

Guidelines for Weddings

First Presbyterian Church of Napa, California

Introduction

Congratulations on your upcoming wedding! We at First Presbyterian Church look forward to being part of your very special day as you begin your life together. Marriage is a gift God has given to all humankind for the well-being of the entire human family. Marriage is a civil contract between two people. For Christians, marriage is a covenant through which two people are called to live out together before God their lives of discipleship. In a service of Christian marriage, a lifelong commitment is made to each other, publicly witnessed and acknowledged by the community of faith. It is the pleasure of the staff of First Presbyterian Church to assist you in making your wedding a wonderful occasion.

Reservations

You may schedule your wedding on a “first-come” basis, by calling the church office and checking the availability of your date and time. The secretary will provide you with an application form. Once the form is returned and your wedding date is confirmed, a non-refundable deposit of \$100.00 will secure the date on the church calendar.

After the wedding has been scheduled, you will be contacted by one of the church’s pastors to arrange counseling appointments. The extent and degree of counseling will be determined by the pastor. It is required, however, that the couple seeking to be married attend this counseling.

Cost

The cost of a wedding at First Presbyterian Church includes use of the building, services of an organist, the church wedding coordinator, a sound technician and an honorarium to the pastor. The office will receive your payment and distribute the funds for you. There is no provision for separate fees to various individuals who provide services. One contribution covers all church costs and is non-negotiable except by specific instruction from the pastor. FPC members already contribute financially to the church so their wedding contribution is less.

Wedding Contribution

Members of First Presbyterian Church:	\$ 600.00
Non-members:	1,400.00

The cost of extra services such as a soloist, use of a reception room, custodial clean-up following the reception, etc. will be an additional fee to those stated on the preceding page.

As previously mentioned, a non-refundable deposit of \$100.00 shall be paid at the time the wedding application is received and the date is confirmed. The balance of the contribution must be received by the church no later than 30 days prior to the wedding.

Church Wedding Coordinator

First Presbyterian Church provides a wedding coordinator. The coordinator is available at the rehearsal and on the wedding day to see to the many details that surround a wedding. She is responsible to the pastor to see that the church wedding is well-ordered and as free from confusion as possible. On the day of the wedding, the coordinator will open the facilities *two hours* prior to the time of the wedding. The coordinator provided by the church *does not assist in planning the wedding reception.*

Music

Music used in the ceremony should be in keeping with the dignity of a worship service, and tasteful in nature.

The church organist will see to the instrumental music and will arrange for a guest organist, pianist, or other instrumentalist, when such is warranted. It is, however, expected that the organist of *this church* will play at all weddings.

Requests for another musician to play during the ceremony will be at the discretion of the First Presbyterian Church organist. Soloists will be recommended by the church organist, if the couple so requests. The additional costs of such musicians shall be at the couple’s expense.

Decorations

Decorations should be kept within the bounds of simplicity and good taste. All equipment such as candelabras, baskets, etc., may be furnished by your florist. For reasons of fire code safety, aisle runners are discouraged.

Please refrain from using pins, staples, or Scotch Tape as they damage the wood work in our historic sanctuary.

Adequate clear plastic mats or cloth must be placed beneath all candelabras and you must use dripless candles.

During special seasons of the year such as Christmas and Easter, any decorations that the church may be using may not be removed from any area to make room for wedding decorations.

Other Guidelines

- Smoking is not permitted in the church anywhere at any time.
- Food/beverages are welcome in designated parts of the building but not in the sanctuary.
- For safety purposes, only bubbles or rose petals are permitted in outside areas, including the front entrance.
- Wine and beer are permitted to be served if your reception is held at the church. Under no circumstances will consumption of alcohol be allowed on the premises prior to the wedding reception. If alcohol is served, an Alcohol Policy Agreement must be signed, and a copy of the declaration page of the responsible party's homeowner policy showing the limits of the policy must be provided. The policy must show a minimum of \$1,000,000 in general liability coverage, and list First Presbyterian Church, Napa, CA, as an additional insured.
- If you choose to have a guest pastor officiate at your wedding, you are required to provide the church with a certificate of insurance showing a minimum of \$1,000,000 in general liability coverage, and list First Presbyterian Church, Napa, CA, as an additional insured.

Photos and Videos

In order to preserve the sanctity of the service - and to keep intrusions from marring the special moments of your wedding - the use of cameras, video recorders or other photographic equipment is limited to the back of the sanctuary and to the balcony during the wedding service.

Please feel free to take photographs before and after the service.

Sanctuary Seating Capacity:

Seating: approximately 350 (cozy) first floor only

Pews: 17 center pews and 33 side pews (16 on the left side and 17 on the right)

Dressing Rooms

Bride's Room: Located upstairs in the Christian Education Building (use Randolph Street entrance). It is furnished with dressing tables and mirrors. Bathrooms are adjacent to the Bride's Room.

The Library, located in the office wing, is made available to the groom and his party on the wedding day. Bathrooms are located down the hall on the left.

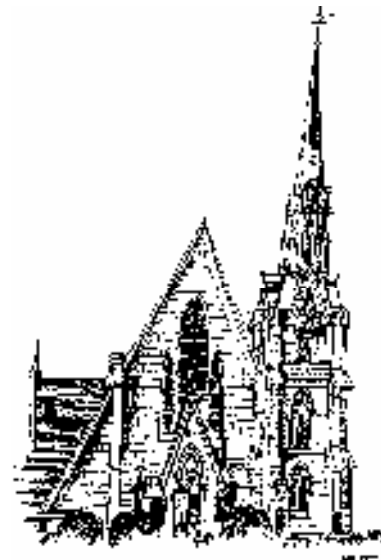
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WEDDINGS

Policies and Procedures

**First Presbyterian Church
of Napa**



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