

# North Warren Presbyterian Church

200 South State Street  
North Warren, Pennsylvania 16365  
phone (814) 723-5060

## WEDDING GUIDELINES

January 2011

1. Speak to the pastor as early as possible to go over guidelines and reserve the dates for the rehearsal, wedding ceremony and the possible use of the Community House or the Fellowship Hall for showers, pre/post rehearsal events, and/or wedding receptions.
2. A minimum of four (4) premarital counseling sessions, attendance to at least seven (7) regular Sunday Morning Worship Services, and the approval of the pastor and the Session are required for all weddings.
3. The ceremony may be traditional or contemporary, or may be one written by the pastor and/or couple. In all cases, the ceremony must follow the standard order by including: Invocation (prayer), Scripture, Charge to the Couple, Wedding Vows, Declaration of Marriage, Wedding Prayer, and Benediction.
4. Music: The couple is responsible for arranging for their own music and the payment of any musicians. Contact the musician(s) well in advance, especially if there will be a soloist(s), so time for rehearsal may be established before the wedding rehearsal. The musician(s) can work with the couple in the selection of appropriate music.
5. Flowers: The couple is responsible for providing their own florist. The name of the florist should be given to the pastor, and the florist should contact the church, at least one week in advance, to arrange a time for delivery and setup. If a flower girl is to throw petals, they MUST be artificial (silk), as real petals stain the carpet. The couple is responsible for removing the flowers after the wedding, unless arrangements have been made with the flower committee for them to be used Sunday.
6. Accessories: A kneeling bench and candelabra are available for your use. Let the pastor know if you wish to use any of these items. If you would like for the carillon (bells in the bell tower) to play before/after/during the service, please let the pastor know, a limited selection of music and bell tolls can be played. If special prerecorded music is to be used or an audio tape recording of the wedding is wanted, please let the pastor know this one month in advance. The audio tape must be provided by the couple.
7. Photographs: The couple is responsible for providing their own photographer(s). Both still and video photography is allowed; however, the use of video lights is not allowed during the actual ceremony. Video lights, may be used before or after the wedding if prearranged with the pastor.
8. Rice / Birdseed / Confetti/ Bubbles: Please have those in charge of Rice/Birdseed/Confetti/Bubbles use discretion as these materials can become very slippery on the pavement. Rice/Birdseed/Confetti/Bubbles are to NEVER be used inside the sanctuary, narthex, bell tower, or any other place inside the church building.
9. At the request of the couple and upon discussion with the pastor, the wedding ceremony may be performed on either the floor, or on the platform in front of the communion table with the choir area moved back on the platform. In some cases the pulpits can be removed to provide more space on the platform; however, the couple must provide persons to assist with the removal and replacement of the pulpits, as well as decorative covering for the bases.
10. If desired, the wedding party may arrange in advance to use rooms within the church for dressing.
11. Fees: **Church Member Families** -- Use of building, donation; Clean-up, \$50.00\*; Pastor's Fee, donation.  
**Non-Church Members** -- Use of building, \$100.00\*; Clean-up, \$50.00\*; Pastor's Fee, \$150.00\*.

\*Payment for all charges must be made, one month in advance, as listed below:

Use of the Church Building, made payable by check to "North Warren Presbyterian Church"

Clean-up, made to the custodian, and the Pastor's fee made to the pastor.