

The First Presbyterian Church Wedding Service Checklist

(NOTE: Cross out elements not pertinent to your wedding. For example, if outside clergy is not in your plans than cross out that checklist item)

- Minister informed of family desire of another clergy person's participation

- All party members informed:
 - Expected to refrain from alcoholic beverages immediately prior to both
 - Wedding
 - Rehearsal
 - There will be no serving of alcohol or smoking at any time in the church or on church grounds

- House sitting arrangements made for during wedding and reception

- Day and time of wedding cleared on (check with Pastor):
 - Church calendar
 - Pastor's calendar
 - Officially reserved (Session approval)

- Appointment made with officiating pastor to begin the planning process under his/her direction

- Music discussion scheduled with church organist (texts of all songs sung and music played should contribute to the worship atmosphere of the service and also correspond to the themes inherent in a Christian marriage service).
 - If alternate, Session approved
 - Arrangements directly made between organist and other musicians

- Wedding information sheet completed and turned in (available on web site or at office)

- Premarital counseling conferences scheduled with Pastor

- Marriage license (per Westmoreland County)
 - Cash for fee (\$45.00 beginning 2005)
 - Each party presents driver's license or other photo identification
 - Obtained so wedding date falls between 3 days and 60 days after issued
 - Signed
 - Turned in to church office (no later than Friday noon before weekend wedding
day before weekday wedding)

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- Wedding Rehearsal
 - Wedding fees paid at rehearsal
 - Rehearsal time set (in consultation with the Pastor)
 - Wedding party **strongly** encouraged to be on time

- Decorating (as prescribed)
 - Arrangement for flowers in sanctuary
 - Pew bows and bouquets arranged
 - Arrangements for:
 - Candles
 - Candelabras
 - Pew candle holders
 - Unity candleholders

- Church
 - Reception approved by Session (if on church property)
 - Aisle runners arranged
 - Church wedding bulletin
 - Birdseed
 - Balloons
 - If using nursery, adult appointed to supervise
 - Receiving line protocol decided
 - Photography plans discussed with Pastor

Wedding Fees

The wedding fees should be paid to the recipients at the time of the rehearsal.

A couple qualifies for member fees if their parents or one or both of them are currently members of The First Presbyterian Church, Irwin.

| Item | Members | Non-Members |
|---|-------------|-------------|
| <i>Sanctuary</i> | \$0 | \$250 |
| <i>Social Rooms</i> | 50 | 75 |
| <i>Kitchen</i> | 0 | 25 |
| <i>Candelabras w/ candles</i> | 10 | 10 |
| <i>Pew Candelabras w/ candles</i> | 40 | 40 |
| <i>Organist</i> <i>(w/ soloist)</i> | 100 120 | 100 120 |
| <i>Soloist (1-2 selections)</i> <i>(3+ selections)</i> | 50 75 | 50 75 |
| <i>Secretary (bulletins)</i> | 0 | 25 |
| <i>Sexton</i> | 50 | 50 |
| <i>Wedding Coordinator</i> | 100 | 125 |
| <i>Pastor</i> | honorarium* | 200 |

* As an honorarium is considered, one should keep in mind the hours of extra work necessary to assist in conducting such a Service. There are many hours given in planning and preparing in addition to the time required for the Service itself. Suggested honorarium: Pastor - \$150