



Presbyterian Church of the Master

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Wedding Guidelines of Presbyterian Church of the Master



We welcome you! Thank you for considering our church for this important step in your life together.

CHRISTIAN COMMITMENT

As a Church, we have standards for marriage which are based on God's Word in Holy Scripture.

Marriage is a gift God has given to all mankind for the well-being of the entire family. Marriage is a civil contract between a man and a woman. For Christians, marriage is a covenant through which a man and a woman are called to live out their lives of discipleship together before God. In a service of Christian marriage, a lifelong commitment is made by a man and a woman to each other, publicly witnessed and acknowledged by the community of faith.

In preparation for the marriage service, the pastor shall provide for a discussion with the couple concerning:

- 1) The nature of their Christian commitment
- 2) The legal requirements of the state
- 3) The privileges and responsibilities of Christian marriage
- 4) The nature and structure of the marriage service
- 5) The vows and commitments they will be asked to make
- 6) The relationship of these commitments to their lives of discipleship
- 7) The resources of the faith and the Christian community to assist them in fulfilling their marriage commitments

This discussion is equally important in the case of a first marriage, a marriage after the death of a spouse, and a marriage following divorce.

If the pastor is convinced, after discussion, that the couple shows commitment, responsibility, maturity, or Christian understanding the pastor shall continue on with the wedding preparations. If the couple does not exhibit these qualifications the pastor shall assure the couple of the church's continuing concern for them and may suggest more time before the marriage and/or counseling, or decline from performing the ceremony. In making this decision, the pastor may seek the counsel of the session.

COUNSELING

We recommend the couple meet with the pastor for **6** sessions for counseling and to discuss the meaning of Christian marriage. The bride or groom is requested to call the church office to make an appointment with the pastor. The couple shall complete the reading and exercise materials required by the pastor. The couple will be expected to cover the cost of materials. This counseling is subject to change, with approval of the pastor.

In the case of a couple receiving counseling from a different pastor, the PCOM pastor generally will grant a waiver of this requirement provided he/she feels the prior work is equivalent to the above mentioned programs.

For non-members, we recommend that the couple be in worship at least twice a month for the 6 months prior to the wedding. In exceptional cases in which there is just a 3 month time span before the wedding, we recommend the couple be in worship at least 3 times a month for the 2-3 months prior to the wedding.

POLICY ON SEXUALITY

God's Word in Holy Scripture makes it clear that marriage is the place for sexual relations (Genesis 2:18-25, 1 Corinthians 6:18-20, Ephesians 5:1-7). Those who have sinned by living together outside of marriage, by pre-marital sex, and/or by homosexual sex must make a new start through Christ's forgiveness.

It is the policy of this church that wedding ceremonies, holy unions, and/or public/private blessing of a homosexual relationship shall not be held on the property. No exceptions shall be granted to this policy.

"If anyone is in Christ, that one is a new creation, the old is past, everything has become fresh and new" (2 Corinthians 5:17). We come humbly as our Lord commanded to "take the plank out of your eye and then you will see clearly to take the speck out of the other's eye" (Luke 6:42). We come not to judge, but as those proclaiming God's Word which judges all of us in our sins.

WEDDING LOCATION

A member of Presbyterian Church of the Master will normally be married in this congregation's sanctuary. It is at the sole discretion of the officiant as to whether he/she will agree to officiate at the wedding elsewhere.

If the bride and/or groom are members of another congregation, the wedding would normally be held at that church. If any member of the family is a member of PCOM, then a wedding may be held at PCOM. Non-member weddings need to be approved by the pastor.

WORSHIP ACTIVITY

The most important relationship in life is that between a believer and his/her Lord and Savior --- the one true God revealed through Jesus Christ. One sign of faithfulness to the Lord is faithfulness in worship. It is assumed that a primary reason for a couple seeking a "church" wedding is so that Christian principles may be a central focus of the marriage.

THE WEDDING SERVICE

Christian marriage should be celebrated in the place where the community gathers for worship. As a service of Christian worship the marriage service is under the direction of the pastor and the supervision of the session. The marriage ordinarily takes place in a special service which focuses upon marriage as a gift of God and as an expression of the Christian life.

The service shall include:

- Opening Scriptural sentences
- A statement of purpose
- A Declaration of Intention
- Exchange of vows of love and faithfulness
- Passages of Scripture
- Interpretation of Scripture in proclamation
- Prayers for the couple and others
- A blessing in the name of the Father, Son and Holy Spirit
- Public declaration of marriage

MUSIC

Music suitable for the marriage service directs attention to God and expresses the faith of the church. The congregation may join in hymns and other musical forms of praise and prayer. The organist of the Presbyterian Church of the Master will be given first priority when organ/piano music is desired. Other organists can be used upon request. If desired, a soloist will be recommended. Other soloists can be used upon request. The pastor and organist shall review all musical selections.

Music Financial arrangements are between the couple, soloists and organist.

THE CLERGY

The pastor or associate pastor/minister of this church will normally officiate the wedding. If the family desires other clergy to officiate or participate in the service, PCOM clergy or PCOM Session should be informed. Other clergy may officiate only by their invitation.

Minister Financial arrangements are between the couple and the clergy.

PREPARATION OF SANCTUARY FOR WEDDING

1. You and the Event Host will select a Wedding day *four-hour period of time* and reserve the sanctuary for those hours.

To help with your planning, the allotted times for the worship center for weddings at Presbyterian Church of the Master are as follows:

Wedding Day	Sanctuary Hours
Friday	8:00 a.m. – 10:00 p.m.
Saturday	3:00 p.m. – 10:00 p.m.
Sunday	1:00 p.m. – 9:00 p.m.

An Event Host will be assigned to you after your registration form is submitted.

2. There will be no rearrangement of furniture in the sanctuary without approval by the Event Host.
3. Church-designated individuals will remove and replace musical instruments on the platform and will provide sound and custodial services. These arrangements will be made by the Event Host.
4. The bridal couple will provide their own decorating items. Selected items may be used with the approval of the Event Host.
5. The bridal couple shall designate someone to collect all decorative and floral items immediately following the ceremony and pictures.
6. Review the attached “Guidelines” section later in this document.

REHEARSAL

1. The wedding rehearsal usually lasts about one hour. Please have your wedding party arrive promptly. The date and time for the rehearsal should be determined with the pastor when the wedding date is confirmed at your first counseling session. Please bring your marriage license to the rehearsal. There are no additional building use fees for the wedding rehearsal.
2. The Sanctuary may be reserved up to 2 hours for the rehearsal (*half hour before and after the rehearsal*).
3. All members of the wedding party (*everyone involved in the ceremony*) should be present at the rehearsal. The soloist may be exempted, if the bride and groom so choose.
4. Rehearsals may be held in either the indoor or the outdoor sanctuary, weather and availability permitting.

PREPARATION OF RECEPTION HALL

1. Receptions may be held in the Fellowship Hall if space is available. A specified period of time will be reserved for the reception with additional time reserved for decorating and clean-up. All receptions will conclude no later than the specified time.

Wedding Day	Hall Hours
Friday	9:00 a.m. – 10:30 p.m.
Saturday	5:00 p.m. – 10:30 p.m.
Sunday	1:00 p.m. – 9:30 p.m.

2. All reception arrangements will be made with the PCOM Event Host.
3. Fees will be established for the use of the facility, kitchen, equipment, furnishings, setting up the reception area, custodial service, and returning the area to normal usage (*suitable for normal use*).
4. The Event Host may request assistance from the bridal couple if extensive set up of the area is required. (*There is no discount to fees for assistance over and above what we typically provide*)
5. Dancing will be allowed in the Fellowship Hall; however, the Event Host must approve the music prior to the day of the reception.
6. The bridal couple will be responsible for providing all food and beverages, all decorative items, all table linens/coverings, napkins, individual eating utensils, cups, plates, candles, flowers, etc.
7. All decorations must have prior approval of the Event Host. Decorating plans must be approved 2 weeks prior to the wedding.
8. All leftover food and other items will be removed from the church premises immediately following the reception. Any food or other items left at the church will be discarded unless other arrangements have been made in advance with the Event Host. If this policy is not followed, an additional custodial fee will be charged.
9. The Event Host or designee will supervise the moving of church furniture. The use of church furniture is restricted to furniture available.

OUR CHURCH FACILITY

Our facility was remodeled in 2006. Features of our facilities are as follows:

- Air conditioning throughout the building
- Family Bathroom with changing table
- Handicapped accessible bathrooms
- Many handicapped parking spaces
- 5 bathrooms and 3 water fountains
- Sanctuary:
 - ✓ Large stage
 - ✓ Handicapped stage access
 - ✓ Stage lighting
 - ✓ Modern, Digital sound system
 - ✓ Padded chairs
 - ✓ Carpeting
 - ✓ Cry room attached (*about 12 chair capacity*)
 - ✓ Projector and screen
 - ✓ Seating capacity is approximately **200** guests
- Kitchen:
 - ✓ Hood and stainless counters,
 - ✓ Refrigerator and Freezer.
 - ✓ Double oven 6 burner stove with side griddle.
 - ✓ Bright lighting
 - ✓ Serving counter with access to fellowship hall (with roll down closing door)
- Large fellowship hall space:
 - ✓ With optional divider
 - ✓ Sound system
 - ✓ Grand serving counter (moveable) with AC outlets.
 - ✓ Seating capacity is approximately **200** guests
 - ✓ Stage area with stage lighting and available acoustic piano
 - ✓ Pull down screen and projector
- Meeting room and classroom space
- Larger gathering space in the entry area
- Large nursery with separate check in area
- Large outside worship area with available AC power and sound connections.
- Large brightly lit parking lot.
- Building was brought up to code at the time of remodel including fire suppression.

GUIDELINES

The Presbyterian Church of the Master asks that all attendees observe these guidelines:

ACCESS – Building access will be provided by the Event Host.

ADDITIONAL BUILDING USE NEEDS – Additional building use requests such as for a groom's dinner will be reserved prior to the event, (*See "Building Use Agreement" on the last page of this document for fee structure*).

ALCOHOL - Alcoholic beverages are not permitted on the premises. Use of alcoholic beverages before, during or after the event anywhere on the property could result in termination of your event. The Event Representative (Bride and Groom) is responsible for informing attendees of this policy.

CANDLE USE – - No burning candle use anywhere in the building without prior consent of the Event Host prior to the event date. Battery candles are recommended. (*Candles in candelabras, Unity Candle and on celebration cakes are pre-approved*)

CLEANUP – Everything is to be put back in its prior place, all areas picked up, all garbage taken out to the dumpster, lights off and building locked up. If this policy is not followed, an additional custodial fee will be charged. **To be overseen by a church representative*

DAMAGE – Any damage to the building or property that occurs associated with the event, will be the financial responsibility of the renter of the facility.

DECORATING – No confetti or glitter in Sanctuary or on the tables at receptions. If using bows and/or silk, no wet flowers are to be attached to the bows or on chairs. Thank you for your cooperation.

DRESSING ROOMS (*Restrooms are not dressing rooms*)

- The bridal party will dress in the agreed upon dressing room. The location depends on function(s) taking place in our facility.
- The groom's party will dress in the agreed upon dressing room. The location depends on function(s) taking place in our facility.

Note: Presbyterian Church of the Master cannot be responsible for valuables left in the dressing rooms, coat racks, automobiles or any other area during your wedding and/or reception. Clothes, purses, billfolds, etc. are your personal responsibility and should be kept in a safe place.

EQUIPMENT – Any equipment needs shall be discussed prior to the event.

FEES AND DEPOSIT – Building usage fees have been agreed upon by our Office Administrator and the PCOM Property Committee (and Session if required). A **50%** deposit shall be made to officially reserve the church. The balance will be due 30 days *before* the event. (*See "Building Use Agreement" on the last page of this document for fee structure*).

(Guidelines continued)

FOOD LEFTOVERS - All leftover food and other items will be removed from the church premises immediately following the event. Any food or other items left at the church will be discarded unless other arrangements have been made in advance with the Event Host. If this policy is not followed, an additional custodial fee will be charged. **To be overseen by a church representative.*

GROOM'S DINNER – Building usage for groom's dinner is a separate building use. (See "Building Use Agreement" on the last page of this document for fee structure).

INJURY – Injuries sustained during the event are covered under the church insurance policy

LANGUAGE AND BEHAVIOR - Participants and guests should observe proper etiquette and behavior. Foul language or poor behavior is not acceptable on our property.

NURSERY – Supervision is required for nursery use. Age is limited to children under 3 years old. Expectations are that the nursery will be returned to the same or better condition. Everything put back in its proper place. Soiled diapers disposed of properly.

PARKING LOT - Parking lot attendants and patrol is up to renter to provide if they deem it necessary.

PETS – No pets are allowed in the building (*service animals exempted*).

PHOTOGRAPHY and **VIDEO** – Since the service is a worship experience, memories of it should not be marred by nuisance photography, therefore, no flash pictures are permitted during the ceremony. Moving about should be kept to a minimum. For videotaping, the video camera must be positioned so the camera and its stand do not block aisles or exits. The balcony is recommended. No special lighting is allowed. It is the responsibility of the Bride and Groom to inform the photographer and guests of this policy.

PRANKS - Practical jokes, pranks, etc. occurring during the rehearsal, ceremony, or reception are not considered appropriate and are not allowed.

PREPARATION – Photographers and florists are asked to do their work within the time constraints set by the church and the Event Host.

RICE - For safety and environmental reasons, rice, silly string, etc. are not to be used anywhere on the premises. No bubbles are allowed inside the building. Birdseed may be used outside the building.

SMOKING – Smoking, including e-cigs, is not permitted anywhere in the building or within 25 feet of any church entrance. If guests want to smoke outside, we ask that they dispose of their cigarettes in the provided ceramic sand containers.

TEMPERATURE – Room temperatures will be set suitable for weather conditions in the areas rented.

TERMS OF USE

- **FEES AND DEPOSIT** – Building usage fees have been agreed upon by our Office Administrator and the PCOM Property Committee (*and Session when required*). (See *PCOM Building Use Agreement* on the last page of this document for fee structure)
 - **Non-members** - A **50%** deposit is required to officially reserve the church by non PCOM members. The balance will be due 30 days *before* the event.
 - **PCOM Members** - A **\$50** deposit is required to officially reserve the date for the event at the church. The balance will be due 30 days *before* the event.
- **CANCELLATION BY OWNER** – If a scheduled event requires a cancellation, a written notice of cancellation will be given to the renter with a full refund.
- **CANCELLATION BY RENTER** – A written notice of cancellation needs to be received by the office **30** days prior to the event to receive a full refund of any deposit.
- **DAMAGE DURING THE EVENT** – Any damage to the building or equipment that occurs by anyone associated with the event will be financially covered by the renter. Any future scheduled events may be subject to cancellation.
- **FAILURE** to follow the guidelines will cause cancellation/termination of the event at PCOM.
- **PAYMENT** – Final payment is due 30 days before the event. If PCOM does not receive your complete timely payment you may lose your date to another event and you may need to reschedule. Under no circumstances will your event go forward before the complete payment is received.

REPRESENTATIVE – An Event Host (member of the PCOM Property Committee) or the Office Administrator will be your contacts. A church representative will be present at the event to help you where needed.

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WEDDING SERVICE AGREEMENT - Non-Member of PCOM

Date(s) of use: _____

Time(s) of use: _____

Quantity	Rooms and Services	Non-Member	\$ Total
	Sanctuary & Cry Room, Rehearsal	\$200	
	Indoor & Outdoor Sanctuary Package	\$250***	
	Grounds/Outdoor Sanctuary	\$125	
	Fellowship Hall - both sides	\$150	
	Fellowship Hall - one side	\$100	
	Kitchen- Cooking (full usage) (Dishwasher Unavailable)	\$150	
	Kitchen - Service only (no Stove, Dishwasher, Dishes, Silver, Utensils, etc.)	\$75	
	Kids Room (Fireside Room)	\$100	
	Youth Room	\$75	
	Smaller Class Rooms	\$50 each	
	Nursery	\$50 each	
	Sound Technician*	\$50	
	Event Host* (Current min. wage & usually two hosts)	\$8/hr/host	
		Total	

* To be paid to the person involved

** Includes Wedding Rehearsal. Does not include Groom's dinner (charged at Fellowship hall rates)

*** Inside or outside package - ensures inside availability in case of bad weather.

Music Financial arrangements are between the couple, soloists and organist.

Minister Financial arrangements are between the couple and clergy.

Sound technician Financial arrangements are between the couple and Technician.

Event Host Donations are between the couple and Host.

 (Bride) (Contact phone) (E-mail address)

 (Groom) (Contact phone) (E-mail address)

Check box if each party has read and agrees to these guidelines, please sign below indicating that you have read and fully understand these requirements. Failure to follow this policy will cause cancellation of the event at PCOM. (A copy of this agreement will be kept on file in the Church Office)

 (Deposit Paid) (Balance Due)

 (Date) (PCOM Representative)

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WEDDING SERVICE AGREEMENT - PCOM Member

Date(s) of use: _____ Time(s) of use: _____

Quantity	Rooms and Services	Member	\$ Total
	Sanctuary & Cry Room, Rehearsal	\$125	
	Indoor & Outdoor Sanctuary Package	\$150***	
	Grounds/Outdoor Sanctuary	\$75	
	Fellowship Hall - both sides	\$100	
	Fellowship Hall - one side	\$50	
	Kitchen- Cooking (full usage) (Dishwasher Unavailable)	Donation appreciated	
	Kitchen - Service only (no Stove, Dishwasher, Dishes, Silver, Utensils, etc.)	Donation appreciated	
	Kids Room (Fireside Room)	\$45	
	Youth Room	\$30	
	Smaller Class Rooms	\$30 each	
	Nursery	\$30 each	
	Sound Technician*	\$45	
	Event Host*	Donation appreciated	
		Total	

* To be paid to the person involved

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