

First Presbyterian Church in North Palm Beach

WEDDING POLICY

First Steps

Even the simplest weddings require forethought and preparation. Many weddings are held at First Presbyterian Church in North Palm Beach, which involve a number of people. Therefore, it is important that you set a date and reserve facilities as early as possible - for both the wedding and the reception.

The initial contact should be made with Kara Avila, the Wedding Coordinator and Administrative Assistant to the Pastors, to ensure the rehearsal/wedding dates are available on the church calendar. Next, the Wedding Request Application and Fee Schedule Procedures Packet must be signed and returned to Mrs. Avila, along with the non-refundable deposit to secure your reservation (\$100 for Members, \$200 for Non-Members). A tentative reservation for facilities only, will then be held until clearance from a pastor is received. Mrs. Avila will contact you when the date is secured with a pastor. (It is advisable to make copies of all forms for your records before submitting them).

Pastoral Selection

It is the policy of First Presbyterian Church that one of our pastors on staff oversee and officiate all weddings. In the event a pastor from another church is also desired for co-officiating, the request should be made in writing to the Session of the Church. As much information as is available should be included. The request should be sent to:

Attn: Kara Avila, Wedding Coordinator
First Presbyterian Church in North Palm Beach
717 Prosperity Farms Road
North Palm Beach, FL 33408

or via email to kavila@firstpresnpb.org

Pre-marital counseling is required with the officiating FPC pastor. Additionally, the couple and the officiating pastor need to meet prior to the rehearsal. It is the responsibility of the couple to schedule the meeting with the pastor.

Timing

Weddings cannot be scheduled in the Sanctuary on Sundays or established holidays. The bride and groom may decide on a desired time for the wedding rehearsal and ceremony. Kara Avila will check the church calendar for availability. The wedding rehearsal will be about an hour long. Ceremony time ranges between 20-40 minutes long.

Wedding Coordinators

It is the policy of First Presbyterian Church that our own wedding coordinator be utilized to see that the pastor's wishes, as well as the procedures herein, are carried out. The wedding coordinator will be of great assistance to all parties involved. Any outside wedding coordinator hired by the couple getting married must fully understand that while on the church property, all decisions prior to, during, and after the ceremony will be made by FPC's Wedding Coordinator. An outside wedding coordinator may be hired to assist, if desired.

Rehearsals

The pastor and wedding coordinator are in charge of and will conduct the wedding rehearsal. All members of the wedding party, and anyone else actively participating in the ceremony, should be present at the rehearsal. Rehearsals

are about one hour in length and take place the evening prior to the wedding. Delay in beginning the rehearsal shortens your rehearsal time. The bride and groom should insist on members of the wedding party being prompt for the rehearsal and for the wedding. PLEASE MAKE SURE YOUR WEDDING PARTY AND FAMILY ARE AWARE OF THIS.

Music

The church wedding is an act of worship and all music used for the wedding should be appropriate for the worship of Almighty God. All music will be done by live musicians – recorded music is NOT permitted. Music at the wedding includes Processional and Recessional pieces. Prelude music is to be played as guests are seated. Music during the ceremony can be arranged according to the desires of the bride and groom. To assist in planning music, you must contact Jay Arnn, our Music Ministry Director.

Flowers & Décor

Florists/Decorators- must NOT use nails, thumbtacks, or screws. Only floral tape is permitted on the pews. The florist must not use any decorations that will damage the floors, rugs, or furniture.

Candles- Only dripless candles can be used. Plastic must be placed underneath candelabras without lamps. This prevents candle wax from dripping on the rug.

Unity Candle- If you wish to perform the unity candle ceremony, you must use the church's unity candle set, which is burned with oil. This set is beautiful and does not require any wax clean up. Please call the wedding coordinator for further details.

Flowers- If flowers or small potted plants remain in the Sanctuary more than an hour after the wedding or reception, we will not be responsible for their care and/or safety. They will remain for the Sunday morning service following the wedding, and be delivered to a hospital or nursing home after the 11:00 a.m. service. If either the florist or the wedding party plans to pick up any floral arrangements or plants more than an hour after the wedding or reception, please make those arrangements with the wedding coordinator.

First Presbyterian Church cannot guarantee refrigeration available for storage of flowers, either overnight or the day of the wedding. All floral pieces must arrive at the church already arranged. We do not have the facilities to make arrangements here.

The florist or family is responsible for removing all equipment belonging to them. Decorations and candelabras should be removed from the Sanctuary and Narthex immediately following the wedding. If arrangements are made with the church office prior to rehearsal, items can be stored until the Monday morning following the wedding. Pew bows will be disposed of unless other arrangements have been made with the wedding consultant prior to the rehearsal.

Church Aisle- The church aisle measures 70 feet, 10 inches, from the double doors to the first step.

Communion Table- The communion table is 84 inches long and 42 inches wide.

Pew Bows- There are 18 pews on each side of the aisle – plus one wheelchair pew in the back on both sides. This is a total of 36 pews on which bows can be put. Bows should not be put on the wheelchair pews, as they will not be seen.

Narthex- Removal of anything on the walls is not permitted; i.e. bulletin boards and their contents, track racks and tracts, etc. The Narthex furniture should not be removed or rearranged. Please remember that the Narthex has a certain function and we ask you to respect our desire to keep it that way. Failure to do this will require additional time for the sexton and an additional charge to you.

Photographers

Be sure to coordinate with your photographer about your photography desires. Photos can be taken before, during, and after the wedding ceremony on our church grounds. Flash photography is advised against, but ultimately left up to the discretion of the bride and groom. Pictures in the dressing room and the Sanctuary lobby are permissible before the

processional starts and after the couple is recessing down the aisle. Photographs of the wedding party may be taken in the Sanctuary after the guests have left.

The photographer for the service must contact the wedding coordinator prior to the wedding service for any special requests. The hanging microphones over the choir area must not be moved or disturbed. These microphones are not visible in pictures. The photographer cannot remove, move, or cover any of the chancel furniture and accessories for any reason. This includes the cross and side candles on the communion table. We also request that the photographer not stand on any of the church furniture.

Videotaping is permitted, provided it is unobtrusive, does not distract from the ceremony or Sanctuary and meets the approval of the officiating Pastor. Additional lighting for videotaping is not allowed.

Miscellaneous

Rice, Bird Seed or Confetti - None of these or similar items are to be thrown within any church buildings or on the grounds of First Presbyterian Church. If this procedure is desired, it should take place somewhere else.

Flower Girls - Flower girls should throw silk flower petals, NOT REAL FLOWERS, to prevent stains on the carpeting.

Personal Items - The church or any governing board will not be responsible for any personal effects, lost, stolen or damaged. Members of the wedding party should either give valuables to someone or leave them in the trunk of their car. This includes cameras, pocketbooks, money, etc. If any personal items are left on the premises after the wedding, it is your responsibility to call the church secretary the Monday after the wedding to make arrangements to pick up these items. They cannot be held for more than two weeks.

Parking - Parking is only allowed in designated parking areas. Handicap parking is enforced by the North Palm Beach Police Department.

Keys - It is our policy not to loan any keys for weddings or receptions.

Smoking - There is **NO SMOKING ALLOWED INSIDE ANY BUILDING ON THIS PROPERTY AT ANY TIME.** This shall be strictly adhered to and it is the wedding couple's responsibility to advise all guests.

Note: Since the policies set forth here are established by First Presbyterian Church, it is the responsibility of the bride and groom to make sure all those connected with the wedding are aware of them. If the couple has any questions regarding these policies, please address them to the Pastor during counseling sessions or the wedding coordinator before the rehearsal.

ANY VIOLATION OF THE ABOVE POLICIES WILL RESULT IN CLEANING CHARGES AND FEES FOR DAMAGES BEING BILLED DIRECTLY TO THE BRIDE AND/OR GROOM, PAYABLE WITHIN 30 DAYS OF THE WEDDING DATE.

I, the undersigned, have read, understand, and fully accept the above policy and procedures. Furthermore, I understand that it is my responsibility to communicate with members of my wedding party the expectations set by First Presbyterian Church in North Palm Beach, and am held responsible for all members of my wedding party.

Signature

_____/_____/_____
Date