



Wedding Policy
of
Covenant Presbyterian Church



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STATEMENT ON CHRISTIAN MARRIAGE

We are pleased that you wish to be married in Covenant Presbyterian Church and take this opportunity to acquaint you with our policies so that your wedding ceremony will be a meaningful worship service. The church is guided in the formulation of these wedding policies by the *Directory for Worship of the Presbyterian Church (U.S.A.)*.

Marriage is a gift God has given to all humankind for the well-being of the entire human family. Marriage involves a unique commitment between two people, traditionally a man and a woman, to love and support each other for the rest of their lives. The sacrificial love that unites the couple sustains them as faithful and responsible members of the church and the wider community.

In civil law, marriage is a contract that recognizes the rights and obligations of the married couple in society. In the Reformed tradition, marriage is also a covenant in which God has an active part, and which the community of faith publicly witnesses and acknowledges.

MARRIAGE LICENSE

No wedding may be performed without a marriage license. It must be handed to the pastor no later than the wedding rehearsal.

The marriage license office nearest this church is the **Grayson County Clerk's office, 100 W. Houston #17, Sherman. For complete information call 813-4283.**

There is a 72-hour waiting period after the issuance of the license before a couple may be married.

THE WEDDING CEREMONY

Celebration of the Lord's Supper at the marriage service requires the approval of the Session, and care shall be taken that the invitation to the Table is extended to all baptized present (W-4.9003).

Weddings are not permitted:

- on the Saturdays before Palm Sunday
- on the Saturday before Easter
- on Christmas Eve or Christmas Day
- or in conflict with Covenant Presbyterian Church activities and events.

Weddings for members and non-members must be approved by the Session and will be scheduled no less than two months in advance. Whether or not the persons to be married are members of Covenant Presbyterian Church, the service shall be under the sole direction of the pastor of Covenant Presbyterian church.

THE MINISTER

Anyone who desires to be married by one of the pastors of Covenant Presbyterian Church should, if possible, contact the church office at least four (4) months prior to the wedding date. One of the pastors of Covenant Presbyterian Church shall be the officiating minister at all weddings held in the church unless other arrangements are made.

Others may be invited to participate as leaders in the service at the discretion of the pastor. Should a couple desire that a visiting minister officiate at the ceremony, the visiting clergy must be approved by the Session and invited to participate by the minister of Covenant Presbyterian Church.

It is expected of all couples being married in Covenant Presbyterian Church receive counseling with one of the ministers in preparation for marriage. If a minister outside of Covenant Presbyterian Church is to do the service, the couple will be expected to counsel with that minister. It is the responsibility of the couple to schedule these sessions.

SCHEDULING

When a couple wishes to be married at Covenant Presbyterian Church, reservations must be made in the church office as early as possible.

- Check with the church office administrator about the availability of the date on the church calendar and on the pastor's calendar. Dates for weddings, rehearsals, and receptions will not be confirmed except through the church office.
- Complete the Wedding Information Form with as much detail as you have.
- Submit a deposit and reservation fee as explained in the Schedule of Fees with your application in order to hold spaces for your desired date.
- Review the wedding policy.

REHEARSALS

Wedding coordinators, bridal consultants, musicians, and all other participants are under the direction of the officiating pastor.

All members of the wedding party should be present at the rehearsal. Please make every effort to have everyone at the church at the scheduled time.

Prior to the rehearsal the bride and groom should give some thought to the order in which their attendants will stand and which ushers will escort the mother of the bride, the mother of the groom, and any grandmothers. Please submit a diagram of where all the wedding party will be standing.

SOUND TECHNICIANS

The operation of church audio/visual equipment is restricted to a designated church representative(s). A sound technician will be provided by Covenant Church for all services in the sanctuary.

Sound Technician fee - \$100 sanctuary

No Sound Technician for the chapel is required.

RECEPTIONS

Wedding receptions may be held in Fellowship Hall or, for a small wedding, in the activities room of the Cube. Arrangements must be made through the church office at the time the wedding date is set and scheduled on the church calendar. It is assumed that receptions held in the church will observe all the standards of good taste and the policies outlined here:

- No smoking in any buildings.
- No alcoholic beverages allowed.
- No rice thrown inside or outside. Birdseed or flower petals are permitted to be thrown outside the buildings.
- Red punch is not allowed in any building.
- Fresh flower petals will stain the carpet and are not allowed.

As a reminder, alcoholic beverages, smoking, and the use of tobacco products are not permitted in or on Covenant Presbyterian Church's properties at any time.

We expect you to leave what you use washed and dried with equipment returned to the cupboards. If you use disposable paper or plastic goods, they should be gathered and put in plastic trash bags which the church will provide.

Church receptions are scheduled to last no longer than three hours. If more time is needed, special arrangements must be made before the actual reception. All facilities are to be left in their original order and condition. All rented items, flowers (except those you have notified the church you will be leaving for the following Sunday), gifts, and trash shall be removed immediately following the service.

MUSIC

The pastor shall review and approve all music for wedding services. All the music used in the ceremony shall be agreed upon in conference prior to the service.

If organ/piano music is desired, the church organist/pianist will play and will be compensated according to the Schedule of Music fees. If the church organist/pianist is unavailable on the wedding date, he/she will recommend a substitute organist to the wedding party. Any request for a guest organist/pianist must be submitted in writing to the Session. If a guest organist/pianist is accepted, it will be necessary to arrange a conference time between the two organists/pianists for the purpose of reviewing proper operation of the organ/piano. Instruments other than the organ/piano may be used provided that the music presented is suitable for a service of worship.

PHOTOGRAPHY / VIDEOTAPING

All photos requiring the use of flash should be taken before or after the service, not during it. In no instance will the photographer be allowed to interrupt the mood of the worship in the sanctuary. Under no circumstances will pews be used to secure additional lighting or height for the photographer. Waste products from photography must not be laid on the church furniture, in the pulpit, choir stand, or on the carpet. It is permissible for the videographer to video services from the balcony.

FLOWERS AND DECORATIONS

It is the responsibility of the bridal party to make sure your florist is aware of and abides by the policies of Covenant Presbyterian Church.

Your florist shall agree to the following:

- Do not affix by nail, tack, screw, tape or other attaching device any decoration to the walls or furniture. No devices, decorations or equipment should be used that will mark or damage the church facilities.
- No candles may be used without proper floor protection.
- Reserving parties are responsible for damage by the florist.

- Reserving party shall provide the name of the florist on the Wedding Information Form.
- The church reserves the right to restrict the use of the church facilities by florist or caterers who violate or have violated the regulations set forth in the wedding policies.
- Live petals in the sanctuary or chapel are prohibited.

No food or drink in the sanctuary or narthex at any time.

SCHEDULE OF FEES

Wedding fees have been set by the Session to cover the services of the church staff, equipment, utilities, and facilities for both the rehearsal and the wedding. Deposits must be paid before the date is placed on the church calendar. The balance of all fees must be paid **two weeks before the wedding date** through the church office.

Checks should be made payable to "Covenant Presbyterian Church".

There is no charge except custodial fees for the use of the sanctuary, fellowship hall, parlor or kitchen if the bride, the groom, or the parent(s) of either has been an active member of Covenant Presbyterian for at least six months.

There is a \$300 pastor's fee which includes counseling. An honorarium may be given to the pastor in addition to the fee. The amount will be determined by the bridal couple.

Deposit: \$100 Reservation fee (Non-refundable)

\$150 Security Deposit – may be refunded if there is no damage and the time limits are adhered to.

Separate checks are required for reservation fee and security deposit.

The service and reception must not be over four hours in total length.

Fees for weddings in the sanctuary are:

- \$150 custodial fee for members
- \$500 for non-members
- An additional fee of \$50 if service is after 4:00pm on a Saturday (both members and non-members)

Fees for a reception in Fellowship Hall and use of the kitchen:

- \$150 custodial fee for members
- \$300 for non-members
- An additional fee of \$50 if reception extends after 10:00pm on a Saturday (both members and non-members)

Fees for weddings in the chapel are:

- \$150 custodial fee for members
- \$200 for non-members
- An additional fee of \$50 if service is after 4:00pm on a Saturday (both members and non-members)

Fees for the Cube activities room and use of the kitchen:

- \$150 custodial fee for members
- \$200 for non-members
- An additional fee of \$50 if service is after 4:00pm on a Saturday (both members and non-members)

Sound Technician Fee:

- \$100 for sanctuary

Cancellations:

- If the event is cancelled prior to 2 weeks before the event, there will be a refund of half (1/2) of what has been paid.
- If the event is cancelled at 2 weeks or closer to the scheduled date, there will be no refund.
- The \$100 Reservation fee is non-refundable at all times.

Fees for Organist/Pianist for the service:

- Full Wedding Service Music - \$400.00
 - 25 minutes of prelude music
 - Special music for the couple's mother's entrance
 - Special music for the couple's mother's entrance
 - Separate music selection for the attendants' entrance
 - Special music for the bride's entrance.
 - Special music (for a vocalist or instrumentalist) including up to one hour rehearsal time.
 - Music for candle lighting (unity candle) during service.
 - Recessional Music
 - Required rehearsal with wedding party, usually the day before.
- Simpler Wedding Service Music - \$350.00
 - 15 minutes of prelude music
 - Special selection for the bride's mother's entrance
 - Same music selection for the attendants and the bride's entrance
 - One special music – piano only (for a vocalist or instrumentalist) including up to 30 minutes of rehearsal time after the wedding rehearsal.
 - Recessional music
 - Required rehearsal with wedding party, usually the day before.

Fees for Organist/Pianist for the service continued:

- Extra Musical Options
 - Special musical selections added to any of the two packages above, per musical selection - \$50.00.
 - Rehearsals with ensembles of other musicians of your choice, per hour and half - \$100.00.
 - String quartet or brass group – supplied by organist with special music with these group(s). -\$600.00
 - Handbell Choir Special Music - \$500.00.
- Other musical requests will need to be approved by the Session of Covenant Presbyterian Church.

Wedding Date: _____

WEDDING INFORMATION FORM

Covenant Presbyterian Church

Bride's Name: _____

Home Phone: _____ Business Phone: _____

E-mail: _____ Cell Phone: _____

Home Address: _____

Church Membership: _____

Groom's Name: _____

Home Phone: _____ Business Phone: _____

E-mail: _____ Cell Phone: _____

Home Address: _____

Church Membership: _____

Covenant Church Connection/Sponsor: _____

Other Person to Contact: _____

Wedding Date: _____ Hour: _____

Rehearsal Date: _____ Hour: _____

Rehearsal Dinner: Yes ____ No ____ Location: _____

Reception: Yes ____ No ____ Location: _____

Minister: _____

Guest Minister: _____

Address: _____ Phone: _____

Organist: _____ Phone: _____

Soloist: _____ Phone: _____

Florist: _____ Phone: _____

Wedding Consultant: _____ Phone: _____

Photographer: _____ Phone: _____

Other: _____ Phone: _____

IT IS IMPORTANT THAT ALL MEMBERS OF THE WEDDING PARTY ATTEND THE
REHEARSAL!

Best Man: _____ Maid/Matron of Honor: _____

Bride's Father or Sponsor: _____

Number of Ushers: _____ Number of Bridesmaids: _____

Number of Groomsmen: _____ Number of Candlelighters: _____

Flower Girl: Yes _____ No _____ Ring Bearer: Yes _____ No _____

I would like my wedding to be: Formal [] Semi-formal [] Informal []

We have read the conditions provided in the Wedding Policy of Covenant Presbyterian Church and agree to abide by them. We are permitted to use these facilities and will make every effort to insure that our guests will abide by these policies also.

Total Fee Amount: _____

Bride Signature: _____ Date: _____

Groom Signature: _____ Date: _____

(For Office Use Only)

Reservation Fee: Amount _____ Date: _____

Security Deposit Fee: Amount _____ Date: _____

Balance Paid: Amount _____ Date: _____

Session Approval: _____ Date: _____

Dr. Lisa Thomas
Organist and Pianist
Weddings
214-763-8028

Full wedding service music \$350.00
25 minutes of prelude music
Special music for the groom's mother's entrance
Special music for the bride's mother's entrance
Separate music selection for the attendants' entrance
Special music for the bride's entrance
Special music (for a vocalist or instrumentalist) including up to one hour rehearsal
Music for candlelighting (unity candle) or communion
Recessional music
+Required Rehearsal with wedding party, usually the day before \$ 50.00
(no dinner invitation is necessary.)

Other option: \$300.00
15 minutes of prelude music
Special selection for the bride's mother's entrance
The same music selection for the attendants and the bride's entrance
One special – piano only (for a vocalist or instrumentalist) including up to 30 minutes rehearsal adjacent to the same time of the wedding party rehearsal.
Recessional music
+Required Rehearsal with wedding party, usually the day before \$ 50.00
(no dinner invitation is necessary.)

Other options, additions and varieties:

Extra special music selections added to any package above, per musical special + \$50.00

Rehearsals with ensembles of other musicians of your choice, per 1 ½ hours + \$100.00

If you want me to supply other musicians for the wedding music and prepare + \$600.00
the special music with them – for example a string quartet or brass group
(up to 4 additional musicians – need 6 weeks notice) \$300.00 to the director
for planning and rehearsals and the rest goes to the church orchestra fund
for music and supplies, and student honorariums. These would be good musicians
from the church or college – professional musicians would cost considerably more.

Handbell special music

\$500.00

\$250.00 to the director for planning and rehearsals (need 6 weeks notice) and the rest goes to the handbell choir fund for music, workshops, and convention expenses. This would be the Covenant Handbell choir.

It is requested that you also provide a meal for the handbell choir, and/or ensemble musicians following the dress rehearsal, probably separate from the wedding party rehearsal dinner, unless you want these musicians to be part of your guest list for the rehearsal dinner.

Any other music requests or ideas may be worked out with Dr. Lisa Thomas.