result in the forfeiture of all or part of the initial deposit.
37. When celebrating the couple as they leave the church, only the use of birdseed or bubbles are permitted. The use of rice is potentially harmful to birds and is not permitted. Similarly, the use of confetti or other materials which become a cleaning problem and/or which are non-biodegradable are also prohibited.
38. Basic bulletins/programs for the service are provided by WPC at no cost. If the couple wishes to have decorative standard bulletins, they may purchase blank bulletins at their expense and furnish them to the church office for copying; or for more custom bulletins, they may contract with outside sources to provide them.

39. The inclusion of children younger than five years old in the wedding party (ring bearers, flower bearers, etc.) is strongly discouraged.
40. Other than service animals, the inclusion of pets or other animals in the service is prohibited.
41. The side driveway, which leads under the archway, is heavily used for building occupants, visitors, deliveries, etc. Therefore, it may not be blocked by limousine, horse and carriage, or similar parking more than momentarily. Wedding party transportation may stage/park in the rear parking lot, and only park at the front sidewalk to promptly pick up the wedding party and depart.

The Rehearsal

42. Normally all weddings will have a rehearsal. They are an important part of your wedding preparation. They are usually held the day before, and should be scheduled at a time when the entire wedding party can be present, including any musicians and soloists, as well as any photographer or videographer. Please make every effort to see that all people arrive on time. We strongly suggest 5-6:30 p.m. as a designated time so that it does not interfere with your rehearsal dinner and it gives our custodian time to beautify the church for your wedding the following day. Any other time slot must be approved by the church office.
43. The wedding party must obtain a Marriage License from their local town or city clerk in advance of the wedding and consistent with local law regarding the valid period of the license. Bring the license to the rehearsal and give it to the WPC Pastor, in order to avoid forgetting to bring it on the wedding day.

Photography/Videography

44. Photographers and videographers must be discreet and act in a manner appropriate for a worship service. They shall not move around at the front of the church during the ceremony. They shall not perform their services from the chancel (platform) area of the sanctuary. It is the responsibility of the wedding party to communicate all of these guidelines to any hired professional photographers, as well as guests invited to the service.
45. Flash photography during the wedding service is prohibited.
46. WPC strongly recommends that photographers and videographers attend the wedding rehearsal, in order to discuss provision of their services with the WPC Pastor, determine optimum places for equipment setup, etc. Setup of equipment in unapproved locations, or inappropriate conduct on the part of the photographer or videographer during the service, may result in delays in beginning or proceeding with the service until the situation is corrected.

Fees

47. Wedding-related fees are as identified in the following table. For the purposes of these policies, "Active Members" of the congregation are those individuals who have been listed on the official roll of Active Members for at least one year, or who, in the absence of being on said roll, have exhibited a commitment to the congregation, for the same length of time; AND who exhibit both regular participation in the life and activities of the congregation as well as financial support of the church. "Member" fees apply to these

individuals and their immediate household; including their cohabitating partner; their children; and other cohabitating family members. "Non-Member" fees shall apply to all others.

Table of Wedding Fees

Fee Type	Member	Non-Member	Payable To	Date Due
Initial Deposit - Refundable if application not accepted; non-refundable if application withdrawn	\$ -	\$ 150.00	Westminster Pres. Church	with application
Security Deposit - To be refunded 7 days after wedding; subject to full or partial forfeiture for any damages to premises	\$ 300.00	\$ 300.00	Westminster Pres. Church	60 days before wedding
Sanctuary Usage Fee	\$ -	\$ 600.00	Westminster Pres. Church	60 days before wedding
(or) Chapel Usage Fee	\$ -	\$ 200.00	Westminster Pres. Church	60 days before wedding
Custodial Fee	\$ 150.00	\$ 150.00	Westminster Pres. Church	60 days before wedding
Pastor's Honorarium	at couple's discretion	\$ 350.00	Patrick Heery	60 days before wedding
Music Fees:				
Organist performing - solo	\$ 150.00	\$ 150.00	Lori Pettit	NLT rehearsal
Organist performing with others	\$175-200	\$175-200	Lori Pettit	NLT rehearsal
Organist non-performing; coordinating others	\$ 100.00	\$ 100.00	Lori Pettit	NLT rehearsal

**Wedding Application Form
Westminster Presbyterian Church
Auburn, New York**

A. Personal Information

Partner A

Partner B

Names

Addresses

Phone Numbers

(H) _____

(H) _____

(W) _____

(W) _____

(M) _____

(M) _____

Email Addresses

B. Wedding – Basic Information

Date: _____ Time: _____

We request a Sanctuary service (seats 500)

We request a Chapel service (seats 50)

Estimate of attendance: _____

Rehearsal Date _____ Time: _____

Reception

- We are not requesting use of the church premises for a reception.
- We request the use of the Social Room for a reception.

Music Considerations

- We request the use of the church organist for the service, for solo performance.
- We request the use of the church organist for the service, to perform in conjunction with other musicians/vocalists.
- We request permission to use an organist other than the church organist.

Organist Requested:

Name _____

Telephone _____

Email _____

- We will not include organ music, but will have other musicians/vocalists performing as part of the service.
- There will be no music included as part of our service.

Other Considerations

- We request that the church prepare _____ (quantity) basic bulletins for the service.
- We request that the church prepare _____ (quantity) bulletins, using covers that we will provide.
(NOTE: covers must be delivered to the church office at least ONE WEEK before the wedding date).
- Bulletins for the service will be prepared and provided by others.
- We request use of the church candelabras for the service.

Other (specify):

We have read the "Westminster Presbyterian Church Wedding Policies." Our signatures below and the enclosed deposit indicate our agreement to abide by these policies and to share this information with other wedding participants.

We understand that use of Westminster Presbyterian Church for the wedding is not approved, and a date is not established, until it is approved by the Session.

We understand that failure to abide by the terms and conditions of the Wedding Policies may result in the forfeiture of part or all of the security deposit; and in extreme cases may result in the cancellation of the wedding taking place within the church. Similarly, failure to pay total fees due in a timely manner as set forth in the schedule above may result in the cancellation of the event taking place within the church.

Hold Harmless Agreement:

We, the undersigned, in consideration of being allowed to use the facilities and property of Westminster Presbyterian Church, 17 William Street, Auburn NY 13021, do agree to hold said church, its officers, agents, members and employees harmless from any claims for damages or injuries resulting at any time, heretofore or hereafter, including but not limited to claims for consequential damages, from the usage of said facilities and property.

Partner A Signature _____ Date _____

Partner B Signature _____ Date _____

Session Approval

Approved by Session Date _____