

Wedding Policy

and Schedule of Fees

First Presbyterian Church

McKinney, Texas



2000 W. White Avenue, McKinney, TX 75069

972-548-9888

firstpresmck@att.net

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OUR PHILOSOPHY OF MARRIAGE

Marriage is a gift God has given to all humankind for the well-being of the entire human family. In the scripture of the Old and New Testaments, marriage is a covenant between a man and a woman. It is an agreement to live as one family before God and neighbor.

As a result the marriage service is more than a civil contract sanctioned by the state, but an acknowledgement that our lives are lived under the power and authority of Almighty God. Our belief is that what God has joined together, we as human beings should hold in sacred trust. Those who pledge themselves before God in this way are promised God's help as they enter into the joys and responsibilities of life together as husband and wife.

The Christian marriage ceremony is a service of worship before God. For this reason the ceremony includes scripture, prayers, vows of love and faithfulness to God and to each other, as well as music that is appropriate to the occasion. The marriage ceremony should be prepared with care, and entered into with joyful reverence under the guidance and supervision of the pastor, and the governing body of First Presbyterian Church, McKinney, TX, the Session.

We pray God's richest blessing upon you in this sacred event that is taking place in your life.

This document gives the wedding party all the information about FPC policies regarding use of the facilities, decorations, photography, and videography.

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HOW TO MAKE THE MOST OF OUR FACILITIES

1. The sanctuary is available for weddings. The fellowship hall is available for receptions.
2. The church parlor may be used for the bride's room. Please return furniture to its original position.
3. Room 12 may be used for the men's dressing room. Please return furniture to its original position. The men may wait in the Prayer Chapel prior to the ceremony.
4. Nursery and children's facilities may be used if attended by adults. Childcare and its corresponding liability is the responsibility of the bride and groom.
5. A champagne toast is acceptable; otherwise FPC is an alcohol-free and tobacco-free facility.
6. The sound and projecting system is run only by FPC authorized technicians.
7. Birdseed may be thrown outside the building. Paper or silk flower petals may be used inside by the flower girl. The throwing of rice, flower petals, or confetti is prohibited.
8. Please arrange for security of personal property as needed. FPC is not responsible for loss or damage to any property brought to the church.
9. Seating capacity: Sanctuary: 250 (including overflow) Fellowship Hall: 150 Parlor: 25

RECEPTION

1. Reservations for fellowship hall may be made when you reserve the wedding date.
2. The kitchen is available for preparation of refreshments. It is expected that the kitchen be left clean and arranged in the same way it was found. Refrigerator space may be used.
3. Appropriate music for the reception may be provided by musicians or recorded music with FPC providing audio/visual technician services.
4. The caterer will arrange with the church office for a time for the room to be set up.
5. The caterer is responsible for clearing all glasses, dishes, cloths, etc. following the reception. The caterer is responsible for all damage to furniture or equipment as related to food service.

WEDDINGS AT FIRST PRESBYTERIAN CHURCH, MCKINNEY, TX

PASTOR'S SERVICES

The pastor of First Presbyterian Church, McKinney (FPC) provides pre-marriage counseling in order to discuss the Christian perspective of marriage. This counseling better prepares the bride and groom for their life together.

As a worship service, the ceremony and any rehearsals are under the direction of the pastor, who follows the policies established by the Presbyterian Church (USA). If the participation of an additional pastor or other officiant is desired, please discuss it first with our pastor.

Today, many brides and grooms want to create their own vows and worship service, expressing love and commitment to God and to each other. We welcome this practice, and ask you to consult with our pastor to best express your ideas.

The pastor is responsible for filing the marriage license with the county clerk. The bride and groom should furnish the license to the pastor at their first opportunity: the license must be provided by the wedding rehearsal at the latest.

ORGANIST/PIANIST SERVICES

The organist/pianist of FPC will recommend and help you choose beautiful and appropriate music for your wedding. The FPC organist/pianist is the person authorized to play the church organ, piano, and keyboard.

Our organist/pianist can provide the pre-service music beginning 15 minutes before the wedding ceremony. The organist/pianist is available for consultation and will not normally be at the rehearsal. NOTE: We comply with U.S. music copyright laws, so music photocopies are not acceptable.

VOCALIST SERVICES

If music is sung, the texts should be an expression of praise of God or prayers for God's guidance and blessing. The church has a list of vocalists who may be contacted if you want to use their services.

NOTE: We comply with U.S. music copyright laws, so music photocopies are not acceptable.

AUDIO/VIDEO TECHNICIAN SERVICES

Our trained audio/video technician operates our system. Please specify your needs during your meeting with the a/v technician. The church has an electronic carillon system which plays through the church steeple and can be used to ring bells or play hymns during arrival and departure times.

WEDDING COORDINATOR SERVICES

Our Wedding Coordinator serves as the main contact person for your wedding at FPC. The coordinator is aware of the church's policies and is also familiar with the facilities and equipment available.

CONTACT INFORMATION

First Presbyterian Church
2000 W White Ave, McKinney TX 75069
972-548-9888 ~ firstpresmck@att.net
firstpresmckinney.org

Pastor

Rev. Dr. John Blacklock
972-658-4524
johnblacklock@sbcglobal.net

Organist/Pianist

Janice Bouma
214-649-1278
sherwood.bouma@att.net

Wedding Coordinator

Marianne Gold
214-563-8068
goldm@sbcglobal.net

Your Pre-Wedding To-Do List

- Make sure that the dates for your wedding and rehearsal are on the church calendar and on the pastor's calendar by contacting the church office at 972-548-9888.
- Set an appointment with the Wedding Coordinator to meet at the church to tour the facility. Pick up the wedding packet, fill out the **WEDDING INFORMATION** page, and return it to the office with your deposit. A non-refundable deposit of **\$500** is due when we receive your application and set the wedding date.
- Set an appointment with the pastor.
- Review this Wedding Policy and be sure that your florist, photographer, videographer, caterer, bridal consultant, etc. receive copies of this policy.
- Set appointments with the organist/pianist and vocalist to select the music and set music rehearsals.
- Set an appointment with the audio/visual technician to coordinate a/v needs.
- Obtain a marriage license. Collin County requires a minimum 72-hour period between obtaining the license and the wedding ceremony with the license expiring on the 90th day after issuance. Check with the county clerk for the availability of special waivers.
- Make arrangement to have all decorations removed from the church immediately after the event.
- All wedding fees must be paid to the church 30 days prior to the rehearsal date.

Information for Florist

1. All decorations and floral designs are to be completed one hour before the wedding. Arrangements for opening the church must be made through the Wedding Coordinator.
2. Floral arrangements should be in keeping with the dignity of the wedding service. No flowers may be placed on the pulpit, baptismal font, communion table, organ, or piano. Flowers or other decorations should not cover marks of identity that establish the sanctuary as a place of worship.
3. All candles must be dripless. NOTE: performance of the candles may be affected by the airflow from the air conditioning/heating system.
4. The sanctuary paraments must be white or the church's seasonal color.
5. No nails, tacks, staples, pins, tape, or other materials that could mar the woodwork or pews may be used in the sanctuary. Pew hangers are available.
6. When weddings are scheduled during the month of December or on other special occasions when the sanctuary has been prepared for worship, the decorations may not be changed, altered, or removed.
7. The florist is responsible for any damage caused by decorations to the church building, furniture, floors, carpets, or property.
8. All decorations must be removed immediately following the wedding unless other arrangements have been made.

Information for Photographer

The wedding ceremony is a service of worship.

It is important that any photography does not detract from the dignity and reverence of this service.

1. The officiating pastor(s) determine whether or not photography is allowed during the ceremony.
2. Photographs may be taken before the ceremony. Photography should be completed before the first guests arrive or at least 30 minutes before the time of the wedding.
3. The wedding party may return to the sanctuary after the ceremony for additional photographs. Please be considerate of the florist's need to remove floral decorations following the ceremony.
4. Photography equipment, cords, etc. must be placed so they do not pose a hazard to the bridal party or guests.

INFORMATION FOR VIDEOGRAPHER

The wedding ceremony is a service of worship.

It is important that any videography does not detract from the dignity and reverence of this service.

1. The officiating pastor(s) determine whether or not videography is allowed during the ceremony.
2. All preparations for videotaping should be completed before the first guests arrive or at least 30 minutes before the time of the wedding.
3. Video equipment, cords, etc. must be placed so they do not pose a hazard to the bridal party or guests.

STANDARD WEDDING PACKAGE - 2015

\$1,000

INCLUDES

- Use of Sanctuary and other rooms for wedding only.
- Pastor's Services - Includes counseling, rehearsal, and wedding.
- Wedding Coordinator - Includes initial visit, two consultations, rehearsal, and wedding. Also includes opening church for florist, photographer, and caterer.
- Janitor services for rehearsal and wedding only.
- Fees are reduced for members of FPC McKinney active in the congregation for one year

ADDITIONAL SERVICES/FEES AS NEEDED

- Organist/Pianist Services – Includes consultation and wedding: \$250
- FPC Vocalist Services – Contact information for vocalists is available upon request.
- Audio/Visual Technician – Includes consultation, rehearsal, and wedding: \$100
Reception: \$50 additional
- Janitor's Services – Reception set up and taking down of tables, sweeping and moping. \$50
Does not include cleaning up in kitchen; you or your caterer are required to do this.
- Reception – Use of Fellowship Hall for three hours: \$300
- Additional service fees may be reduced for members of FPC McKinney.

PAYMENT OF FEES

- Deposit: In order to secure your date on the church calendar, a non-refundable deposit of **\$500** is due with the completed **WEDDING INFORMATION** page.
- The **REMAINING BALANCE** of fees is due 30 days prior to the rehearsal date of the wedding.

WEDDING INFORMATION
First Presbyterian Church, McKinney, Texas

Date of Wedding _____ **Time** _____

Date of Rehearsal _____ **Time** _____

BRIDE:

Full Name _____

Address _____

City _____ Zip _____

Cell Phone _____

First marriage? _____

Parents Names _____

GROOM:

Full Name _____

Address _____

City _____ Zip _____

Cell Phone _____

First marriage? _____

Parents Names _____

We would like to be married at First Presbyterian Church, McKinney because...

Number of Guests Expected _____

Reception Location _____

Number of Bride's Attendants _____

Number of Groom's Attendants _____

Flower Girl? _____ Ring Bearer? _____

Candle Lighters? _____ Other _____

Florist Name _____

Florist Phone _____

Complete this portion if requesting participation of another Pastor:

Name of Pastor _____

Pastor's Phone _____

Pastor's Church _____

AGREEMENT

I/We acknowledge receipt of the **WEDDING POLICY** of First Presbyterian Church, McKinney and agree to abide by the **POLICY** as stated in this packet. I/We agree to pay First Presbyterian Church, McKinney the sum of \$ _____ for services provided in relation to this wedding.

Signature _____ Date _____

Signature _____ Date _____

Do not write below this line.

FEES PAID \$ _____ cash / check # _____ Received by _____ _____	FEES PAID \$ _____ cash / check # _____ Received by _____ _____
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