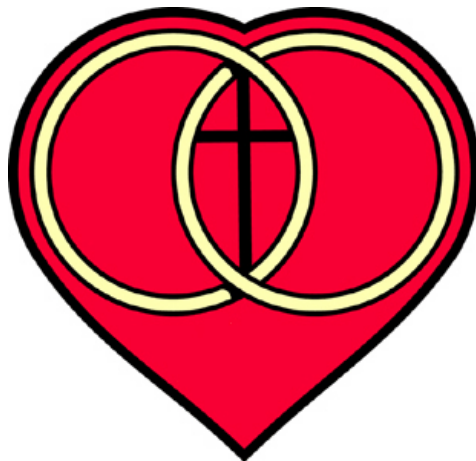


*Your Wedding at
First Presbyterian Church
of
South St. Paul*





*From This
Day Forward*

Your Wedding at First Presbyterian Church, South St. Paul

Congratulations on your engagement and impending marriage! We are delighted for you and hope to be of support and assistance as you plan your wedding service at First Presbyterian Church. This booklet will provide information on our requests and requirements for weddings. Please contact the church office at 651-451-6223 if you have questions or concerns that are not addressed in this booklet.

Scheduling the Wedding Date

Call the church office and check on availability for your preferred date. Normally only one wedding will be scheduled per weekend, in order to best accommodate individual needs. Dates may be booked on the church calendar up to one year in advance. A \$50 non-refundable deposit will hold your date, and that payment will be applied to final expenses.

Pastor

One of the pastors serving First Presbyterian Church will officiate at all weddings held in the church. Requests for a particular pastor will be honored as scheduling permits. The pre-marital counseling sessions will normally be done by the officiating pastor.

If you wish to have an outside pastor participate in the service, this should be discussed with the officiating pastor in advance, who will consult with the guest pastor to work out the details. No outside pastor may participate in a wedding on church property without the permission of an installed pastor of First Presbyterian Church.

Fees

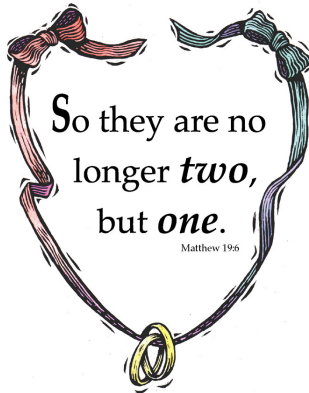
Below are the fees required for weddings at First Presbyterian Church. “Members” are defined as those on the active membership roll of the church, who attend worship regularly, participate in church functions, and/or contribute a financial pledge to the ministry. “Non-members” are defined as those who are not on the active membership roll at the time of the wedding and its preparation. Questions regarding membership status may be addressed to the pastor.

	<u>Member</u>	<u>Non-Member</u>
PREPARE Inventory	\$35.00	\$35.00
Use of Sanctuary/dressing rooms	---	\$150.00
Wedding bulletins	\$10/100 copies	\$15/100 copies
Custodian	\$75.00	\$75.00
Wedding coordinator	\$100.00	\$100.00
Organist/Pianist	\$200.00	\$200.00
Soloist	\$75.00	\$75.00
Pastor	\$200.00	\$300.00

Additional fees are associated with the use of the Commons or Fellowship Hall for a reception; please contact the church office for more information.



Prepare Inventory and Pre-marital Counseling



Pre-marital counseling is required for all couples being married at First Presbyterian Church. The officiating pastor will provide a series of sessions in which he or she will address with the couple issues such as communication, conflict resolution, family, and spirituality. These sessions do meet the Minnesota state requirement for 12 hours of pre-marital education and a reduced rate on purchasing the marriage license.

The initial step requires the completion of the Prepare Inventory by both individuals. This first meeting should be scheduled with the officiating pastor *no more than* six months prior to the wedding. The inventory takes approximately one hour to complete, and is done in the church office at the convenience of the couple. It is sent away to be scored and returned to the pastor usually within two weeks. The pastor then calls the couple to set up a series of four or more meetings to discuss the results of the inventory and to plan the wedding service. The pastor will provide to the couple a written statement certifying that they have completed the required education, which they present to the county office when purchasing their marriage license. This process currently results in a \$50.00 reduction in the license fee.

Provided by the Church

First Presbyterian Church wants your wedding to go smoothly and be all that you want it to be! To that end, we provide a number of services to assist in the preparation and wedding itself.

Organist/Pianist

All keyboard music for weddings held at FPC is assumed to be provided by the professional church organist unless otherwise arranged through the officiating pastor. Following an initial visit with the pastor, the organist's phone number will be provided to you, and you may schedule a discussion to determine the music for your service.

Soloist

A number of church members are available to provide solo music for your wedding if you so desire. The church organist or pastor can suggest names.

Wedding Coordinator

Any wedding with more than 100 guests expected and/or more than six people in the wedding party requires the use of a wedding coordinator. The coordinator will assist the pastor and wedding party at the rehearsal and on the wedding day, unlocking the building, directing guests, helping the ushers, and providing any necessary services.

Bulletins/Programs

The church office is happy to provide set-up, printing and copying of wedding bulletins/programs for your service for a nominal fee. A wide variety of bulletin covers is available for ordering. If you prefer to do programs outside the church, the officiating pastor must approve a draft before you have it printed.

Decorations

A variety of permanent church decorations are available for your wedding service, including banners, freestanding candelabras, aisle candles, a kneeling bench, and a unity candle holder. The officiating pastor can show you photos of any of the above listed items.



Flowers may be placed on flower stands or on the floor of the chancel only; the only floral decoration allowed on the table shall be on the unity candle holder. Flowers and/or ribbons may also be affixed to the candelabras or aisle candles.

Arrangements for an aisle runner should be made through your florist or a rental agency if so desired. The length of the aisle is 51 feet.

The sanctuary seats a maximum of 300 guests in 32 pews.

Photography

Pictures are encouraged prior to the wedding ceremony and/or after the service when guests have cleared the sanctuary. The photographer may only take pictures during the ceremony *without flash*, with the exception of the processional and recessional, when flash is allowed. It is the responsibility of the bridal couple to communicate this requirement to the photographer.

Videotaping may be done from a stationary spot in the sanctuary. Please consult the pastor for suggestions.

Rehearsal

A rehearsal is normally scheduled for the evening before the wedding. Another time may be determined with the help of the officiating pastor as needed. All persons involved in the wedding should plan to attend the rehearsal, which runs one hour in length. Attendants, ushers, parents of the bride and groom, readers and musicians should all be present for the rehearsal.

The marriage license should be handed over to the officiating pastor at the time of the rehearsal. All fees should be paid at the rehearsal as well, so as to avoid extra confusion on the wedding day.

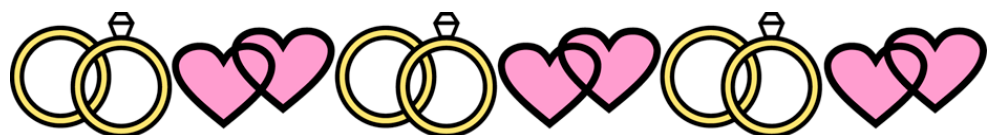
Your Wedding Day

Arrangements for dressing at the church, including private rooms and restroom facilities, are made through the pastor well in advance of the wedding day. A wedding coordinator or other church member will plan to meet you to unlock the church and provide building security. If you choose to provide food for the wedding party prior to the service, it should remain in the Commons and may not be taken to the Choir Room or Library. All pictures should be completed at least 30 minutes before the service is scheduled, and wedding party members must then remain out of the public areas until the processional begins.

We ask that no rice or confetti be used either in or outside the building, as clean-up is a problem with these items. Birdseed and bubbles are allowed outside only.

The church building is smoke free. No alcoholic beverages are allowed in the building or adjoining areas. Please respect these restrictions.

Questions To Ask



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