

Congratulations! We rejoice with you on your approaching marriage.

Wedding services at First Presbyterian Church of Glen Ellyn are extensions of the pastoral ministry of the congregation, rather than a facility rental circumstance. Our mission as a congregation is best fulfilled when we are able to be present in the lives of individuals and couples in meaningful ways that help them grow in faith and be faithful participants in Christ's church. Accordingly, we will be looking to partner in weddings with couples who are a part of the community of faith at First Presbyterian Church or of another Christian community, or who are in the process of becoming so. Our deepest hope is that wedding ceremonies would be a catalyst for spiritual growth and for the development of a long-term connection with a community of faith that supports the couple, not only in their wedding event, but also in their marriage.

If you are looking for a congregation, a community in which to grow, to serve and to worship; and to give and receive love and forgiveness, we would love to talk with you. Our prayer would be that this community could join you in the pathway of Christian discipleship, with your marriage being a big part of that journey.

Couple's Checklist

- After reading through this packet of information, you'll want to contact Cathy Colten to inquire about a date and time for your wedding, specifying Sanctuary or Chapel.
- A specific First Pres pastor may be requested; his/her availability will be confirmed by Cathy.
- Schedule your first meeting with the officiating pastor.
- If a non-First Presbyterian Church pastor is participating in the service, please provide the pastor's name, current church name/address, ordination church name and ordination denomination. If not PCUSA, we also need a sample bulletin from a wedding recently officiated by that pastor.
- Schedule premarital counseling sessions.
- If you are hiring a First Pres musician, schedule meeting to discuss music selections.
- Schedule meeting/call with the First Pres Wedding Coordinator.
- Attend second meeting with officiating pastor. Additional meetings may be scheduled at the officiating pastor's discretion.
- Bring or mail marriage license/certificates and wedding payments to the church (Attn: Cathy Colten) at least two weeks prior to the wedding date. An invoice will be sent to you approximately one month before your wedding. At the same time, complete and return the "Post Wedding Contact Information" form included in this packet.

Contact Information

First Presbyterian Church of Glen Ellyn

550 N Main Street

Glen Ellyn, Illinois 60137

Phone: 630-469-2007

Fax: 630-469-5025

Website: firstpresge.org

Name		E-mail Address	Phone Number	Ext
Griggs, Chris	Senior Pastor	cgriggs@firstpresge.org	630-469-2007	20
Hancock, Jonathan	Associate Pastor	jhancock@firstpresge.org	630-469-2007	19
Aragon Bruce, Kristine	Associate Pastor	karagonbruce@firstpresge.org	630-469-2007	21
Henderson, Todd	Director of Worship, Guitarist/Vocalist	thenderson@firstpresge.org	630-469-2007	23
Morgan, Senja	Associate Director of Worship	smorgan@firstpresge.org	630-469-2007	28
Kletzing, Mary	Organist			
Christina Wanless	Wedding Coordinator	christinawanless@sbcglobal.net	847-924-2907	
Meyer, Barb	Administrative Assistant (M, Tu)	bmeyer@firstpresge.org	630-469-2007	10
Colten, Cathy	Administrative Assistant (W, Th, F)	ccolten@firstpresge.org	630-469-2007	10
SiligmueLLer, Cinda	New Member Class Coordinator	csiligmueLLer@firstpresge.org	630-469-2007	22

Central DuPage Pastoral Counseling Center (CDPCC)

507A Thornhill Drive

Carol Stream, Illinois, 60188

(630) 752-9750

Requirements for Weddings at First Presbyterian Church

- Active participation in the life and ministries of First Presbyterian Church or another congregation. The bride and groom, if not members of First Pres, are invited to attend New Members' classes. To register for these classes or for more information, please contact Cinda Siligmuller.
- An initial meeting with the First Presbyterian Church Pastor who will be officiating at your ceremony and working with you to prepare for marriage. At this initial meeting, you will confirm your wedding date.
- Professional pre-marriage counseling at Central DuPage Pastoral Counseling Center, with the Officiating First Pres Pastor, or with your home-church Pastor.
- Meeting with the First Pres Wedding Coordinator to plan the logistics of your rehearsal and ceremony.
- Meeting with musicians to plan your music.

Scheduling a Wedding at First Presbyterian Church

Weddings can be scheduled on Fridays and Saturdays. Weddings are generally not scheduled on holiday weekends nor during Holy Week. Your wedding date will not be finalized on the church scheduling calendar until you have confirmed the date and time with the First Pres pastor who will be officiating your wedding, have given the church a \$100 non-refundable deposit, and have returned the completed wedding questionnaire.

For more information about holding your wedding at First Presbyterian Church or to inquire about potential dates, contact Barb Meyer or Cathy Colten at 630-469-2007.

First Presbyterian Church's Marriage Preparation Process

It is our desire to not only help you prepare for your wedding, but to prepare you for a Christ-centered and joyous marriage by providing resources and a church community that can support you as you begin life together. First Presbyterian Church marriage preparation requires each couple to participate in the following experiences prior to their wedding day.

Pastor Meeting – Couples will meet with the officiating First Pres pastor to discuss marriage preparation and expectations as well as to plan the wedding ceremony. The number and timing of the meetings with the officiating pastor are determined by the officiating pastor.

Premarital Counseling – Much time is spent planning a wedding and reception, although the most important work to be done before your wedding day is preparing for married life. Your pastor will want to help you become a student of your relationship. You'll want to spend time intentionally addressing all the pieces that make a healthy marriage and how God enters into that relationship. To that end, we ask you to participate in a program of premarital counseling, starting about six months prior to your wedding date. Premarital counseling can be arranged with a First Pres pastor, a pastor from your home church or through the Central DuPage Pastoral Counseling Center.

Wedding Coordinator Meeting – Once you have an official wedding date set on the church calendar, the Wedding Coordinator will call you to introduce herself and to set up a date for a first meeting. Couples will have one to two meetings or phone calls with the assigned Wedding Coordinator approximately four to eight weeks before the wedding date to confirm details for the wedding ceremony. The Wedding Coordinator will communicate the ceremony set-up needs to appropriate church staff members, and will be present at the wedding rehearsal and on the day of the wedding to insure that all First Pres-related details are handled properly. Please note that it is not the responsibility of the Wedding Coordinator to consult in wedding plans that do not pertain to First Presbyterian (e.g., florists, photographers, etc.)

Musician Meeting – One or two meetings with the lead musician to discuss music selections will be required if First Presbyterian Church musicians are hired.

First Presbyterian Facilities and Guidelines

First Presbyterian Church's **Sanctuary** main floor, provides seating for 340. The balcony, which is not handicap accessible, can seat an additional 60 people. There are 17 rows of pews with a center aisle on the main floor.

The **Chapel** is also available for weddings. It seats up to 155 guests. The Chapel is not air-conditioned. It has 11 rows of pews with a center aisle.

There is an organ and a piano in both Sanctuary and Chapel. The Sanctuary is equipped with a sound system capable of recording the ceremony. The Chapel does not have a sound system.

Rooms for dressing: There are rooms available in the main church building which can be reserved for this purpose. Please advise the Wedding Coordinator if you would like to reserve a room(s).

The church **parking** lots have space for 45 vehicles (3 handicap spaces). Additional parking is available on the nearby streets around the church. The municipal parking lot across from the church has two types of parking spaces. Those closest to the church are leased 24/7 (these have numbers painted on the ground), and are never available for any use by the church. The spaces designated as "Permit" parking are available after 11am.

Alcohol possession or consumption is not allowed on First Pres property.

Smoking is not allowed in any of the church buildings nor within 15 feet of entrances.

Animals are not allowed in the building with the exception of guide dogs.

We do not host wedding **receptions** at First Pres.

Planning the Wedding Service at First Presbyterian Church

The marriage ceremony is a sacred worship service which should be approached with reverence. Please keep this in mind as you make your plans.

The pastors at First Presbyterian Church believe weddings are an extension of pastoral ministry of the congregation. Our mission as a congregation is best fulfilled when we are able to be present in the lives of individuals and couples in meaningful ways, helping them grow in faith and be faithful participants in Christ's church. Accordingly, we seek to walk alongside couples who participate in the community of faith at First Pres or another Christian congregation as they prepare for their wedding ceremony. Additionally, First Pres pastors would be amenable to invite, at their discretion and as appropriate, other pastors to join in the wedding service, but it is our desire that weddings performed within the congregation would be officiated by First Presbyterian Church pastors. You will advise the pastor if you are requesting participation by another minister.

The officiating pastor will suggest appropriate **scripture readings** and will deliver a message that is meaningful to the bride and groom. If you have favorite Bible verses that you would like incorporated into the service, let the pastor know. If you would like a family member or friend to read the scripture passages during the service, let the pastor know this also.

Wedding vows are an important element of the ceremony and the marriage commitment. They are to be approached with prayer, solemnity and much conversation. Vows are foundational to the marriage relationship and taken seriously by God. They should reflect the heart of the shared marriage commitment, and express a sincere and deep pledge to one's husband or wife. They can be joyful, creative, traditional, etc. You are invited, in conjunction with the pastor, to write vows that reflect your personality, intentions and uniqueness as individuals. The pastor will provide you with many vow options, though not exhaustive, to start the conversation.

If you plan to provide **worship bulletins** for the ceremony, the bride and groom are responsible for arranging and paying for printing. As you plan the service with the officiating pastor, the elements to include in the bulletin will be clarified.

Music

Music gives joy and depth of meaning to the important occasions in our lives. Since the wedding ceremony is considered to be a service of worship, the role of music in the wedding ceremony is to inspire, uplift and illuminate Christian truth. First Pres strives to maintain a high standard of music and sacred texts for the marriage service. Therefore, it is our expectation that all of the music will support the worship experience.

First Pres staff musicians (organist, pianist and guitarist) are highly skilled professional musicians who will assist in the selection of music for your wedding, and are familiar with the instruments and sound systems of the church. Therefore, we encourage the hire of our First Pres musicians for your wedding.

Please note:

- If you plan to use any non-First Pres musician, please have them contact Todd Henderson, Director of Worship Ministries, prior to the wedding.
- The order of service and musical selections must be approved by the officiating pastor and/or First Pres staff musician providing music for your wedding.

First Presbyterian Musician Fees

- **\$300.00 Lead Musician (Organist, Pianist or Guitarist) for Wedding Service and Rehearsal**

This includes a 60-minute service-planning consultation, wedding rehearsal, brief rehearsal just prior to the wedding, 15-20 minutes of prelude music, and wedding service music.

- **\$75.00 Soloist or Supporting Instrumentalist**

This includes brief rehearsal just prior to the wedding and solo literature in the wedding service. If a consultation is needed with the soloist, there is an additional consultation fee.

- **\$350.00 One musician who provides both instrumental and vocal services**

This includes a 60-minute service-planning consultation, wedding rehearsal, brief rehearsal just prior to the wedding, 15-20 minutes of prelude music, and service music that includes a vocal solo.

\$ 85.00 per hour additional fee if the couple requests extra musician rehearsals other than the wedding rehearsal or the brief rehearsal just prior to the wedding.

Floral Arrangements and Décor

The following guidelines must be observed if flowers or other decorations will be used in the Sanctuary or the Chapel. The bride and groom are responsible for providing this information to the florist and others who may be involved in decorating.

- Each couple is responsible for any and all arrangements that are made with their florist.
- The materials used to secure decorations to pews or other surfaces within the church must be approved by the Wedding Coordinator. Use of nails, screws or tape to secure decorations is not permitted under any circumstances.
- Flowers should be delivered the day of the wedding, at a time agreed upon by the florist, the couple and the Wedding Coordinator.
- The bride and groom must make arrangements with the florist or others to have all decorations and floral arrangements removed following the ceremony, and to insure that the rooms are left in good condition.
- Chancel candelabras are available upon request. The couple may use the church's two antique brass candelabra or four white wooden candelabra without charge. Each holds seven candles. The church also has a unity candle holder available for your use; you will need to supply two 8" tapers and a pillar candle no more than 3" in diameter. Candles provided by you or your florist need to be good quality and drip-less. Candles used on a table or stand must have a plate or another type of protective material under the candle. You can finalize plans to use the candelabras with the Wedding Coordinator.
- Aisle Runner: if a runner is desired, it needs to be provided by your florist. The aisle runner should be the type that can be rolled out. The Sanctuary aisle is 5.5 feet wide and 60 feet long. The Chapel aisle is 4.5 feet wide and 57 feet long.
- Banners: As part of our worship experience, banners are displayed in the Sanctuary during certain times of the year. Banners remain hanging during the wedding service.
- Wedding Toss: Certain restrictions apply if you choose to have a wedding toss (outside) following the ceremony. Use of balloons, rice, confetti, and streamers are prohibited. Flower petals, bird seed, lavender and bubbles are approved alternatives.

NOTE: Florists are welcome to tour the church prior to the wedding. He/she should stop in the office during office hours to let church staff know the purpose of their visit or call ahead to insure that the rooms will not be in use.

Photography and Video Recording

The bride and groom are responsible for providing these requirements to the photographer, videographer and wedding guests.

A wedding ceremony is a solemn and holy service and, therefore, professional and amateur photographers and videographers must not distract any members of the bridal party or the wedding guests during the service. The guidelines below are stated because of the importance placed on allowing the couple, the bridal party, their families and the wedding guests to be solely focused on the ceremony.

- Photos may be taken in the Sanctuary or Chapel before guests arrive or after the wedding ceremony.
- First Presbyterian recommends that photography in the Sanctuary or Chapel be completed at least one hour prior to the scheduled ceremony start time.
- No camera flash or noise is allowed from the time the processional ends until the benediction ends.
- Non-flash photos may be taken by the photographer from behind the back pew on the main floor or from the balcony providing the photographer and the camera are quiet and do not disrupt the service or distract wedding guests.
- Video recording of the ceremony is permitted if the camera is set-up before the prelude music begins in either the Sanctuary balcony or the back of the Sanctuary/Chapel providing that the recording process will not disrupt the ceremony or distract the wedding party, the pastor or wedding guests.

Wedding Rehearsal

The rehearsal is usually held the day before the wedding at a time arranged by the couple, officiating pastor, and First Presbyterian Church Wedding Coordinator. The entire wedding party needs to be present. The rehearsal will begin on time and will conclude within an hour.

If you plan to include a **ring bearer and/or flower girl** in your ceremony, it is important their parent(s) or whomever they will be sitting with during the actual wedding ceremony are present at the rehearsal. The children can then rehearse walking down the aisle and being seated, so they know what is expected of them on the day of the wedding.

The Day of the Wedding

The **groom and his groomsmen** should arrive at the church no later than 30 minutes before the ceremony. A room can be reserved if the men would like to dress at the church. Please advise the Wedding Coordinator if you need a room for this purpose. Otherwise, the groom and his groomsmen will meet at whatever place has been determined at the rehearsal. The ushers should report to the Sanctuary or the Chapel to seat the guests.

The **bride and bridesmaids** should arrive at the church no later than 15 minutes before the ceremony. The church Parlor may be reserved for one hour prior to the wedding if the bridal party plans to dress at the church. Please advise the Wedding Coordinator if you plan to make use of the Parlor for this purpose.

The Wedding Coordinator will be at the church prior to the wedding to assist your bridal party. He/she will also greet the florist upon their arrival at a time agreed upon by the Wedding Coordinator, the florist and the couple.

Checklist of Items to Be Done Prior to Leaving First Pres after Your Wedding:

- Leave the Sanctuary/Chapel as it was found.
- Leave the Bride's Room as it was found.
- Leave the Groom's Room as it was found.
- Remove all decorations from candelabras.
- Remove all florist items, arrangements, vases.
- Remove all candles used. Please take precautions to insure that wax does not drip onto surfaces or the floor.
- Alert the Wedding Coordinator to any wax drippings on floors, tables, etc.
- Return any items moved from their original location (e.g., any items removed from the Communion Table to be put back in place.)

Since brides/grooms are busy before and after the wedding ceremony with photographs, greeting guests, etc. you may want to designate a family member or a friend to insure that this checklist is completed. Introduce the designated person(s) to the First Pres Wedding Coordinator so they know who to contact if they have questions.

Fees

An invoice will be mailed to the bride or groom approximately one month before the wedding date. The payments are due two weeks before the wedding and should be brought or mailed to the church with the marriage license/certificates.

	Member	Non-Member
Use of Sanctuary	0	\$400
Use of Chapel	0	\$300
Use of Parlor (Women's Dressing room)	0	Included
Use of Room 43 (Men's Dressing Room)	0	Included
Wedding Coordinator (required)	\$250	\$250
Custodian (required)	\$75	\$75
(Musician Fees described on page 7)		
Lead Musician	\$300	\$300
Additional Soloists or Instrumentalists	\$75	\$75
Lead Instrumentalist and Vocalist	\$350	\$350
Sound Technician (required in Sanctuary)	\$50	\$50
Media/Projection Technician	\$50	\$50
Pastor Honorarium suggested minimum*	\$350	\$350

*An honorarium is a payment for a service on which custom or propriety forbids a price to be set. You will want to consider an honorarium for the pastor(s) involved in preparing you for marriage and for officiating at the wedding.

Post Wedding Contact Information

Please complete this form and return it with your wedding fee payments to First Presbyterian, Attn: Cathy Colten,

Record your post-wedding names and contact information.

Groom's Name: _____

Bride's Name: _____

Couple's Address: _____

Home Phone Number: _____

Groom's Cell Phone Number: _____

Groom's Email Address: _____

Bride's Cell Phone Number: _____

Bride's Email Address: _____