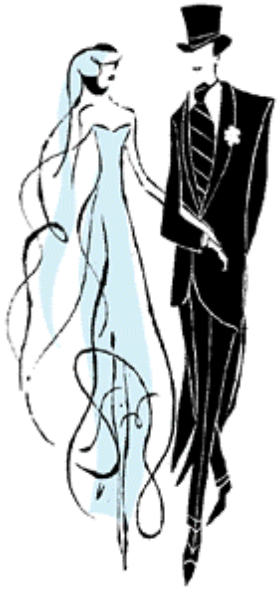

Your Wedding at:
First Presbyterian Church

743 W. Michigan Ave.
Jackson, MI 49201
(517) 784-9175
Fax: (517) 784-9365
www.jacksonfirstpres.com

Introduction

"And now abideth faith, hope, love, these three. But the greatest of these is love."
1 Corinthians 13:13

Congratulations on your engagement and the decision you have made to begin your married life in God's house. We welcome you and your families to First Presbyterian Church for your very special day and will help you plan a wonderful worship service for your wedding.

This packet is to help you be aware of the many decisions that you will need to make as you plan your wedding. It will also let you know which staff members can assist you with the various details of your wedding. If you have any questions during this time of preparation please feel free to call the church at (517) 784-9175.

Marriage

From the Book of Order,
Presbyterian Church (U.S.A).

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 for 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 minister and the supervision of the session. (W-4.9003)

Guidelines

Seating Capacity and Musical Instruments

The sanctuary at First Presbyterian Church can seat up to 700 people and is air-conditioned. The sanctuary has a four manual pipe organ and two Steinway Grand pianos available to be used for your wedding. If you would like a smaller venue, the chapel at the East End of the building seats up to 85 people. It is equipped with a two manual pipe organ and a piano, but is not air-conditioned.

Flowers and Decorations

We welcome you to place flowers and decorations in the sanctuary of the chapel for your wedding service but ask that they not be placed on the communion table, pulpit, font or pianos. A good place for a large spray of flowers is the plant stand at the base of the cross in the sanctuary but there are other places as well. Please let us know your plan for flowers and decorations so that it can be approved. The use of an aisle runner is permitted. We ask that no rice, confetti, birdseed or similar items are thrown or sprayed in the church building or on church property. The use of bubbles is acceptable.

Candles

There are two candelabras available that hold 8 candles each. The church provides these candelabras and candles as part of the church use fee, and there is no additional charge. If you would like to have a Unity Candle, a table with a tablecloth is available. We ask that the bride provide the Unity Candle and 2 10" tapers for the side candleholders. A special floral arrangement can also be used on this table. The Wedding Coordinator will discuss these choices and will help you set up the Chancel area.

Photography and Filming

Your wedding service is a worship service and we ask that no flash photographs be taken during the service. You are welcome to have photos taken that do not require flash providing that the photographer does not interrupt the worship service. The balcony is a good place for the photographer to take non-flash pictures with a telephoto lens. Flash photography can be used following the service. Video taping is permitted but must be arranged under the direction of the officiating pastor.

Holy Communion
The Celebration of the Lord's Supper may be held during your wedding worship service if both the bride and groom are baptized Christians. If you would like to be baptized before your wedding, please talk to the minister. Baptized Christians who are guests at your wedding may also be invited to share in Holy Communion with you.

The Reception
The Fellowship Hall and Activity Room are available for the reception following the wedding. Dancing is permitted in the Fellowship Hall and Activity Room but ***no alcoholic beverages are permitted anywhere in the church or on the church grounds. There is also no smoking in the church or on the church grounds.*** All arrangements for a reception are to be made with the Director of Food Services.

Dressing Rooms
An attractive dressing room and restroom are available for the bride and her attendants adjacent to the church narthex. A room can also be provided for the groom and groomsmen if they wish to also dress at the church.

Scheduling of Weddings
We want to honor your preference of date for your wedding, but no weddings are scheduled at First Presbyterian Church on Thanksgiving Eve or Day, Christmas Eve or Day, New Year's Eve or Day or during Holy Week.

Who will perform the wedding ceremony?
One of the pastors of the First Presbyterian Church will officiate at any weddings that occur in our church building. Any other cleric may perform/share in the marriage service upon the invitation of the officiating pastor. Pre-marital counseling is required with the Pastor and can be arranged at your mutual convenience. The Wedding Rehearsal is typically the day before the wedding and all necessary staff will be there to assist you in your rehearsal.

Who will provide the music for the wedding worship service?
First Presbyterian Church's Director of Music will help you plan your music and also will provide organ music. The Director of Music must approve any guest musicians.

Appropriate Music for Your Wedding Worship Service
The wedding music selections should be strong, spiritual music that emphasizes God as the source of love and reflects the beliefs of the Presbyterian Reformed tradition as expressed through our Book of Order and our Book of Confession. Any traditional or contemporary music, which reflects the glory of God, is acceptable. Live performances of traditional or contemporary Christian music are preferred to recorded music sources. All music must be approved by the Director of Music.

A Few Other Details
We want to provide all the rooms that you need, but only the rooms, which have been assigned, may be used plus corridors, coatrooms and restrooms. The wedding party is responsible for all facilities used and will be billed for any and all damages to, or loss of, church property incurred during the wedding. The responsibility for the safety of gifts, wedding party personal belongings or guests' belongings at the church or on the church property, belongs to the wedding party and is not the responsibility of First Presbyterian Church.

How do I reserve the church and when are the fees due?
When you are sure that First Presbyterian will meet your needs, a deposit of $250 is required to reserve the time and date on the church calendar. All other fees are due in the church office no later than two weeks prior to the wedding. Although our fees are subject to change, you are guaranteed the fee schedule that is in effect on the day you pay your deposit.

Wedding Service Charges
Total $775.00
Includes:
Building Usage Fee
Minister
Organist
Wedding Coordinator
Sexton
Sound Technician

Extra Fee for Bulletins: $25.00 per 100
(Must be ordered 2 weeks before the wedding)

- † In order to assure the reservation of the wedding date and church sanctuary, a deposit of $250 must be paid.
- † A Building Usage agreement will be drawn up for the wedding couple to sign at the time of deposit.
- † If additional services are required (soloist, rehearsals, etc.), the Director of Music will determine the music fee.
- † All fees are refundable if the wedding is cancelled prior to 2 weeks before the scheduled date.
- † All fees are due no later than 2 weeks prior to the wedding.
- † All fees are payable to Jackson's First Presbyterian Church
- † *****Building usage fee waived for active members and children of active members.
- † All fees are payable to Jackson's First Presbyterian Church
- † The Church is available one hour prior to the rehearsal and one hour following the rehearsal.
- † The Church is available two hours prior to the wedding and one hour after the wedding unless the reception is being held at the church.

Note:
The fee for the minister includes three premarital counseling sessions, the wedding preparatory consultation, directing the wedding rehearsal and officiating at the wedding ceremony.

The fee for the organist includes a wedding music consultation, the wedding rehearsal and the wedding ceremony.

Make checks payable to Jackson's First Presbyterian Church.

Send to: Jackson's First Presbyterian Church
Attn: Wedding
743 W. Michigan Ave.
Jackson, MI 49201