

Love is *patient*,
Love is *kind*.
It does not *envy*,
It does not *boast*,
It is not proud.

1 Corinthians 13:4

First Presbyterian Church

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“Seeking Christ and serving others until all things are made new.”

Thank you for considering First Presbyterian Church as part of your wedding planning process. We provide this brochure to help answer some of your questions, but are always happy to answer further questions as they arise for you. Congratulations and best wishes for you both!

WEDDING INFORMATION AND POLICIES

The decision to marry and to become a partner in establishing a Christian home is of tremendous importance. It is not the mere acknowledgment of a civil contract, but an invocation of the presence of God in your relationship and a joyful and significant beginning to your new life. To assist you in your planning, we suggest you consider the following:

THE ORDER OF THE MARRIAGE SERVICE

There are two orders for the wedding service in the Presbyterian Church, one in traditional language and one in contemporary form.

PLANS AND ARRANGEMENTS

1. Wedding Date: Before rehearsal and wedding dates can be considered confirmed, they must be established in the following order with:
 - a. The pastor – will be available for the first of the counseling-planning meetings. Length of the counseling will be determined by the pastor after the initial counseling meeting.
 - b. The church office – as space for outside events is available on a limited basis. Only one onsite wedding per weekend will be permitted. A non-refundable deposit of \$150 must be paid at the time you reserve the date.

NOTE: Wedding ceremonies may be performed either in the sanctuary or the chapel. Sunday and holiday weddings are discouraged, but may be held at the discretion of the pastor. Sanctuary weddings after 5:00 p.m. on Saturdays are not permitted. All events will end by 7:00 p.m.

2. Officiating Pastor: The pastor(s) of First Presbyterian Church shall be in charge of and shall have authority over all details of the rehearsal and service. He/she shall have the authority to accept or refuse to do a service. A guest pastor may assist only in part of the service. A guest pastor must be approved by FPC pastors.
3. Music:
 - a. Organist: The church organist will play for all weddings where organ music is desired. If he is unavailable, our assistant organist maybe available.
 - b. Soloist: The use of a vocal soloist is optional. Let the coordinator know if you are interested in this service.

- c). Use of CD, etc.
4. Rehearsal: One hour should be allowed for the rehearsal, depending upon the order of service selected.
 - a. All members of the wedding party should try to attend the rehearsal. This should include the parents of the bride and groom and any ushers.
 - b. The following are to be brought to the rehearsal:
 - 1) marriage license.
 - 2) candles.
 - 3) wedding fee payments.
 5. Flowers: The bride and groom shall select their own florist and make arrangements for the placing of flowers. Flower delivery times should be arranged with the church office. Please, no nails, tacks, wires or string should be used in the pews or chancel. All decorations, flowers and personal items are to be removed from the church immediately after the wedding. If a rental company is used and rented items cannot be removed immediately following the wedding, arrangements for pickup must be made with the church office prior to the wedding.
 6. Photographs: Photographs may be taken before and/or after the wedding service. To preserve the dignity and worshipfulness of the service, only professional photographers will be allowed to take flash pictures during the ceremony.
 7. Ushers: At least two ushers are needed to seat 100 guests. Ushers must attend the rehearsal.
 8. Programs: Couples desiring wedding programs are responsible for having them printed.
 9. License and Other Legal Requirements: License must be obtained no more than 20 days prior to the wedding for a fee, from the County Register of Deeds office located in the county courthouse. Both bride and groom must be present with photo identification.
 10. Rules of the church:
 - a. Bird seed, real flower petals or bubbles are is permitted to be tossed after the ceremony., outside. Real or fake flower petals and bubbles maybe used during the service. Ask the Wedding coordinator, to be sure.
 - b. NO SMOKING IS ALLOWED IN THE BUILDING.
 - c. NO ALCOHOLIC BEVERAGES ARE ALLOWED IN THE BUILDING, ON THE CHURCH GROUNDS OR IN THE PARKING LOT.
The release of balloons outside is permitted, as long as they do not interfere with power lines.

- d. The release of balloons outside is permitted, as long as they do not interfere with power lines.

FACILITIES AVAILABLE

The church is equipped to accommodate weddings of varied sizes. The sanctuary will seat up to 400 people. The chapel will seat up to 60 people.

The lounge may be used as the bride's dressing room. There are also rooms that may be used as a groom's, groomsmen's, and bridesmaid's dressing rooms.

EQUIPMENT

The church has two branch candelabra; each holds seven candles. Non-drip candles must be used and are to be provided by the couple. Because of fire danger, no real flame candles are permitted in the aisles or close to the wedding party.

The church does not own an aisle runner, pew clips, or unity candle holder. If desired, these are the responsibility of the couple and should be brought to the rehearsal.

FACILITY COORDINATOR

The coordinator is mandatory for all weddings. He/she shall be the liaison between the bride and groom and other church/ministry personnel as deemed necessary. The coordinator will meet with the bride and groom prior to the wedding to consult on issues such as sanctuary setup and decoration, music, photography, sound, video, rehearsal needs, etc. Following these meetings, the coordinator will contact appropriate ministries/personnel to pass on information regarding times, dates and equipment needs. He/she will be on site for the rehearsal and wedding to make sure things flow smoothly.

MISCELLANEOUS SUGGESTIONS

1. To alleviate scheduling conflicts, please do not make arrangements for the rehearsal dinner and/or reception until dates and times have been confirmed with the pastor and church office.
2. Rehearsal and wedding dates and times are made on a first-come, first-served basis. Church members will have priority if scheduling conflicts occur.

If you decide not to use First Presbyterian Church, please let the pastor and the church office know of your cancellation as soon as possible.

EXPENSES

Wedding Deposit: \$250

Facility Coordinator Fees: \$100 (Wedding & rehearsal only) \$150 (Wedding, rehearsal and reception)

Pastor Fees: \$300

Organist Fees: \$100

Vocalist Fees: \$50 (If arranged by the Music Director)

Church Soloist or Instrumentalist: \$50 (If arranged by the Music Director)

Sound/Video Tech :\$50

Video Recording of service: \$50

Custodial Fees: \$50

The church makes every effort to keep costs at a minimum. Weddings do involve some extra services. Adjustments and special circumstances may be made with the pastor.

Please return this portion to the church office.

First Presbyterian Church

Wedding Information and Check List

Wedding Date _____ Time _____ Rehearsal Date _____

Arrival time _____ Rehearsal time _____

Bride _____
Rehearsal Wedding

Address First Last _____ Phone (C) M.I. _____

Email _____ Phone (H) _____

Groom _____
First Last M.I.

Address _____ Phone (C) _____

Email _____ Phone (H) _____

Bride's Parents _____

Address _____ Phone _____

Groom's Parents _____

Address _____ Phone _____

Maid of Honor _____

Best Man _____

Office use only

Met with pastor

Finished counseling

Reserved date with church

Need organist

Deposit made: check # _____

Date reserved with organist

Building use agreement

Music selected

Session approved service

Readings selected

Received Information policy book

Readers selected

Begin Premarital counseling

Need service recorded

Payment made at rehearsal, check # _____

Date reserved with sound/video