

# **Thompson Memorial Presbyterian Church**

## **Wedding Policies and Procedures**

Thank you for inquiring about using Thompson Memorial as your wedding venue.

A wedding at Thompson Memorial Presbyterian Church (TMPC) is intended to be an act of Christian worship, a religious covenant whereby the union of a couple is affirmed within the context of the covenantal relationship with God. When a couple expresses their desire for their marriage to be solemnized by a church wedding, the church enters into a covenant with the couple to walk with them on this leg of their marital journey.

We, at Thompson Memorial, want to make your wedding a beautiful and memorable occasion. The following information is given to help you plan for this important event. In this booklet you will find the policies and procedures established by our church, as well as information about the facilities available for weddings. We hope that it answers most of the questions that you will have as you make plans for your wedding day.

If you have any questions along the way, we are happy to assist you as you plan and prepare for this important day.

Once you have read the enclosed policies, either return the Wedding Information Form and deposit to the church office or complete it online

Blessings of joy,

Pastor Stephanie

## Policies and Procedures

The following policies and procedures are set up to protect the property of the church and to help all parties understand the procedures and expectations we have for the use of our building for the purposes of a Christian wedding.

**Officiant:** TMPC has a trained staff of pastors. One of our pastors will journey with you as you prepare for your ceremony. If you would like to include an outside clergy person, A TMPC minister must be involved to consult or assist a non-staff minister with the ceremony for all sanctuary weddings. Our pastors will meet with you to discuss your ceremony include order of worship, vows and all of the possible options for your service. Our pastors will also walk you through the process of pre-marital counseling.

**Available Dates:** TMPC will not schedule weddings on Sundays or major holiday weekends. December and April weddings will be considered on a case by case basis. The majority of weddings are held on Saturdays. All events in the sanctuary must be completed by 6:00 pm so that we can have adequate time to clean and prepare for Sunday morning worship.

Only one wedding will be scheduled on a given Saturday; however, other church events may be scheduled on the same day as your wedding. If you are requesting a ceremony on a different day, please see one of our pastors for availability.

**Rehearsal:** Each wedding must be preceded by a rehearsal. Generally, the rehearsal happens the evening before the wedding. The rehearsal should be scheduled between 4:00 and 6:00 pm on the night before the wedding and generally take 30-45 minutes. The rehearsal involves reviewing the logistics of the ceremony, including where people will stand, sit, and walk. This is a great time to ask any last minute questions. Please work with your wedding party to insure that everyone is present and that everyone arrives promptly.

### The church building

TMPC is a beautiful and historic space that we treasure. We know that God has been working here for hundreds of years and we are happy that you have chosen to meet God in this place.

The sanctuary at TMPC seats 150 people. The Fellowship Hall seats 350 people.

There are two appropriate rooms and a bathroom near the sanctuary for the wedding party to get ready, as needed.

The pulpit and communion table are removed for weddings. All furniture is to be moved by TMPC personnel only.

Smoking and alcoholic beverages are strictly prohibited in the building and surrounding grounds. An alcoholic beverages fee of \$150 will be assessed if any signs of alcohol are found on the premises including empty cans, bottles, etc.

Throwing rice or birdseed is prohibited. Bubbles are permitted outside the sanctuary.

Use of nails, tacks, staples, pins or anything that will mar our woodwork is absolutely prohibited.

Only wrapped wire or flexible florist arms may be used to fasten pew bows. Do not use tape. Placing flowers, ferns, candles or anything decorative on either the piano is strictly prohibited.

The family of the couple is responsible for removing decorations immediately after the ceremony. The church assumes no responsibility for decorations left following the service. Often flowers are left for Sunday morning worship. This is not required, but it is an option if you so choose. Please advise the pastor or wedding coordinator your wish for the flowers.

The couple is responsible for any damages that might occur while using the church facilities for a wedding.

TMPC has often been subject to power outages. The church does not have a generator and entrance to the church is prohibited during a power outage. Bathroom facilities and all areas of the church are not functioning during these unexpected occurrences. Please note that this may affect the availability of the church on your wedding day.

## **The Wedding Ceremony**

### **Ceremony details**

The officiating pastor will meet with the couple and review options for the wedding service. In that meeting, the couple can decide scripture verses that are appropriate, whether or not there will be a sermon and whether or not communion is requested. The pastor can suggest musical offerings or the couple can bring suggestions and ideas that are appropriate for a wedding ceremony.

If a bulletin or program is required, the couple is responsible to provide that on their own.

### **Logistics**

It is the responsibility of the couple to make all contacts regarding a minister, soloist, organist, pianist, florist, photographer, etc.

### **Photographer**

There will be no flash photography during the ceremony. This is a sacred time of worship. Photographers may take non-flash photos from the balcony or from behind the seated congregation. In addition, many couples choose to take photographs after the ceremony that are staged in the worship space. This allows for close up photographs.

### **Florist**

TMPC works with several local florists. Flowers can be delivered the morning of the ceremony with advance notice to the office and/or the custodial staff. If flowers are not removed immediately following the ceremony, they will be held for worship the next day or discarded.

### **Videographer**

A videographer is allowed as long as they set up in one place in the rear of the sanctuary or in the balcony and do not move during the worship service.

TMPC has the capability to live stream and record your ceremony. The fees for this service are listed at the end of this document.

### **Premarital Counseling**

Premarital counseling with the couple prior to the wedding ceremony is required and is conducted by either the officiating minister or one of our ministers with training in premarital counseling. Outside premarital counseling can be approved.

### **The License**

Please secure your marriage license in accord with local laws and guidelines. Please deliver the license to the officiating minister no later than the night of your wedding rehearsal so that it may be completed. The of-

officiating pastor will complete the necessary forms and mail them to the local authorities. A copy will be furnished to the couple.

## **The Wedding Coordinator**

A Wedding Coordinator from TMPC is required for all church weddings. The church has available several very capable individuals from its membership, familiar with the facilities and procedures who can fulfill this role. The wedding coordinator will manage the wedding party from the back of the church and answer any questions the wedding party may have before or during the wedding.

## **Wedding Director Responsibilities**

- Pre-rehearsal planning with the couple.
- Coordination of preparation for the rehearsal and ceremony (i.e. audio equipment, heating, cooling, etc.)  
Convey to the church any items needed to be placed for the ceremony, such as candelabrum, etc.
- Direction of the rehearsal in close cooperation with the officiating minister. Direction of the wedding party at back of church prior to the processional.
- Point of contact for questions about timing, the space or other details surrounding facilities and procedures.

## **Music**

Our organist has the right of first refusal for weddings. Should you choose another organist, he or she must be trained and experienced on pipe organs. You must request permission to have another organist, and your request must be approved by the church organist. We can supply a list of local organists familiar with our church if you need it.

The sanctuary has a piano and organ. It is equipped with a sound system, and a microphone can be set up for your use. The use of stringed instruments, i.e. guitar, harp, violin, etc. is acceptable.

The fee for the organist's services covers music selection, the rehearsal and the wedding ceremony. Additional fees will be charged for rehearsals with soloists or other musicians. It is suggested that any guest musicians/soloist arrange a time with the wedding coordinator to rehearse prior to the wedding.

In addition to the organist, soloists and other musicians can be requested from the church. Please inquire if you desire this service.

## **Fees**

"Members" are those who have had their membership with our church for at least six months and have actively participated in church activities. (Exceptions are made for those individuals who have been raised in our church, were previously members and moved away, but wish to return to their home church to be married.)

The fees for the use of the church facilities cover extra heating, air conditioning, sound and lighting. These fees include the use of rooms in our church for the wedding party to get dressed in and have pictures taken.

An initial deposit of \$200 for non member weddings should be submitted with the Wedding Reservation Form at the time you make your reservation with the church. Checks should be made payable to Thompson Memorial Presbyterian Church with Wedding in the memo line.

Members can submit the Wedding Reservation Form to begin the process.

## **Member Fees:**

Sanctuary usage: no cost

Organist: \$250  
Soloist: \$200  
Minister's Honorarium  
Custodian: \$200  
Livestream/Video: \$100

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**Non-Member Fees:**

Worship Space \$600

Organist \$270

Soloist \$250

Minister's Honorarium \$300

Custodian \$200

Livestream Video: \$100

Initial Wedding Deposit: \$200 to reserve date and time

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A \$150 fee will be assessed if any evidence of alcohol is found on the premises on the day of your event.

**WEDDING REQUEST FORM**

## ABOUT THE COUPLE

### Name #1

Address

Email

Phone

Date of birth

Location of church membership, if any:

### Name #2

Address

Email

Phone

Date of birth

Location of church membership, if any:

## Section 2: WEDDING INFORMATION

Wedding date and time

Rehearsal date and time

Officiating Minister

Reception Location

Anticipated attendance

Photographer

Videographer

Florist

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I have read the Wedding Policies for Thompson Memorial Presbyterian Church and agree to abide by the regulations set forth within it.

Signature \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Return this form, with any required deposit to the Church Office. Once the date is approved, you will receive a confirmation email and a pastor will schedule your first meeting. The remainder of the fees will be collected at your final appointment before the rehearsal.

