

WEDDING POLICY

FIRST PRESBYTERIAN CHURCH

1308 Washington Avenue, La Grande, Oregon 97850

541-963-5114

Presbyterian Friendship Center, 1204 Spring Street, La Grande, Oregon 97850

Approved 3.15.26

First Presbyterian Church wishes to serve those who desire to celebrate Christian marriage in the context of a worship service. The sanctuary and Presbyterian Friendship Center are able to accommodate weddings and receptions both large and small. The beauty of the area and the style of our sanctuary make weddings at First Presbyterian Church very popular. Because of this and in the interest of stewardship of time, resources, and the integrity of worship, the Session of First Presbyterian Church exercises the right to approve or deny all wedding requests. With the approval of the Session and the Co-pastors, the sacrament of communion may be offered as part of the wedding ceremony.

The first step in planning the wedding is to contact the Co-pastors. This should be done before the date of the wedding is firmly set, as the church calendar and Co-pastor's schedule must both be clear. Saturday weddings and photos should be concluded by 5:00PM to prepare the church facilities for Sunday morning church activities. **Normally, one of the Co-pastors conducts wedding services at this church and church property. If you desire another pastor to officiate or assist in the wedding, he or she must communicate this request in writing to the Session.**

It is the responsibility of the Bride and Groom to inform the wedding party and guests regarding appropriate care and respect of the church buildings and practices. As you anticipate being married at First Presbyterian Church, please consider the following:

BUILDING COORDINATOR:

All weddings conducted at First Presbyterian Church must use the services of the Building Coordinator who is designated by and represents the Session. This coordinator will assist the wedding party, the church staff and Co-pastor with the proper planning, scheduling, and management of the wedding, consistent with the policies and practices of the First Presbyterian Church. For security and hospitality reasons, couples are encouraged to consolidate decorating, rehearsal, and photography needs into as few scheduled time blocks as possible. The church facilities will be opened and closed by the coordinator only. Please do not distribute access or schedule additional visits without prior approval.

WEDDING CEREMONY

1. All details concerning the wedding and related arrangements must conform to the tradition and policy of the Presbyterian Church (U.S.A.). If the sacrament of communion is celebrated during the wedding ceremony, care shall be taken that the invitation to the Lord's Table be extended to all present.

2. No alcoholic beverages are allowed in the church. Please see Presbyterian Friendship Center policy about alcohol use and service. In addition, smoking is only allowed in the designated area

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outside of Reynolds Hall. The bride and groom shall make other members of their wedding party aware of these rules.

3. Food or beverages are only permitted in the Presbyterian Friendship Center.
4. Furniture and vestments in the chancel area (communion table, chairs, liturgical colors) may be moved if you desire. After the wedding, anything moved must be returned to its place. Preferably, the Pulpit is to remain stationary. No decorations of any sort shall be placed on the communion table without the approval of the Co-pastor and Building Coordinator. If a table is necessary for decorations, another one can be brought into the sanctuary for that use.
5. Brass candelabras are available for use in the sanctuary only. There are two, which hold seven candles each. If couples wish to use the candelabras, they must purchase and use dripless candles.
6. Throwing items of celebration as the married couple departs is not permitted.
7. Seating capacities: Sanctuary, 160; Sanctuary & Balcony, 210; Presbyterian Friendship Center, 240.

ADDITIONAL INFORMATION

1. Use of the sound system requires a church-trained technician or the Building Coordinator.
2. Arrangements for musicians are the responsibility of the bride. If the pipe organ is used, you must consult the church organist. If she is unavailable, she will make a referral. Any guest organist must be approved by our organist and familiarized with the organ.
3. If other musicians are needed for solos, etc., it is strongly suggested that their fees be determined and agreed upon in advance and paid directly to them. All musicians must be well-rehearsed and the music selected should express the Christian character of the service by glorifying God.
4. When the Co-pastor is officiating, premarital counseling, usually 3-4 sessions, is required and shall be arranged with the Co-pastor well ahead of the wedding. If another pastor is officiating, the bride and groom are highly encouraged to receive premarital counseling.
5. Dressing rooms will be designated for the use of the wedding party. Please assign one person other than the bride or groom to be responsible in seeing that all rooms are left in the same condition in which they were found.
6. All debris is to be placed in trash cans.
7. All personal belongings and wedding gifts must be removed from the building immediately following the service. The building will not be open for later retrieval and we will not be responsible for lost items.
8. If you would like to donate your flowers to the church sanctuary, please make arrangements with the Building Coordinator.
9. The Wedding Rehearsal will begin on time and will last about one hour and allows members of the wedding party and parents of the couple to become familiar with the roles they will assume in the service.
10. Work closely with your designated photographer to plan how and when photos will be taken during the service so as to maintain a respectful and reverent atmosphere in the sanctuary. Please allow about an hour for wedding party photos to be taken before or after the service. It is encouraged to take video recordings from the balcony.

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11. Only cord or pipe cleaners are acceptable for affixing decorations to the pews.
12. The sanctuary does not have air conditioning. In planning a summer wedding, it is encouraged to have the ceremony earlier in the day.

RECEPTION

All wedding receptions held at the Presbyterian Friendship Center will be guided by the policies established for the use of that facility.

SCHEDULE OF FEES

With the exception of the deposit, all fees are payable to First Presbyterian Church, one month prior to the wedding date.

As soon as the wedding date is secure, couples should submit their damage deposit. This deposit will be returned if no outstanding mess or damage is encountered.

Refundable Damage Deposit: \$200

In addition, the following fee schedule applies:

Fees:

\$150	Building Coordinator
\$650	CoPastor (Includes Pre-Marital Inventory Material)
\$150	Church Organist (if applicable)
\$150	Custodial Services
\$400	Church Building Use

Total Fees: \$1500 (Plus \$200 Refundable Damage Deposit)

(Please note these fees do not include the cost of the Presbyterian Friendship Center if being used for a reception.)