

1. Title:

The Marriage Service

2. Purpose:

This Operations Policy Statement (OPS) provides the First Presbyterian Church of Conroe's ("church") policies and procedures for the marriage service (wedding ceremony). Presbyterians believe that *"Marriage is a gift God has given to all humankind for the well-being of the entire human family. Marriage is a civil contract between a woman and a man. For Christians marriage is a covenant through which a man and a woman are called to live out together before God their lives of discipleship. In a service of Christian marriage a lifelong commitment is made by a woman and a man to each other, publicly witnessed and acknowledged by the community of faith."* *"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 teaching elder (Pastor) and the supervision of the session. (W-1.4004-.4006) 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. Others may be invited to participate as leaders in the service at the discretion of the pastor. 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. The marriage service may take place during the Service for the Lord's Day upon authorization by the session. It should be placed in the order as a response to the proclamation of the Word. It may then be followed by the Sacrament of the Lord's Supper. (Book of Order, Presbyterian Church U.S.A.) (W-2.4010; W-3.3503).* This OPS gives the church's policies and procedures for upholding the Book of Order's requirements as well as the church's own administrative policies and procedures for marriage services and using the church's facilities.

3. Policy:

1. The Worship Ministry shall be responsible for developing and revising this OPS, the form F-210201 and the Manual of Operations Appendix 7, *"Your Wedding at the First Presbyterian Church of Conroe"*.
2. It is expected that at least one of the couple desiring to be married at the FPCC are active members of the congregation or have a family connection (church sponsor) in the life of FPCC. The couple will be asked to provide the name(s) of the active family member(s) or church sponsor when scheduling the wedding.
3. The Church Administrator is normally the point of contact by couples seeking information regarding their marriage at the church. A copy of this OPS, the F-210201, the *Wedding Fees Schedule, Wedding Service Options Selection Form (F-210301)* and the Manual of Operations Appendix 7, *Your Wedding at the First Presbyterian Church of Conroe* shall be provided to the Bride (or couple).

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4. Couples wishing to be married at the FPCC must contact the Church Administrator six weeks in advance of the desired date. The couple will be instructed to review the pamphlet, *Your Wedding at the First Presbyterian Church of Conroe* and submit a *Wedding Service Request form (Form 210201)* for reserving the church and providing other needed information.
5. No “confirmed” dates shall be reserved until a completed *Wedding Service Request form (F-210201)* with the reservation deposit is received by the church and approved by the Pastor.
6. Dates and times are to be set according to the schedule of the officiating pastor and the availability of church facilities.
7. Once the *Wedding Service Request form (F-210201)* is approved and a reservation deposit is received, a member of the pastoral staff will be assigned to the wedding, the date will be confirmed on the church calendar and a letter of confirmation will be sent to the bride.
8. A security deposit shall be required for all weddings for the purposes of repair costs for any damages and/or any unordinary cleanup costs. The security deposit or a portion thereof shall be refunded following inspection by the Building and Grounds Ministry (OPS 21.03, Wedding Fees and Payments and Manual of Operations, Appendix 6, “Wedding Service Fees Schedule”).
9. A small *walk in* wedding may be arranged through the FPCC Pastor. A *walk in* wedding is defined as one in which there is no rehearsal, no flowers, no photography, no candles, no reception and *no staff member is involved other than the officiating Pastor*. There is no charge for the use of the Sanctuary or other charges for a FPCC member for a *walk in* wedding. A non-member shall be charged only for the use of the Sanctuary according to the *Wedding Fees Schedule*. A counseling conference is required at least two days prior to the wedding ceremony at which time the *Wedding Service Request form (F-210101)* is completed and the marriage license is provided the Pastor. Any payment for the use of the Sanctuary may be accepted directly by the Pastor made payable to the *First Presbyterian Church of Conroe*.
10. Weddings may not be scheduled when in conflict with facility use, during Holy Week, on Sundays, or on holidays when the church office is normally closed. Weddings and wedding rehearsals may not be scheduled on: New Year’s Eve, New Year’s Day, Labor Day, Thanksgiving Day, Holy Week, Christmas Eve, Memorial Day, Christmas Day or Independence Day. If these days fall adjacent to weekends, the weekend should be avoided.

11. Weddings shall not be scheduled to begin before 10:30 am or to begin no later than 8:00 p.m. Up to three hours will be allowed for any wedding, which includes use of the dressing rooms, all photography, receiving line, etc. The wedding party may expect to have access to the church building 15 minutes prior to the wedding rehearsal, and an hour and a half prior to the time of the wedding.
12. The church shall have a *Wedding Coordinator* volunteer position. The Worship Ministry shall assure that the Wedding Coordinator position is filled by one or more qualified persons whose duties are listed in Appendix A of this OPS. This individual shall work closely with the Pastor and Church Administrator in assisting the bride with the administrative requirements for the wedding and reception as stated in Appendix A. The church shall allow a fee for this service.
13. The Sanctuary of the First Presbyterian Church is dedicated to the worship of God. In seeking to celebrate a service of marriage in the church, the couple is acknowledging the importance of God's blessings in their lives.
14. The use of the Sanctuary for formal weddings shall be available to nonmembers (neither bride nor groom are members) but only if the couple has a church member sponsor.
15. One of the Pastors of FPCC shall officiate at all weddings, but another pastor, not of this church, may be invited to assist.
16. Those who seek to be married in First Presbyterian Church are expected to profess their faith in Jesus Christ -- as that is the primary reason for seeking to have a wedding service held in the church.
17. The Book of Order provides specific instruction for the marriage service which is the following:
*"The service begins with scriptural sentences and a brief statement of purpose. The man and the woman shall declare their intention to enter into Christian marriage and shall exchange vows of love and faithfulness. The service includes appropriate passages of Scripture, which may be interpreted in various forms of proclamation. Prayers shall be offered for the couple, for the communities which support them in this new dimension of discipleship, and for all who seek to live in faithfulness. In the name of the triune God the **teaching elder** shall declare publicly that the woman and the man are now joined in marriage. A charge may be given. Other actions common to the community and its cultures may appropriately be*

observed when these actions do not diminish the Christian understanding.”¹ Any variance in complying with this requirement shall require the session’s approval.

Couples must initiate an appointment for premarital pastoral care with the Pastor within thirty (30) days following approval for their wedding (F-210201). By Presbyterian law, the bride and groom must participate in a formal marriage conference with the pastor assigned to their wedding. In preparation for the marriage service, the Book of Order W-4.9002 requires the teaching Elder (pastor) *to provide for a discussion with the man and the woman concerning: the nature of their Christian commitment, assuring that at least one is a professing Christian, the legal requirements of the state, the privileges and responsibilities of Christian marriage, the nature and form of the marriage service, the vows and commitments they will be asked to make, the relationship of these commitments to their lives of discipleship, 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. Persons who request to be married at First Presbyterian Church must make arrangements, with the Church Administrator, to schedule premarital counseling sessions with the Pastor.* The last of these sessions is to be no later than thirty days before the date of the service. The couple should schedule this conference as soon as possible after receiving the confirmation letter. The sessions are further aimed at establishing: A healthy, promising relationship between the couple; A good relationship between those who are to be married and the Pastor; A complete plan of the wedding rehearsal service.

18. According to the Book of Order, if the pastor is convinced after discussion with the couple that commitment, responsibility, maturity, or Christian understanding are so lacking that the marriage is unwise, the pastor shall assure the couple of the church’s continuing concern for them and not conduct the ceremony. In making this decision the Pastor may seek the counsel of the session. FPCC does not require the Pastor to seek such counsel of the session but gives the pastor full discretion on the matter.

19. The wedding service and rehearsal are under the direction of the Pastor and a Wedding Coordinator who will be assigned by the Worship Ministry.

¹ The Book of Order (2011-2013), W-4.9000, uses the term “teaching elder” replacing the term of “minister” in earlier BOO’s. This OPS uses the term “Pastor” to designate the “teaching elder”.

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20. A member of the FPCC pastoral staff must participate in the service. An additional pastor may be invited to participate at the sole discretion of the FPCC pastor. Other Pastors may assist when invited by our Pastor(s) and approved by the church session; following a written request. A minimum of thirty-day' notice is requested so an invitation can be sent from our pastor.
21. Music selected to be used in the wedding service must reflect a joyful, reverent and dignified celebration of worship. Popular or favorite songs of a sentimental character or secular connotation are inappropriate for the service and are more appropriately reserved for the wedding reception.
22. The FPCC organist or a designee by the Music Director will normally play the organ. The FPCC organist shall have first rights of refusal. Any other person who plays the organ shall be provided training by the church organist and a fee paid to her for such training.
23. Approval of any guest soloist or other musician(s) will be at the sole discretion of the FPCC Music Director and/or the officiating pastor.
24. Rehearsals are under the direction of the officiating pastor, assisted by the Wedding Coordinator.
25. Rehearsals will be approximately 30 – 60 minutes in length and should not be scheduled to begin later than 7:00pm.
26. Some brides use wedding or event planners to assist them in other facets of their wedding. They are welcome to attend and observe the rehearsal and furnish assistance to the bride in the Bridal Parlor on the day of the wedding if they so desire.
27. Photographers must remain quiet and inconspicuous during the ceremony.
28. Formal/posed pictures of the wedding party may be taken in the Sanctuary after the wedding ceremony.
29. Video cameras may not be placed in the center aisle.
30. Arrangements for wireless microphones must be made with the Audio/Video Technician three days before the wedding ceremony.
31. Video photography will be done with available light only – no additional lighting is permitted.

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32. Permission to videotape the wedding must be arranged through the officiating Pastor at least one week prior to the service.
33. The florist must check with the Wedding Coordinator and/or Church Administrator regarding plans for the delivery of decorations.
34. Flowers may not be placed on the Sanctuary communion table.
35. Neither cloth nor plastic aisle runners shall be used due to the difficulty of securing runners on the carpet and because of the fire hazard.
36. The Family Life Center is available for receptions and rehearsal dinners. An outside caterer may be contracted and shall be responsible for the reception or dinner and surrounding details. The caterer is to bring his/her own help for serving, washing dishes, and handling food, and associated equipment. Neither of the church's kitchens may be used for cooking or for the preparation of food but merely as a room from which to serve. Use of the church tables and chairs is included in the fee for the space. Use of the Family Life Center requires consulting with the Church Administrator when making reservations for the date and time. Arrangements will need to be made for the custodian contractor to put up and take down tables and chairs. See the *Wedding Service Fee Schedule* for using the kitchen and gym.
37. It is the responsibility of the assigned Wedding Coordinator to see that the "Instructions to Florist" (Appendix B), "Instructions for the Photographer and/or Videographer" (Appendix C), "Wedding Music" (Appendix D), "Wedding Receptions" (Appendix E), The Rehearsal (Appendix F) are provided to the Bride in advance and these policies are carried out, except where the responsibility lies with the Pastor officiating the particular wedding or the Choir Director. Two copies of "Instructions to the Florist" will be furnished: one for the bride and one for the florist. It is the responsibility of the bride to give the florist a copy of these instructions.

4. Definitions:

Definitions may be found in the "Glossary" of the Manual of Operations.

5. References:

Book of Order (2011-2013), W-4.9000;
OPS 05.10, 05.11;
OPS 21.03, Wedding Fees and Payments;

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Manual of Operations: "Appendix 6", the *Wedding Service Fees Schedule*; "Appendix 7", *Your Wedding at the First Presbyterian Church of Conroe*; *Wedding Options Selection Form (F-210301)*.

6. Applicability:

The policy and procedures herein apply to all marriages performed at the FPCC.

7. Procedures:

1. The Church Administrator provides copies of this OPS, the F-210201, Wedding Fees Schedule, *Wedding Options Selection Form (F-210301)* and the *Your Wedding at First Presbyterian Church of Conroe* pamphlet to the Bride (and Groom if present).
2. The Bride requests the tentative scheduling of the Sanctuary.
3. The Bride provides a completed F-210201 and a deposit to the Church Administrator.
4. The Church Administrator consults with the Pastor for his/her approval of the F-210201 (his/her schedule permitting), and (if approved) schedules the Sanctuary and Family Life Center (if reception requested) on the Church Calendar.
5. The Church Administrator consults with the Chair, Worship Ministry regarding the appointment of a Wedding Coordinator and advises the Wedding Coordinator of the approved *Wedding Service Request* and provides her with a copy of same.
6. The Church Administrator prepares a letter of confirmation of the schedule and provides the letter giving the name and telephone number of the Wedding Coordinator to the Pastor for signature and on its signing mails it to the Bride.
7. The Wedding Coordinator calls the Bride and consults with and advises her regarding the church wedding policies in general and use of the Family Life Center for a reception.
8. The Bride notifies and arranges with the Church Administrator a schedule for meeting with the pastor for pre-marriage counseling (Pastor Care).
9. The Pastor meets with the Bride and Groom for counseling and discussing the rehearsal and marriage service.

10. The Bride shall make payment for the use of the church facilities and other charges according to the OPS 21.03 *Wedding Fees and Payments*.
11. The Wedding Coordinator shall stay in contact with the Bride and assist her with meeting the church's administrative requirements and the wedding service planning and the reception if needed.
12. The officiating pastor shall conduct the wedding rehearsal with the administrative assistance of the Wedding Coordinator.
13. The Wedding Coordinator shall be available during the wedding day to assist the Bride and for coordinating with others in the wedding party and others having wedding responsibilities.
14. The Wedding Coordinator shall oversee that the post-wedding matters such as church clean up and church security are accomplished.
15. The Wedding Coordinator may serve as the Church Sponsor according to OPS 05.10 and 05.11 if a wedding reception has been scheduled in the Family Life Center and performs these tasks as specified in these OPS.
16. The Church Administrator shall refund any due amount of the security deposit after assessment of any damages and unplanned cleanup costs.

Review Schedule:

The Worship Ministry Chairman shall review this OPS on the anniversary of the effective date and make any needed revisions for the Session's approval.

9. Approval:

Session approved this OPS on the above effective date.

APPENDIX A

FIRST PRESBYTERIAN CHURCH OF CONROE

POSITION DESCRIPTION

Position Title: Wedding Coordinator

Classification: Volunteer

Organization: Worship Ministry

Supervisor: Chair, Worship Ministry

RESPONSIBILITIES:

Working under the direction of the Chair, Worship Ministry performs the following duties:

1. Wedding Coordinator assists the Pastor, Church Administrator and Bride with wedding arrangements.
2. Wedding Coordinator will be available to aid in the planning of the ceremony, as well as telephone calls and/or emails.
3. Wedding Coordinator assists with the rehearsal - responsibilities of the wedding coordinator are to see that the small details of a wedding and rehearsal are handled, that the ceremony proceeds on time, and to make sure the facilities are ready for the ceremony.
4. Wedding Coordinator will arrive 30 minutes prior to and be present at the rehearsal.
5. The Wedding Coordinator should arrive at a mutually-agreed time with the Bride, and should stay after the ceremony to make sure that everything is taken down properly.
6. Wedding Coordinator assists the wedding party on the day of the wedding ceremony with answers to questions and sees that plans are accomplished as scheduled.
7. Wedding Coordinator **will not** stay following the rehearsal to allow the florist to decorate the Sanctuary. All Sanctuary decorations must be done the day of the ceremony at a mutually agreed upon time between the Wedding Coordinator and the florist.

8. Wedding Coordinator will arrive at a mutually-agreed time prior to the wedding to assist the wedding party and the Pastor. She will stay up to one (1) hour after the wedding for any necessary pictures and to make sure the church is in proper order.
9. Wedding Coordinator will coordinate arrival times with florist, caterer (if any), musicians, photographers and videographers. Coordinator will ensure that the facilities are ready for the ceremony.
10. Wedding Coordinator will unlock the church the day of the ceremony to let in the florist, photographer, etc. It is the responsibility of the bride and/or groom to designate a person to supervise the decoration of the church by the florist and to designate a person for the cleanup of the sanctuary and parlor after the wedding.
11. Wedding Coordinator **is not** responsible for cleaning up the parlor or the groom's facilities. It is up to the bride and groom to coordinate designated persons to be in charge of cleaning up and removing all personal items including wedding gifts brought to the ceremony.
12. Wedding Coordinator gives advice and help to others for assuring that the church's policies are enforced.
13. Wedding Coordinator works with Custodian Service contractor, vendors such as the florist and caterer by giving directions and advice. The Wedding Coordinator
14. Assists the bride on the day of the wedding with any special needs or requests.
15. Coordinates with the Church Administrator to assure that the church doors are open according to the wedding plan and that the church is appropriately locked up (secured) when the wedding ceremony is completed.

SPECIAL QUALITIES:

An individual having an excellent knowledge of the church's wedding ceremony requirements and having wedding ceremony experience.

APPENDIX B
FIRST PRESBYTERIAN CHURCH OF CONROE
INSTRUCTIONS TO FLORIST

A florist providing wedding flowers and decorations shall abide by the following rules:

1. The Florist should consult with the assigned church Wedding Coordinator regarding any question about these rules.
2. Every effort should be made to preserve a worshipful atmosphere.
3. Any candelabras must be provided/rented by the Bride. Please place plastic on the floor beneath the candelabra. Floral arrangements, in moderate-sized containers, may be placed on tables on each side of the chancel. Church greenery must be left in place unless the approval is obtained from the Wedding Coordinator.
4. Nothing may be placed on the communion table.
5. Any church decorations already in place for special occasions, i.e. Christmas, Easter, etc., may not be changed. They must remain in place for the designated time period.
6. The tables in the narthex are part of the permanent furniture of the church, and must remain in the same positions on the floor. Arrangements may be placed on them, if desired.
7. Aisle runners are not permitted, in the sanctuary, as they cannot be secured.
8. A unity candle is permitted, but the florist must provide the candles and the stand.
9. No tulle or other flammable materials may be used on the unity candle stand.
10. Decorations must be done on the day of the wedding.
11. Decorations shall be picked up within one (1) hour following conclusion of the ceremony.

APPENDIX C

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INSTRUCTIONS FOR THE PHOTOGRAPHER AND/OR VIDEOGRAPHER

We understand that photographs are an important memento of any wedding, but first consideration must be given to the fact that a wedding is a worship service.

Before the ceremony:

1. Pictures may be taken in the sanctuary, the parlor, and outside the church.
2. Pictures in the sanctuary and outside should be finished one (1) hour prior to the service.
3. Pictures in the parlor may be taken up to thirty (30) minutes prior to the service.

During the ceremony:

1. No flash pictures may be taken after the wedding begins.
2. The FPCC wedding coordinator will instruct the photographer where to take these pictures.
3. Time exposures (no flash) are permitted during the ceremony.

After the ceremony:

1. One half hour (30 minutes) will be allowed for picture taking.

Policy for Videographer:

1. Videotaping by a videographer, a family member, a friend, etc. is **only** permitted **with no special lighting**.

APPENDIX D

FIRST PRESBYTERIAN CHURCH OF CONROE

WEDDING MUSIC

1. It is the policy of FPCC to utilize our church organist for weddings. Should the church organist not be available an outside organist must be trained by and approved by the church organist.
2. As your wedding ceremony is a worship service only sacred or classical music may be selected for use. The church organist will be able to guide you in your selection process. The selection of music sung or played, shall be appropriate to the sacred nature of the wedding service of worship.
3. Your musical selections must be submitted for approval to the Music Director six weeks prior to your wedding.
4. It shall be the bride's responsibility to provide soloists' sheet music no later than three weeks prior to the wedding.
5. It is the responsibility of the couple to pay any musicians. Please reference OPS 21.03 for detailed instructions.
6. A meeting with the organist should take place at least 5 weeks before the ceremony and music should be finalized at least 4 weeks before the ceremony to allow time for preparation. Requests for specific soloists and instrumentalists may be made during the music consultation. Music rehearsals with other musicians should be arranged and scheduled by 3 weeks before the ceremony, though the rehearsal(s) may occur up to the day of the wedding rehearsal. A minimum of 1 rehearsal should be arranged between the organist and any other musicians that will be participating during the ceremony. The organist will be compensated \$50 for each such rehearsal. A detailed list of service order should be given to the organist to ensure smooth transitions. The list should include Title (Bridesmaid processional, unity sand, etc.), any other musicians involved (my cousin Linda will sing here; harp solo, etc.), and the title of the music used during each segment (play Canon in D after the grandparents are seated until the bride is ready; after the video, play trumpet voluntary until the bride reaches the front; etc.).
7. A vocal soloist may be requested through the church (Music Director) and compensated according to the Wedding Service Fee Schedule. The soloist will attend one music rehearsal, the wedding rehearsal and ceremony. Soloists must arrange for other rehearsal time with the organist. Any extra

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music rehearsals requested of vocalists will be compensated separately. Please provide at least a basic list of where the vocalist will perform.

8. Guest musicians - Any musicians not requested through the church must go through the organist or music coordinator three weeks prior to the ceremony. All contact information for these musicians should be given to the organist by 2 weeks prior to the ceremony to allow time for rehearsal. The church does not take responsibility for setting or overseeing any related fees for said musicians. Please reference OPS 21.03 regarding payments.
9. Audio/Visual technician- Audio-visual needs should be clearly communicated to the wedding coordinator at least 3 weeks prior to the ceremony. Any media to be used during the ceremony should be delivered no later than 1 week prior to the ceremony. Also, a detailed list of service order should be given to the tech to ensure smooth transitions. The list should include Title (Bridesmaid processional, unity sand, etc.), who is speaking/performing, and any media used during each segment (play track 7 until bride reaches the back of the sanctuary; pastor will queue when video 2 will play, etc.) Extra audio CD's of the ceremony beyond the 1st are available and payment for such is payable to the AV tech (please allow up to 1 week after ceremony). If you wish to have CD's played during the reception, please provide them to the AV tech and allot \$50 for the 1st hour and \$25 for each additional hour.
10. Music coordinator - If musical needs are diverse, and/or a significant amount of musician hiring needs to be done, the organist can ask the Wedding Coordinator to arrange for the Pastor's appointment of a music coordinator. Depending on the extent of involvement, a nominal fee may be requested for finding and hiring musicians.
11. DJ - If a DJ is desired for the reception, the Bride must make outside arrangements to hire one. For basic CD capability, an AV tech can be used.

APPENDIX E

FIRST PRESBYTERIAN CHURCH OF CONROE

WEDDING RECEPTIONS

1. The Family Life Center is available for on-site receptions. An outside caterer will be needed and he/she will be responsible for the reception and surrounding details. The caterer is to bring his/her own help for serving, washing dishes, and handling food, and associated equipment. Neither of the church's kitchens may be used for cooking or for the preparation of food but merely as a room from which to serve. Use of the church tables and chairs is included in the fee for the space. Any space used must be left as it was found. Requests for set up of tables and chairs must be made through the Church Office in advance.
2. The bride furnishes the cake, punch, mints, nuts, coffee, creamer, sugar, napkins, flowers, and candles for the reception tables. Please have these supplies in the church kitchen the evening of the rehearsal.
3. The following suggestions may be of help in your planning:
4. CAKE – Please let the Wedding Coordinator know when your cake will be delivered so we may have the table ready for its arrival. The cake will not be moved after it has been delivered.
5. FLOWERS – If you want flowers on the reception table, make arrangements for placement with your florist and advise the Wedding Coordinator.
6. SEED, RICE, WHEAT and CONFETTI are not permitted. Real (not silk) ROSE PETALS, OR BUBBLES are permitted. These should be distributed by someone designated by the bride **outside the church building** when the bride and groom are ready to leave. Rose petals, or bubbles must not be thrown or blown in the building.
7. Alcoholic beverages may not be consumed anywhere on the premises, including the parking lot. ***If any member of the wedding party fails to abide by this provision, or comes on the premises in an intoxicated condition, they will be asked to leave the church premises and the Security Deposit will be forfeited.***
8. Smoking is not allowed on the church property.

APPENDIX F

FIRST PRESBYTERIAN CHURCH OF CONROE

THE REHEARSAL

The rehearsal shall begin promptly at the time scheduled. The following suggestions will guide you as you prepare for the rehearsal.

1. The Wedding Coordinator will assist you in scheduling the time of the rehearsal.
2. All members of the wedding party must be present at the rehearsal, including parents, grandparents, and ushers.
3. Please have lists prepared with the following information for the pastor and Wedding Coordinator (this information has probably been obtained by both the Wedding Coordinator and pastor by this time):
 - a. Names of attendants and order in which they are to stand
 - b. Names of the candle lighters, if any
 - c. Names of the ushers who will seat the mothers
 - d. Number of family pews to be reserved on both sides
 - e. Number of family members to be seated
4. The marriage license shall be delivered to the pastor at the rehearsal.
5. Remember to inform the organist, Wedding Coordinator and performers of the time of the rehearsal.
6. Also, remember that all remaining wedding fees including any Pastor honorarium should be paid at the rehearsal in individual checks.
7. Wedding attire can be brought at the time of rehearsal. Rooms will be locked and secured but the church shall not be responsible for any loss.