

**Bulletins:** Wedding bulletins can be printed in the church office free of charge if submitted two weeks prior to the wedding. Couples may supply the bulletin covers and paper.

**Church Facilities:** The facilities of the church including the halls and kitchens are available for a rehearsal dinner and/or reception. Separate arrangements, including additional compensation for the wedding sexton, must be made for this usage. The church does not provide a catering service. The church is a smoke-free environment and alcoholic beverages are not permitted without prior approval. Additional guidelines for use of facilities governed by the Trustees.

**Summary of Fees:** Refer to Build use forms.

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Wjf BnG January 2020

## Wedding Celebration Guidelines and Information Form



North Presbyterian Church  
921 College Avenue  
Elmira, NY 14901  
(607) 734-2977  
[www.northpres.church](http://www.northpres.church)

[office@northpres.church](mailto:office@northpres.church)

## CELEBRATIONS OF MARRIAGE

Marriage is a sacred covenant between two people who have chosen to make public their companionship, commitment, and love with one another. This covenant – or promise before God – is one we in the church invite you to make carefully, prayerfully, and with an awesome respect for the nature of God’s work of uniting human lives. It is a covenant that demands continual work, commitment, and growth.

The service of marriage in the Presbyterian Church (USA) is a celebration of the church, acknowledging God’s presence and blessing of this covenant. The pastors and the people of North Church take seriously the church’s role in both celebrating and offering faith community support to those who seek to make this commitment.

The reason for a church wedding is to celebrate God at work in the lives of human relationship and community to make commitments of love possible. With this in mind, the pastors will perform such services for couples where one or both are members of North Church, or where some genuine interest and involvement in the North community has been demonstrated.

This brochure is to help you plan for this sacred occasion and comes with the prayers of this congregation that great joy, happiness, and fidelity will be yours in your life together.

**First** . . . Before finalizing a date and time for your wedding contact the pastor and church administrator to see if the church is available for scheduling. The pastor and building use coordinator must approve the scheduling of all weddings.

**The Pastor** . . . Typically weddings will be conducted by the pastor, but we are open to other clergy/spiritual leaders participating in the service to represent other faith traditions or long-lasting faith community connections. These clergy/spiritual leaders may participate only at the invitation of the pastor.

**Pre-marital Counseling** . . . The pastor will require pre-marital counseling sessions with an expectation that the couple be willing to explore the dynamics of their relationship.

**The Organist and Music** . . . It is expected that the church organist will play for all wedding services. In the event that the couple wishes to invite another musician, arrangements must be made with the church organist and pastor. The couple should meet with the organist well in advance of the wedding to confirm availability, agree on musical selections, and discuss a desire for vocal and/or instrumentalist. The church recommends music that offers praise and thanksgiving to God for the blessing of marriage. All music must be approved by the officiating pastor and the organist.

**The Rehearsal** . . . Each member of the wedding party is expected to be at the church on time for the rehearsal, this includes parents, ushers, readers, and attendants. The marriage license and all fees must be given to the officiating pastor at or prior to the rehearsal. Individual checks should be written to the pastor, organist, musicians and sexton by name. Checks for the use of the facilities should be made out to “North Presbyterian Church.”

**Dressing Areas** . . . Dressing areas can be made available to the wedding party with coordination with the sexton and building use coordinator. This area will not be locked during the ceremony and the church is not responsible for lost or stolen property.

**Church Decorations** . . . Floral arrangements and other decorations must be removed following the service and the sanctuary returned to the condition prior to the wedding. Florists must make arrangements directly with the church office for delivery. No tape, wire, putty or tacks are to be used on the pews. The church has two candelabra stands which are available for use. A kneeling bench is available.

**Photographs and Video Taping** . . . In keeping with the atmosphere of worship, flash photography may only be taken during the processional and recessional. Photographers shall remain at the back of the church or in the balcony during the service and take photos with available lighting. Videotaping is allowed if the videographer remains in one location. It is requested that hand-held video camcorders not be used in the pews during the service.

## Wedding Information Form

Wedding Date: \_\_\_\_\_

Wedding Time: \_\_\_\_\_

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

Officiating Minister (s):  
\_\_\_\_\_

Organist:  
\_\_\_\_\_

**Bride:**  
Name:  
\_\_\_\_\_

Street Address:  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone numbers: (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

Email: \_\_\_\_\_

Employment: \_\_\_\_\_

Previously married? No \_\_\_ Yes \_\_\_ If yes, date divorce final: \_\_\_\_\_

Religious Affiliation: \_\_\_\_\_ Member? No \_\_\_ Yes \_\_\_

If you have children, what are their names and ages?  
\_\_\_\_\_

## Groom:

Name:  
\_\_\_\_\_

Street Address:  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone numbers: (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

Email: \_\_\_\_\_

Employment: \_\_\_\_\_

Previously married? No \_\_\_ Yes \_\_\_ If yes, date divorce final: \_\_\_\_\_

Religious Affiliation: \_\_\_\_\_ Member? No \_\_\_ Yes \_\_\_

If you have children, what are their names and ages?  
\_\_\_\_\_

Additional Information:  
\_\_\_\_\_

We have read the guidelines for celebration of sacred covenant at North Presbyterian Church and understand the requirements of us. Please sign below.

\_\_\_\_\_  
Bride

\_\_\_\_\_  
Groom