

**WEDDING POLICIES
OF
First Presbyterian Church
Mason City, Iowa**

First Presbyterian Church is pleased to make available the facilities of the church for those weddings approved by the ministers. The following guidelines have been designed in order to maintain the facilities of the church in accordance with the standards and purposes to which they have been dedicated and in order to clarify the responsibilities of those using the church.

THE MARRIAGE SERVICE

The marriage service is a service of worship and dedication in which two persons enter the presence of God, and before their family and community, pledge themselves to each other.

This is a holy and sacred event, and the church, through its pastor, will work with the couple in order to ensure that the Marriage Service is one which achieves the deep sense of worship and commitment which the significance of this service requires.

WEDDING PREPARATION

By arrangement with the pastor, marriage preparation will include pre-marital counseling. Advice and referral, as well as direct counseling, can be arranged as appropriate. Couples being married by a pastor other than our pastor will be expected to obtain premarital counseling either from the presiding pastor or another professional.

In conjunction with the pastor, an order of worship will be developed – and where required, a wedding bulletin may be prepared prior to the printing. It will be your responsibility to have the wedding bulletin printed.

As soon as possible, the couple and the pastor should establish the time for the wedding and the rehearsal. The Wedding Information form will confirm these and other special arrangements.

When the couple has scheduled the time for their wedding, no other wedding will be scheduled closer than three hours. This allows time for our custodian to clean following the first wedding and time for the florist and photographer to prepare for the second wedding.

MUSIC

We recommend the services our church organist be used for all weddings. If you have another preference, he/she should be a member of the American Guild of Organists or have experience playing a manual organ. It is the responsibility of the couple to contact the organist and to make an appointment with her to select appropriate music for the wedding service. If you have other suggestions you can visit with the pastor and/or the organist about them for approval. All music must be approved by the pastor.

CANDLES

Two candelabras (seven candles each) are available to be used in the chancel area.

Our custodian will set up the candelabras so that they are available the day of the rehearsal; the couple may have them decorated at that time, if they choose.

If a unity candle is to be used in the wedding ceremony, the couple is responsible for bringing that candle, plus two tapers.

DRESSING ROOMS

Wedding parties may dress at the church. Generally rooms will be available two and one-half hours prior to the wedding. No smoking or alcoholic beverages are permitted at any time in the church building, including the dressing rooms.

VIDEOS AND PHOTOGRAPHY

Some couples desire to have a video-recording of their wedding service. They need to arrange for someone to do that. It is requested that this photographer consult with the pastor and use discretion in the filming of the service, so as to not distract from the ceremony. Video cameras may be set discreetly up in the front for taping during the service, but no visible person should be up there during the ceremony.

Pictures may be taken following or preceding the ceremony in the sanctuary or fellowship hall, but ***no flash pictures may be taken during the service.***

REHEARSAL

A rehearsal is necessary for all except for the smallest informal wedding. It is the responsibility of the bride and groom to set the date and time of the rehearsal in agreement with the wedding coordinator and the minister. The bride and groom shall also advise the wedding party that it is important for them to be present at the rehearsal. It is requested that the marriage license be given to the minister no later than the date of the rehearsal.

MISCELLANEOUS GUIDELINES

The rooms will have had their final cleaning in preparation for the wedding at the time of the rehearsal. Please understand that the wedding party is responsible for how the facilities are left, because that is how they will remain for the wedding.

There is to be no rice or confetti thrown in the church building or on the church grounds. However, bird seed is permitted outside the church building.

No smoking is allowed in any part of the church building. No drinking of alcoholic beverages is allowed in any part of the church building or on the church grounds.

All **accessories, equipment, and decorations** brought in for the wedding and reception are to be **removed** from the church premises ***immediately following the wedding or reception.***

Protection of gifts received and other property of the wedding party at the wedding reception are the responsibility of the wedding party.

If you are using an aisle runner, it measures 60 feet from the bottom of the front step to the back pew.

WEDDING COORDINATOR

Upon the minister's consent to perform the ceremony and on the chosen date, the minister will put the couple in contact with the church wedding coordinator. The first appointment will include a review of the church policies, wedding procedures, and obtaining information regarding florists, rental equipment, caterers, photographers, organist, and soloists. Any other appointments will be scheduled prior to the wedding for the purpose of finalizing details.

SEATING CAPACITY OF THE CHURCH

The church will hold 230 people on the main floor of the sanctuary, and 30 people in the balcony for a total of 260 guests. There are 19 pews on each side for a total of 38.

SCHEDULED FEES

All fees must be paid to the church office prior to the day of the rehearsal. One check, payable to First Presbyterian Church may include all fees. The following fee schedule for weddings has been established by the Session of the church:

The **building use fee** is \$150 for the sanctuary. The fee does not apply to supporting members of First Presbyterian Church. The church building is not available for a reception by nonmembers.

The **pastoral fee** for non-members is \$100. Supporting members of the church may, if they choose, give an honorarium to the pastor in the amount they think appropriate.

The **organist** and the fee for the service is \$100 - \$150.

The **custodian fee** of \$50 (or \$60 if the wedding is after 5:00 Saturday evening) will be charged for all weddings. There will be an additional fee of \$50 for the custodian if the reception is at the church.

The **wedding coordinator fee** is \$100 if the Pastor from First Presbyterian performs the ceremony; \$150 if an outside Pastor performs the ceremony. This includes two appointments, and being available during the rehearsal and wedding.

<i>Fee Summary:</i>	Pastoral fee/honorarium	\$100
	Building use (sanctuary)	\$150
	Organist	\$100-\$150
	Custodian	\$50-\$100
	Wedding Coordinator	\$100-\$150

It is the responsibility of the couple to plan ahead to get their marriage license. The couple must bring the license to the rehearsal.

OBTAINING MARRIAGE LICENSES IN CERRO GORDO COUNTY

Legal age : 18 years

A license may be issued to either a male or female who is 16 or 17 if:

A Certificate of Consent is approved by a judge of the District Court. A judge shall grant approval under this subsection only if it is found that the underage parties are capable of assuming the responsibilities of marriage and that the marriage will serve the best interest of both parties.

To obtain an application for the Certificate of Consent, a pamphlet may be picked up in the District Court office. Also, a hearing date must be appointed through the Court's office as soon as the parties decide they want to be married. Part of the application includes obtaining a recommendation from a pastor/priest or marriage counselor - this evaluation must be done prior to the hearing date so that the judge has ample opportunity to make a decision on the case. Both sets of parents are asked to appear at the hearing. The parties will also have to fill out the normal paperwork to obtain the marriage license and pay the licensing fee of \$15.00.

Neither person shall be married.
First cousins may not marry.

The application blank must be filled out by both parties and a witness at the Clerk of District Court's office. The application must be on file three whole days before the certificate may be issued (the filing date will not count). After three days one or both of the parties may pick up the license and pay the \$15.00 fee to the court (in cash). Proof of identification will be needed at this time (i.e. birth certificate, driver's license). When picking up the license, parents' full names and birthplace information will be required. Licenses are valid indefinitely and are valid in any county in the state. The county copy of the marriage license must be returned to the same county in which it was issued. Physician's fees are no longer required.

Cerro Gordo County Courthouse
220 S. Washington
Mason City, IA 50401
641-424-6431

8:00 A.M. to 4:30 P.M., Monday through Friday

Return this form to the church office as soon as possible and the wedding coordinator will get in touch with you.

WEDDING INFORMATION FORM

Bride's Name: _____

Address: _____ City: _____

Phone: _____ Contact: _____

Groom's Name: _____

Address: _____ City: _____

Phone: _____ Contact: _____

Call the church office to make sure these dates are **confirmed on the church calendar.**

_____ Wedding Date Time: _____ Location: _____

_____ Rehearsal Date Time: _____ Location: _____

_____ Reception Date Time: _____ Location: _____

Rooms requested: _____

Set up requested: _____

Supplies needed: _____

_____ Candelabras _____ Kneeling Bench

_____ Table for guest book

_____ Other _____

Dates and Duties confirmed with the following people:

Minister: _____

Soloists: _____

Organist: _____

Florist: _____

Other Musicians: _____

Caterer: _____

Person in charge of clean up of dressing rooms and sanctuary immediately following the service:
