

# WEDDING INFORMATION & GUIDELINES

## Faith Des Peres Presbyterian Church

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The staff and members of Faith Des Peres Presbyterian Church are delighted to offer the use of our facilities for your wedding ceremony. We enjoy sharing this special event in your life and try to accommodate your dreams and plans for a wonderful beginning to your marriage. Your wedding will reflect the warmth and caring of everyone involved at Faith Des Peres.

### **ARRANGEMENTS**

Our pastor officiates at all wedding ceremonies performed at Faith Des Peres Presbyterian Church. Couples can expect to meet with the pastor one time before the rehearsal and the wedding. Couples should contact the pastor to arrange this meeting 2-3 months prior to the wedding date. This discussion will focus on the wedding ceremony, and the pastor will try to accommodate and incorporate the couple's ideas into the service.

The minister performing the ceremony is assisted by our wedding director. You should contact the wedding director immediately after your wedding date has been confirmed on the church calendar for information about decorations, photography, videotaping and other questions related to wedding/rehearsal logistics.

All music and guest musicians for your wedding ceremony must be approved by our music director. You should contact the music director with information about your music and any questions you have related to music in your ceremony. Pre-recorded music is discouraged.

### **DECORATIONS**

The Sanctuary interior is painted in white and cream with a burgundy carpet. The pipe organ is a thirty rank three-manual pipe organ. There is an upright Yamaha piano that is available for use in the wedding ceremony.

There are 12 rows of pews and a front rail. The center aisle is 5'7" wide and 53' long from back to the front chancel steps. The chancel area is 19' deep and 24' wide. The area for the wedding party in front of the church pew rail is 6' deep and 44' wide. The side aisles are 3' wide. The Sanctuary seats approximately 360 people (260 at main floor and 100 seated in the balcony).

Two pedestals for flowers are available, as well as the communion table. The use of candles is permitted as long as the carpeting and altar are completely protected from wax drippings. Dripless candles are highly recommended.

The servicing florist will provide aisle candles if desired. These candles must have glass chimneys. Non-marring clamps, cloth, or ribbon may secure them. No nails, screws, scotch tape or other marring tape may be used on the pews or on any property in the church facility.

The servicing florist will provide an aisle runner if desired. We recommend the use of canvas aisle runners. Paper aisle runners are not allowed because they tend to rip easily and do not stay in place, increasing the risk of accidents and falls.

There are small hooks at the center of each of the windows in the crown molding in the front. No other hooks are permitted. Any damage to the church will be repaired and the cost charged to the individual making the reservation.

Decoration of the church may begin 1 ½ hours before the time of the ceremony. Following the wedding, all decorations and other equipment must be removed from the premises. If your florist will not be assuming any of these responsibilities, you must appoint a responsible designee to do so in advance of the rehearsal date.

The members of Faith Des Peres Presbyterian Church take great pride in the appearance of the Sanctuary, the building and the grounds. To show your respect for our premises, we ask that no furniture or musical instruments be moved and all Faith Des Peres decorations (plants, paintings, wall hangings, etc.) remain in place.

### **PHOTOGRAPHS**

We recognize the importance of pictures on the occasion of a wedding. Photographs may be taken anywhere within the Sanctuary with the exception of the chancel. Flash bulbs are not allowed during the service. The photographer is allotted 60 minutes after the service for pictures to be taken. If more time is needed, arrangements must be made with our wedding director.

If you wish the service to be videotaped, you may designate a qualified operator to record the service from the balcony. It is also permissible to place one stationary video recorder in the choir loft facing the wedding party for the service. The photographer and the videographer are to consult with our wedding director upon arrival at the church on the day of the wedding.

### **BUILDING USE**

Entrance to the building the day of the wedding begins 1 ½ hours before your scheduled ceremony time, with departure 1 hour after the ceremony ends. Building entrance on the day of the rehearsal begins 15 minutes before your scheduled rehearsal time. Rehearsals will begin promptly.

Included are a bride's room and a groom's room. Personal items should not be left unattended. The church is not responsible for lost or stolen articles. A wheel chair ramp is located at the west side doors at the front of the Sanctuary for easy access.

Please refrain from throwing rice, birdseed, flower petals or any form of confetti on the church premises. Sparklers and personal, individual lighted candles are not permitted.

No smoking is allowed in the church building. No drinking of alcoholic beverages is allowed anywhere on church property.

Most parking should be done in the rear of the church on the parking lot. If you are parking in the front of the church, do not park on both sides of the circle but rather only on the circle's outer rim, so there is a clear passage for emergency vehicles.

Church windows are not washed specifically for each wedding. If you would like this service, you must pay for it in advance and we will ensure this additional window cleaning is completed in close proximity before your wedding. The church contracts with a licensed, insured company for this service, and you pay their contracted amount.

### **MARRIAGE LICENSE**

In order to be married, a couple must present a valid Missouri marriage license *at the rehearsal*.

Missouri Marriage Law requires both must be at least 18, single and not related to each other. In cases where you may look younger than 18, you must provide a certified copy of your birth certificate or a valid driver's license. If you are divorced, your final decree must be granted no less than 30 days prior to the application. Blood tests are not required in the State of Missouri. The license may be picked up after the three-day waiting period, up to one year after application has been made. The license is valid for 30 days in the State of Missouri only.

### **FEES**

The contracted fee of \$1250 covers all expenses for the wedding including building use, pastor, wedding director, music director/organist and sexton. Payment is made in two parts. A \$350 non-refundable deposit is required with the return of the completed, signed reservation agreement to confirm your wedding and rehearsal dates on the church calendar. The contracted balance of \$900 must be received in the church office not later than 21 days before the rehearsal date.