

COVENANT

PRESBYTERIAN CHURCH



Wedding Handbook



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OVERVIEW OF A CHRISTIAN MARRIAGE AT COVENANT PRESBYTERIAN CHURCH

“... a man will leave his father and mother and be united to his wife, and they will become one flesh” (Genesis 2:24, *NIV*).

The joining of a man and woman in marriage is ordained by God for their mutual benefit and help. Christians should marry in the Lord and in a Christian church. It is, therefore, fitting that a minister of the Gospel solemnizes their marriage and that special instruction be given to the couple to prepare them for a life together that is fulfilling to them and that is pleasing and glorifying to God. In order to assist you in planning your wedding and in preparing for your life together, Covenant Presbyterian Church (hereafter referred to as CPC or Covenant Church) has developed and adopted the policies and guidelines that are set forth in this handbook.

At Covenant Church, we believe that God wonderfully and immutably creates each person as male or female (Genesis 1:27, Psalm 139:13-14). These two distinct, complementary genders together reflect the image and nature of God (Ephesians 5:22-33). We believe that the term “marriage” has only one meaning, namely a covenant relationship, sanctioned by God, joining together one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 1:22-25, Matthew 19:1-6, Hebrews 13:4). While we welcome all people into our church, in the name of Christ, CPC and its staff will only perform, participate in, or host marriage ceremonies between a man and a woman who understand, agree with, and affirm that their marriage conforms to Covenant Church’s marriage policy.

APPLYING TO BE MARRIED AT COVENANT PRESBYTERIAN CHURCH

As soon as you have made the decision to be married at CPC, contact the church office to arrange for an appointment with one of the CPC pastors. **Only CPC pastors can reserve your wedding date on the church calendar.** Fill out and bring the *Application to Be Married* and your \$100 application fee (nonrefundable) to the appointment with a CPC pastor. By completing the application you will be affirming that you understand, agree with, and affirm that your marriage conforms to CPC’s marriage policy. If a pastor of your choosing other than one on our staff is approved, our pastoral staff will be happy to work with him.

Holiday weekends (Palm Sunday, Easter, Memorial Day, Fourth of July, Labor Day, and Thanksgiving) as well as the last two weekends of December and the first weekend of January are busy times for the church staff. Therefore, as a general rule, weddings are not held at these times. Also, the Sanctuary is not available the week-ends before and after Vacation Bible School (usually in early June) or the week-ends before and after the start of Covenant Christian School (beginning of August).

THE CPC WEDDING CONSULTANT

After your application has been submitted and approved by a CPC pastor, a wedding consultant and an assistant consultant will be assigned to assist you in planning your wedding activities at the church. They have been trained to anticipate all of the details that are part of a marriage ceremony and they are also familiar with all of the facilities of the church and the policies of CPC regarding weddings. Your wedding consultant will contact you three months before your

wedding and she and the assistant will be at your rehearsal and wedding to help carry out your plans.

PREMARITAL COUNSELING & CEREMONY PREPARATION

God intends marriage to be the highest and most permanent human relationship, therefore necessitating thoughtful preparation for it. All couples, therefore, must attend premarital counseling with, or approved by, one of our ordained pastors. Also, the officiating pastor should meet with you to plan your wedding service.

MUSIC FOR YOUR WEDDING

Music is one of the ways in which we worship the Lord, and is a key part of your wedding ceremony. Beautiful music allows us a glimpse of the creativity and craft of our Heavenly Father, and through music we are able to respond to His beauty, tenderness, power, and majesty. The wedding service, itself, is a service directed toward God, and the right music helps your wedding to be the lovely, worshipful experience that you want it to be.

Consultation with a CPC Pastor or the Director of Music should take place at least two months before your wedding service. A wide variety of preludes, processional, recessional, and special music will be suggested that will be appropriate and in accord with CPC's overall policy on worship music. You should also discuss your wishes for a soloist or instrumentalist as part of your wedding ceremony.

The following apply to all wedding music at Covenant Church:

1. All music and instrumentation must be approved by a CPC Pastor or the Director of Music
2. Covenant Church has a highly qualified organist/pianist to be used for your wedding ceremony. If he is unavailable, or if you prefer to use one of your own choice, those arrangements must be made with a CPC Pastor or the Director of Music at least two months prior to the ceremony. The bride and groom are responsible for contacting the Director of Music **at least two months before the ceremony** to meet with him for approval of all music and musicians to be used.
3. Any special music and/or accompaniments should be given to the organist/pianist one month before the service. If rehearsals in addition to the wedding rehearsal are required, an extra fee will be charged.
4. It is strongly recommended that all musicians and soloists be present at the wedding rehearsal. If they are not able to be present at the wedding rehearsal they must plan to arrive early to the wedding to review the program with the CPC Wedding Consultant. Because the music is a vital part of the ceremony, it is crucial to facilitate a proper and smooth flow of the entire service.

THE FACILITIES OF COVENANT PRESBYTERIAN CHURCH

- A. The Cost [NOTE: For your convenience, use pg. 14 to determine your expenses.]
Application Fee (*Non-refundable.*)

\$100

Security Deposit:

\$200

If there are no additional charges or damages assessed after the wedding, your deposit will be destroyed or returned to you at the address you provide, if preferred. If damages exceed the security deposit fee, charges will be added to cover extra expenses. Cleaning fee is included in the cost of rental, so that the church will be ready for Sunday morning. This deposit is to ensure the church is ready for Sunday morning. See custodial services included section on page 14.

Sanctuary Usage - select appropriate category below:

CPC member	\$600.00
Non-member	\$1,200.00
Private Wedding (No guests)	\$500.00

Books for premarital counseling	(under \$50)
Organist for music and services—minimum suggestion	\$250.00
Minister for premarital counseling & ceremony—minimum suggestion	\$250.00

- B. The Sanctuary

- Length of aisle to platform in the Sanctuary - 72 feet
- Number of pews - 19 rows in the main section, 7 in each transept, and 5 in the balcony
- Number of windows – 10, including transepts
- Size of window sills - 10" x 52"
- Width of center aisle - 5'
- Seating capacity (including transepts) - 360
- A diagram of the Sanctuary is included in this handbook (p. 8).

- C. Preparation Rooms

- Rooms available for use: Mare Room, Heartland Room, Fellowship Hall.
- All personal articles must be removed immediately after the wedding ceremony or the reception if it is held at the church so that rooms can be cleaned and set up for Sunday use.
- Please eat all food in the Fellowship Hall. This is to protect the carpet and furniture from spills.

D. Decorations

- Please Note: The beauty of the Sanctuary requires few decorations to make it a place perfectly suitable for a wedding.
- Nails, tacks, tape, wires, screws, or fasteners that leave marks, holes, or coloring are not to be used to fasten decorations on any furniture, pews, pew ends, or anywhere in the building. **NO tape is allowed on the carpet.** Felt pads must be placed under any bows or decorations placed on pew ends. The aisle runner may be taped to the steps. Pins can be used for aisle runner.
- To avoid wax damage from dripping candles to furniture, etc., CPC suggests using metal candle holders. The church has 12 such tall candle holders for your use (candles not included). Unity candles should have a dish or tray underneath them.
- All decorations are to be removed from the Sanctuary immediately following the wedding ceremony. (Exception: if pictures are to be taken after the ceremony.)
- To commemorate your wedding, you may wish to donate a floral arrangement to the church for the Sunday service. If so, please inform your consultant during your planning meeting or 2 weeks prior to the wedding date, and your wedding and the gift will be noted in the bulletin the Sunday following your ceremony.

E. Wedding Rehearsal Notes

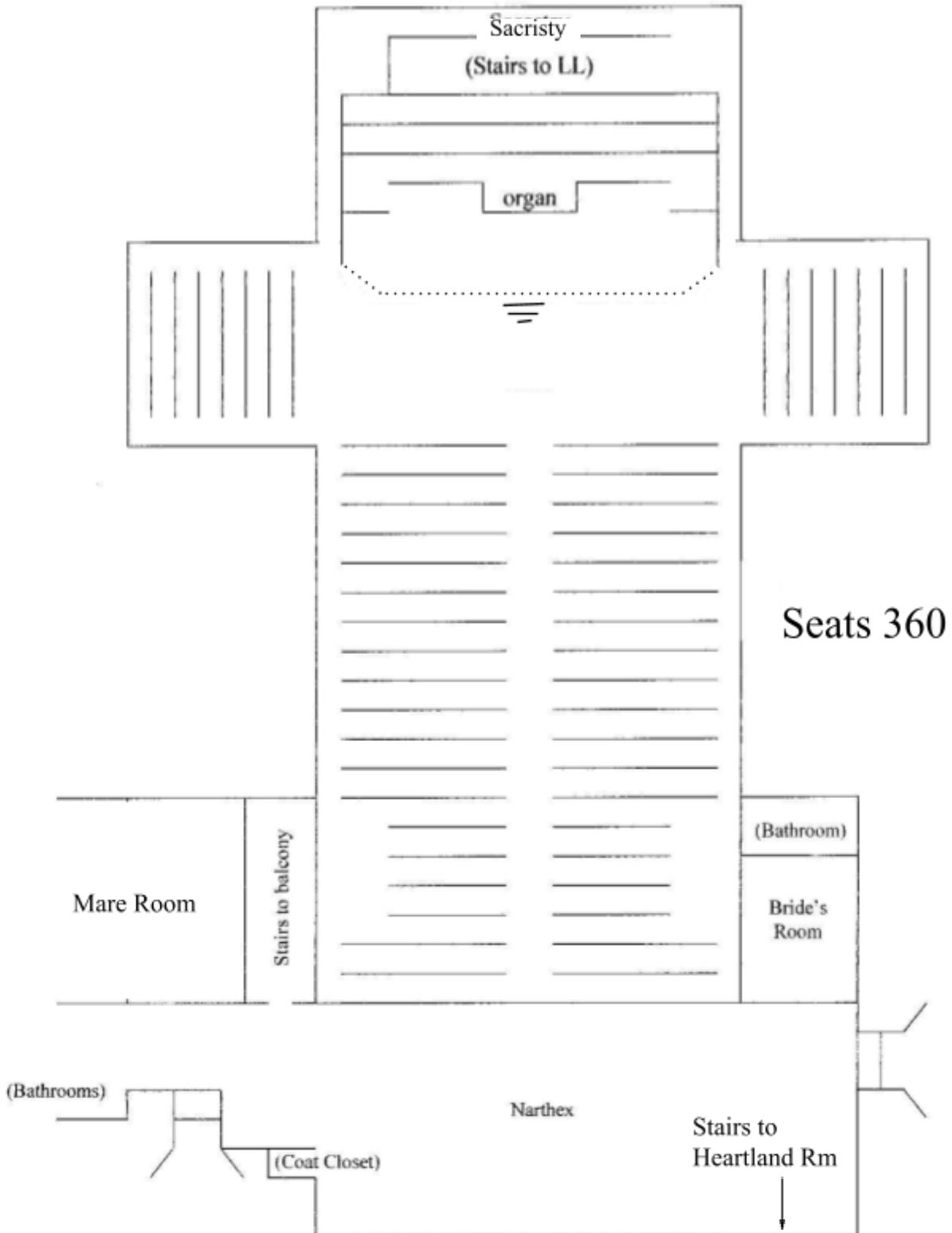
- All weddings require a rehearsal.
- The officiating pastor and the CPC wedding consultant will conduct the rehearsal. Even during the rehearsal, the wedding party should be reminded that they are in a holy place that is dedicated to the worship of God.
- The rehearsal usually takes no more than one hour and the entire wedding party should attend. The rehearsal will begin on time regardless of who is or is not there.
- The couple should give the wedding license to the officiating minister at the rehearsal.

F. Other Considerations

- Saturday evening weddings must be finished and out of the church building by 8:00 p.m.
 - The space should be empty and ready for the cleaning crew to arrive by 8:00pm. All guests and members of the wedding party must be out of the building by 8:00 p.m.
- Smoking is not permitted anywhere in the church building. If someone in the wedding party smokes, please discuss with the wedding consultant where an appropriate smoking area would be. (We suggest the area by the playground on the north side of the building.)

- Alcoholic beverages in any form are not to be served or consumed at any time on the premises of CPC.
- Please report any damages to the church property to your consultant immediately.
- Communion is not served in the wedding ceremony at CPC.
- If you wish to have your guests celebrate with you as you depart from the church, we would suggest bubbles, bells, or noise makers; bird seed is also acceptable. We do not permit sparklers, rice, or balloons, which are hazardous to the surroundings and environment, or flower petals or confetti, which are difficult to clean up.
- CPC cannot be responsible for the loss of any valuables. We suggest you do not leave valuables unattended in the Heartland Room (men's dressing room) or Mare Room. The consultant will be happy to lock the doors if requested.
- No cameras are to be used by the guests during the ceremony.
- Nothing may be placed on the organ or on the piano.
- Exit signs must remain uncovered and in view at all times.

SANCTUARY DIAGRAM



WEDDING SERVICE EXAMPLE

SCRIPTURAL BASIS FOR MARRIAGE

Dearly beloved, we are assembled here in the presence of God, to join this Man and this Woman in holy Marriage; which is instituted of God, regulated by His commandments, blessed by our Lord Jesus Christ, and to be held in honor among all men. Let us therefore reverently remember that God has established and sanctified Marriage, for the welfare and happiness of mankind. Our Savior has declared that a man shall forsake his father and mother and cleave unto his wife. By His apostles, He has instructed those who enter into this relation to cherish a mutual esteem and love; to bear with each other's infirmities and weaknesses; to comfort each other in sickness, trouble, and sorrow; in honesty and industry to provide for each other and for their household in temporal things; to pray for and encourage each other in the things which pertain to God, and to live together as heirs of the grace of life.

VOWS OF COMMITMENT

Then the Minister shall say to the Man, “ _____, will you have this Woman to be your wife, and will you pledge yourself to her, in all love and honor, in all duty and service, in all faith and tenderness, to live with her and cherish her, according to the ordinance of God, in the holy bond of Marriage?”

The Man shall answer, “I will.”

Then the Minister shall say to the Woman, “ _____, will you have this Man to be your husband, and will you pledge yourself to him, in all love and honor, in all duty and service, in all faith and tenderness, to live with him and cherish him, according to the ordinance of God, in the holy bond of Marriage?”

The Woman shall answer, “I will.”

GIVING OF BRIDE

Then the Minister shall say, “Who gives this Woman to be married to this Man?”

The father (or guardian) shall say, “I do.”

MARRIAGE VOWS

I, _____, take you _____, to be my wedded wife and I do promise and covenant; before God and these witnesses, to be your loving and faithful husband: In plenty and in want; in joy and in sorrow; in sickness and in health, as long as we both shall live.

This ring I give you, in token and pledge, of our constant faith and abiding love.

I, _____, take you _____, to be my wedded husband and I do promise and covenant; before God and these witnesses, to be your loving and faithful wife: In plenty and in want; in joy and in sorrow; in sickness and in health, as long as we both shall live.

This ring I give you, in token and pledge, of our constant faith and abiding love.

DECLARATION OF MARRIAGE

By the authority committed unto me as a Minister of the Church of Christ, I declare that and

_____ are now Husband and Wife, according to the ordinance of God and the law of this State, in the Name of the Father and of the Son and of the Holy Spirit. Amen.

Whom God has joined together, let no man put asunder.

AARONIC BENEDICTION

MAY THE LORD BLESS YOU AND KEEP YOU; THE LORD MAKE HIS FACE SHINE UPON YOU AND BE GRACIOUS TO YOU; THE LORD TURN HIS FACE TOWARD YOU AND GIVE YOU PEACE. AMEN.

CHECKLIST FOR A WEDDING AT COVENANT PRESBYTERIAN CHURCH

AS SOON AS POSSIBLE

- Read the **WEDDING HANDBOOK**.
- Contact the church office to arrange for an appointment with one of the CPC pastors.
 - o **Only CPC pastors can reserve your wedding date on the church calendar.**
 - o Discuss wedding plans.
 - o Discuss premarital counseling (*see pg. 4*).
- Return the completed and signed *Application to Be Married* (pg. 12) and your \$100 application fee (nonrefundable) to the church office so that your wedding date can be finalized on the church calendar. NOTE: A wedding consultant will contact you about three months before your wedding date and arrange a time to meet with you at the church.

TWO MONTHS BEFORE YOUR WEDDING

- Submit the \$200 security deposit to the church office. Please make one check payable to “Covenant Presbyterian Church” and mail or hand-deliver it to the church office.
- By now, you and the CPC wedding consultant should have met at least once to review together the *Wedding Planning for the Bride and Consultant* (pg. 14).
- Contact a CPC Pastor or the Director of Music to arrange a meeting to discuss music for your wedding.
- Plan the wedding ceremony with your minister. A CPC pastor must approve the ceremony before it is finalized.
- Give copies of the Policy Forms to the photographer, videographer, and florist (pp. 17-22). Remember to complete the top of each form.

ONE MONTH BEFORE YOUR WEDDING

- Special (accompaniment) music must be given to the church organist. (*see pg. 4*)
- Return the signed agreements from the photographer (pg. 18), videographer (pg. 20), and florist (pg. 22) to the church office.
- Return the *Request for Set Up* (p. 25) to the church office.

TWO WEEKS BEFORE YOUR WEDDING

- Submit final payment for sanctuary usage and (if applicable) reception room rental. Please make one check payable to “Covenant Presbyterian Church” and mail or hand-deliver it to the church office.
- Submit payment to the organist/pianist. Check should be made payable to the individual and mailed or hand delivered to her/him.

REHEARSAL (Note: We make every effort to start the rehearsal on time!)

- Give marriage license to the officiating minister no later than the night of the rehearsal.
- Payment to the minister is usually given to him at the rehearsal or day of the wedding.

**APPLICATION TO BE MARRIED AT
COVENANT PRESBYTERIAN CHURCH**

We believe that a wedding ceremony should be conducted, in its entirety, in the spirit of a worship service. The sanctuary is a house of God; therefore, the rehearsal and the ceremony should be dedicated to the worship of God in Christ Jesus. By completing this application you will be affirming that you understand, agree with, and affirm that your marriage conforms to CPC's marriage policy. If you concur, please complete the following information:

FULL NAME OF BRIDE _____

PRESENT ADDRESS _____
(Street) (City) (State) (Zip)

PHONE: HOME _____ CELL _____ E-MAIL _____

CHURCH MEMBERSHIP _____

FULL NAME OF GROOM _____

PRESENT ADDRESS _____
(Street) (City) (State) (Zip)

PHONE: HOME _____ CELL _____ E-MAIL _____

CHURCH MEMBERSHIP _____

COUPLE'S FUTURE ADDRESS _____
(Street) (City) (State) (Zip)

MINISTER TO CONDUCT THE CEREMONY _____

Address (if not a CPC pastor) _____ Phone _____

WILL THE RECEPTION BE HELD IN THE FELLOWSHIP HALL? YES NO

DAY AND DATE OF REHEARSAL _____ TIME _____

DAY AND DATE OF WEDDING _____ TIME _____

We have read *The WEDDING HANDBOOK* in full, understand the policies and agree to comply with all the policies and fees.

(Bride's signature)

(Groom's signature)

PLEASE RETURN THIS FORM TO THE CHURCH OFFICE with \$100 non-refundable application fee.

* * * * *

WEDDING DATE APPROVED BY _____ DATE _____
(CPC Pastor)

Final approval of a wedding will be at the discretion of the CPC Pastor upon completion of premarital counseling

THE COST OF A WEDDING AT CPC

If either the bride or groom, or any parent of the bride or groom, has been a member for six months, the couple will be considered members for the purpose of determining charges. Checks should be made payable to “Covenant Presbyterian Church” (write “Wedding” on memo line) unless a fee is designated for a specific person (minister and organist) as noted below. Checks should be mailed or hand-delivered to the church office. Use the following as a worksheet to determine the cost.

APPLICATION FEE due at time of application. (*Non-refundable*) \$100.00

BALANCE OF FEES due to CPC two weeks before the wedding

<u>Security Deposit:</u>	\$200.00	
<u>Sanctuary Usage:</u> select appropriate category below:		
CPC member	\$600.00	
Non-member	\$1200.00	
Private wedding (no guests)	\$500.00	

Books for premarital counseling (under \$50)

TOTAL BALANCE OF FEES TO CPC:

Other FEES due before the wedding:

Organist for music and services—min. suggestion	\$250.00	
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Minister for premarital counseling & ceremony—min. suggestion	\$250.00	
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Custodial and Set-up services included:

- A. SET-UP: Adjusting the mechanical (heating/cooling) systems and sound system. Removing and replacing the furniture in the front of the church: pulpit, communion table, chairs, steps, etc.
- B. CLEANING: After the florist has removed the flowers and the decorations, the cleanup will include removing papers from pews, sweeping the carpet, bagging and taking trash to outside storage, turning off lights, and locking doors. Included in this is cleaning the narthex, bathrooms and cleaning other rooms that have been used.
- C. The facilities need to be opened on the day of the wedding when the wedding party, the florist, the caterer, etc. need to be in the church.

WEDDING PLANNING FOR THE BRIDE AND CONSULTANT

Please complete before and bring to the meeting with your wedding consultant.

WEDDING OF _____

Rehearsal date: _____ Doors open: _____ Rehearsal time: _____

Wedding date: _____ Doors open: _____ Wedding time: _____

Pastor Officiating: _____ Phone: _____

Will you have a unity candle for your wedding? yes / no

Will you have other candles for your wedding? yes / no

▪ When do you want these candles to be lit? _____

▪ Where will the candelabras and/or candle holders be placed (aisle, platform, windows)?

▪ Who will light the candles? _____

Seating of the family:

How many pews do you need reserved for Bride's side? _____ For Groom's side? _____

▪ _____ will escort groom's maternal grandmother _____

▪ _____ will escort groom's paternal grandmother _____

▪ _____ will escort bride's maternal grandmother _____

▪ _____ will escort bride's paternal grandmother _____

▪ _____ will escort groom's mother _____

▪ _____ will escort bride's mother _____

Will the same men escort the grandmothers and mothers out after the ceremony? yes / no

If no, how should these ladies exit? _____

Are there special conditions or requests, such as divorced parents who might need special seating arrangements? _____

Is there to be an aisle runner? yes / no

▪ When will it be pulled? (Suggestion: after mothers are seated) _____

▪ By whom? _____ and _____

How will the bridesmaids and groomsmen enter? (*select one*)

- Down center aisle together from the back
- Down center aisle separately from the back with the men coming first
- Men: as a group from the front side entrance; Ladies: from the back.

Bridal Party:

Bride's Family:

Groom's Family:

Parents: _____

Parents: _____

Grandparents: _____

Grandparents: _____

Please list names in order of recessional:

Bridesmaids:

Groomsmen:

Maid/Matron of Honor: _____

Best Man: _____

Ushers:

Will there be a bride and groom side? (Yes / No)

Where do you want the ushers to be during the ceremony? (select one)

In the front of the sanctuary? Back of sanctuary?

Flower girl (age): _____

Ring bearer (age): _____

Attendant for guest book: _____

Reader/soloist (and where you would like them seated): _____

(Note: Because a long line inevitably forms behind the guest book just before the ceremony, consider having the guests sign the book at the reception.)

Attendant for gift table: _____

How are the guests to be dismissed and by whom? _____

Receiving Line: yes / no If yes, please draw diagram on back with order of party.

Number of guests expected: _____

When will you be taking pictures? All Before Before & after All after

Name/Company: _____ Contact: _____

Are you having the wedding videotaped? yes / no

Name/Company: _____ Contact: _____

What is to be done with the flowers after the ceremony? _____

Name/Company: _____ Contact: _____

Who is responsible for cleaning out the Mare Room (bride's room) and the Heartland Room (men's dressing room) after the ceremony? _____

You are requested to be out of the church 1 hour after the ceremony (unless the reception is held at the church). This time will be approximately when? _____

Are you hiring your own wedding consultant? yes / no

If so, please give her name and phone number. _____

Rehearsal dinner location: _____ Time: _____

Reception location: _____ Time: _____

.....

Special Notes:

*Please bring your marriage certificate and 5 copies of your program to the rehearsal.

*The maid of honor and the best man must sign the marriage certificate immediately following the ceremony.

*Please remind the bridesmaids to clear the Bride's Room (Mare Room) of all personal items, including the bride's belongings, or even better, ask a friend to be responsible for this. It is helpful for each maid to drop all of her items in a shopping bag, etc., so that nothing is misplaced. The same applies to the men's dressing room in the Heartland Room (LL).

Photographer's Copy

Wedding Date _____
Bride _____
Consultant _____

POLICIES FOR PHOTOGRAPHER

To ensure that the wedding ceremony proceeds smoothly Covenant Presbyterian Church has adopted the following policies to guide photographers.

1. So that the ushers can begin seating the guests, the photographer should finish taking pictures in the sanctuary 30 minutes before the ceremony.
2. We suggest that the photographer station him/herself in the front of the sanctuary **ONLY** during the processional and recessional for pictures of the wedding party.
3. During the ceremony, please take non-flash pictures. There is a lot of natural light in the sanctuary and it is generally not needed.
4. After the processional and recessional, the photographer may take non-flash pictures from the balcony, side aisles, corners of the side transepts, or halfway down the center aisle.
5. For exceptions to these guidelines the photographer, the bride and the wedding consultant need to agree upon a plan before this form is due **one month prior to the wedding**.

Your careful consideration of the above and your cooperation will be gratefully appreciated. If there are any questions, please contact the bride's wedding consultant.

Sincerely,

The Wedding Guild
Covenant Presbyterian Church
2143 North Ballas Road
St. Louis, MO 63131
314-432-8700

Church Copy

Wedding Date _____
Bride _____
Consultant _____

AGREEMENT BY PHOTOGRAPHER WITH COVENANT PRESBYTERIAN CHURCH

THE BRIDE IS TO RETURN THIS SIGNED COPY TO THE CHURCH OFFICE ONE MONTH BEFORE THE WEDDING.

To ensure that the wedding ceremony proceeds smoothly Covenant Presbyterian Church has adopted the following policies.

1. So that the ushers can begin seating the guests, the photographer should finish taking pictures in the sanctuary 30 minutes before the ceremony.
2. We suggest that the photographer station him/herself in the front of the sanctuary ONLY during the processional and recessional for pictures of the wedding party.
3. During the ceremony, please take non-flash pictures. There is a lot of natural light in the sanctuary and it is generally not needed.
4. After the processional and recessional, the photographer may take non-flash pictures from the balcony, side aisles, corners of the side transepts, or halfway down the center aisle.
5. For exceptions to these guidelines the photographer, the bride and the wedding consultant need to agree upon a plan before this form is due **one month prior to the wedding**.

Your careful consideration of the above and your cooperation will be gratefully appreciated. If there are any questions, please contact the bride's wedding consultant.

Sincerely,

The Wedding Guild,
Covenant Presbyterian Church
2143 North Ballas Road
St. Louis, MO 63131
314-432-8700

I understand and agree to conform to the above policies.

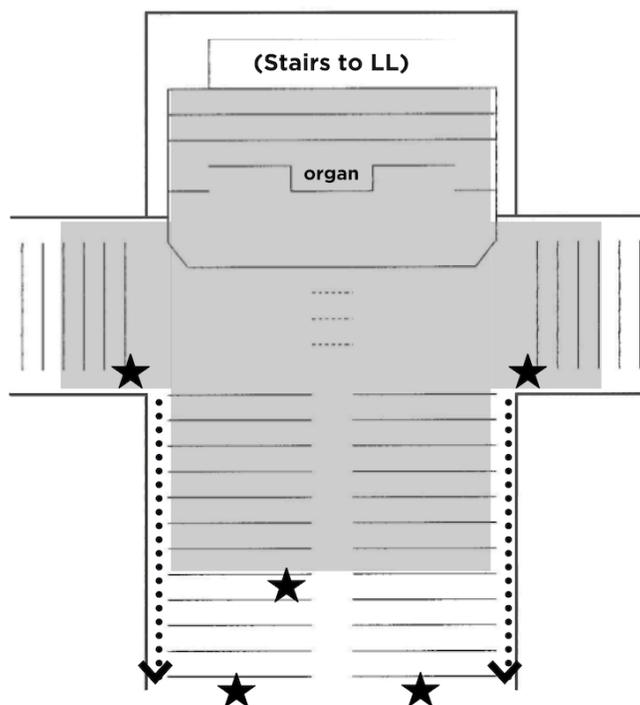
Photography Studio (please print)

Photographer's Name (please print)

Photographer's Cell Number

Photographer's Signature

*Platform Area



Videographer's Copy

Wedding Date _____
Bride _____
Consultant _____

POLICIES FOR VIDEOGRAPHER

To ensure that the wedding ceremony proceeds smoothly Covenant Presbyterian Church has adopted the following policies.

1. Videos of the ceremony may be taken by video cameras set up in the back of the church, the balcony, or in the transepts. Since it can be aesthetically intrusive, we suggest that the videographer try to place the camera out of view of the guests and the photographer's camera.
2. For exceptions to these guidelines, the photographer, the bride and wedding consultant need to agree upon a plan before this form is due **one month prior to the wedding**.

Your careful consideration of the above and your cooperation will be appreciated. If there are any questions, please call the bride's wedding consultant.

Sincerely,

The Wedding Guild
Covenant Presbyterian Church
2143 North Ballas Road
St. Louis, MO 63131
314-432-8700

Church Copy

Wedding Date _____
Bride _____
Consultant _____

AGREEMENT BY VIDEOGRAPHER WITH COVENANT PRESBYTERIAN CHURCH

THE BRIDE IS TO RETURN THIS SIGNED COPY TO THE CHURCH OFFICE **ONE MONTH BEFORE THE WEDDING.**

To ensure that the wedding ceremony proceeds smoothly Covenant Presbyterian Church has adopted the following policies.

1. Videos of the ceremony may be taken by video cameras set up in the back of the church, the balcony, or in the transepts. Since it is rather unsightly, we suggest that the videographer try to place the camera out of view of the guests and the photographer's camera.
2. For exceptions to these guidelines, the photographer, the bride and wedding consultant need to agree upon a plan before this form is due **one month prior to the wedding.**

Your careful consideration of the above and your cooperation will be appreciated. If there are any questions, please call the bride's wedding consultant.

Sincerely,

The Wedding Guild
Covenant Presbyterian Church
2143 North Ballas Road
St. Louis, MO 63131
314-432-8700

I understand and agree to conform to the above policies.

Videography Studio and phone number (please print)

Videographer's Name (please print)

Videographer's Cell Number

Videographer's Signature

Florist's Copy

Wedding Date _____
Bride _____
Consultant _____

POLICIES FOR FLORIST

To ensure that the wedding ceremony proceeds smoothly Covenant Presbyterian Church has adopted the following policies.

- A. The Sanctuary: Aisle length is 72 feet. Number of pew rows is 19 in the center, 7 in each transept, 5 in the balcony. Ten windows: sills 10" x 52".
- B. Nails, tacks, tape, wires, screws, or fasteners that leave any marks, holes, or coloring are not to be used to fasten decorations on any furniture, pews, pews ends, or the building. No tape is allowed on the carpet. Felt pads must be placed under any bows or decorations placed on the pew ends. The aisle runner may be taped to the steps. Pins can be used for the aisle runner.
- C. To avoid wax damage from dripping candles to furniture, etc., CPC suggests using metal candle holders. The church has 12 such tall candle holders for your use. Unity candles should have a dish or tray underneath them.
- D. All decorations are to be removed from the sanctuary immediately following the wedding ceremony, except when additional pictures are to be taken after the ceremony. Decorations may then be removed after the photos are taken.
- E. **Nothing may be placed on the organ or on the piano.**

Your careful consideration of the above and your cooperation will be gratefully appreciated. If there are any questions, please call the bride's wedding consultant.

Sincerely,

The Wedding Guild
Covenant Presbyterian Church
2143 North Ballas Road
St. Louis, MO 63131
314-432-8700

Church Copy

Wedding Date _____
Bride _____
Consultant _____

AGREEMENT BY FLORIST WITH COVENANT PRESBYTERIAN CHURCH

THE BRIDE IS TO RETURN THIS SIGNED COPY TO THE CHURCH **ONE MONTH BEFORE THE WEDDING.**

To ensure that the wedding ceremony proceeds smoothly Covenant Presbyterian Church has adopted the following policies.

- A. The Sanctuary: Aisle length is 72 feet. Number of pew rows is 19 in the center, 7 in each transept, 5 in the balcony. Five windows on each side: sills 10" x 50".
- B. Nails, tacks, tape, wires, screws, or fasteners that leave any marks, holes, or coloring are not to be used to fasten decorations on any furniture, pews, pews ends, or the building. No tape is allowed on the carpet. Felt pads must be placed under any bows or decorations placed on the pew ends. The aisle runner may be taped to the steps. Pins can be used for the aisle runner.
- C. To avoid wax damage from dripping candles to furniture, etc., CPC suggests using metal candle holders. The church has 12 such tall candle holders for your use. Unity candles should have a dish or tray underneath them.
- D. All decorations are to be removed from the sanctuary immediately following the wedding ceremony, except when additional pictures are to be taken after the ceremony. Decorations may then be removed after the photos are taken.
- E. **Nothing may be placed on the organ or on the piano.**

Your careful consideration of the above and your cooperation will be gratefully appreciated. If there are any questions, please call the bride's wedding consultant.

Sincerely,

The Wedding Guild
Covenant Presbyterian Church
2143 North Ballas Road
St. Louis, MO 63131
314-432-8700

I understand and agree to conform to the above policies.

Florist's Name (please print)

Florist's Phone Number

Florist's Signature

REQUEST FOR SET-UP

Wedding of _____

1. REHEARSAL:

- Date: _____
- Time to open doors (usually ½ hour before the rehearsal): _____
- Time of rehearsal: _____

2. WEDDING:

- Date: _____
- Time to open doors (recommended within 2 ½ hours before the ceremony):
for florist: _____, for caterer: _____, for wedding party: _____
- Time of the wedding: _____
- Time expected to be out of the church after wedding (usually 1 hour after the ceremony or reception): _____

3. Rooms to be prepared for use (*check all that apply*):

- Bride's Room (Mare Room)
 Men's Dressing Room (Heartland Room - LL)
 Mare Room

- Table for snacks for wedding party
 Table for gifts

4. Wedding Accessories:

Standard layout shown on the right. Please talk with your wedding coordinator about additional needs.

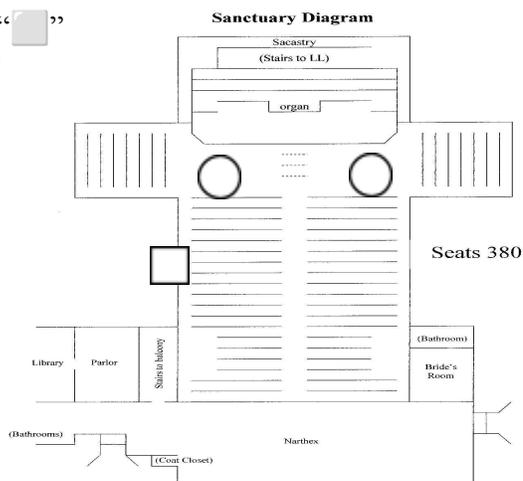
Mark & label on diagram as needed for specific placement:

- Stand for guest book in Narthex.
- Additional podium for reader or musician. Mark as "■"
- Additional tables for flower displays. Mark as "●"
- Table for unity candle. Mark as "▲"
- Other _____

5. Sound Equipment:

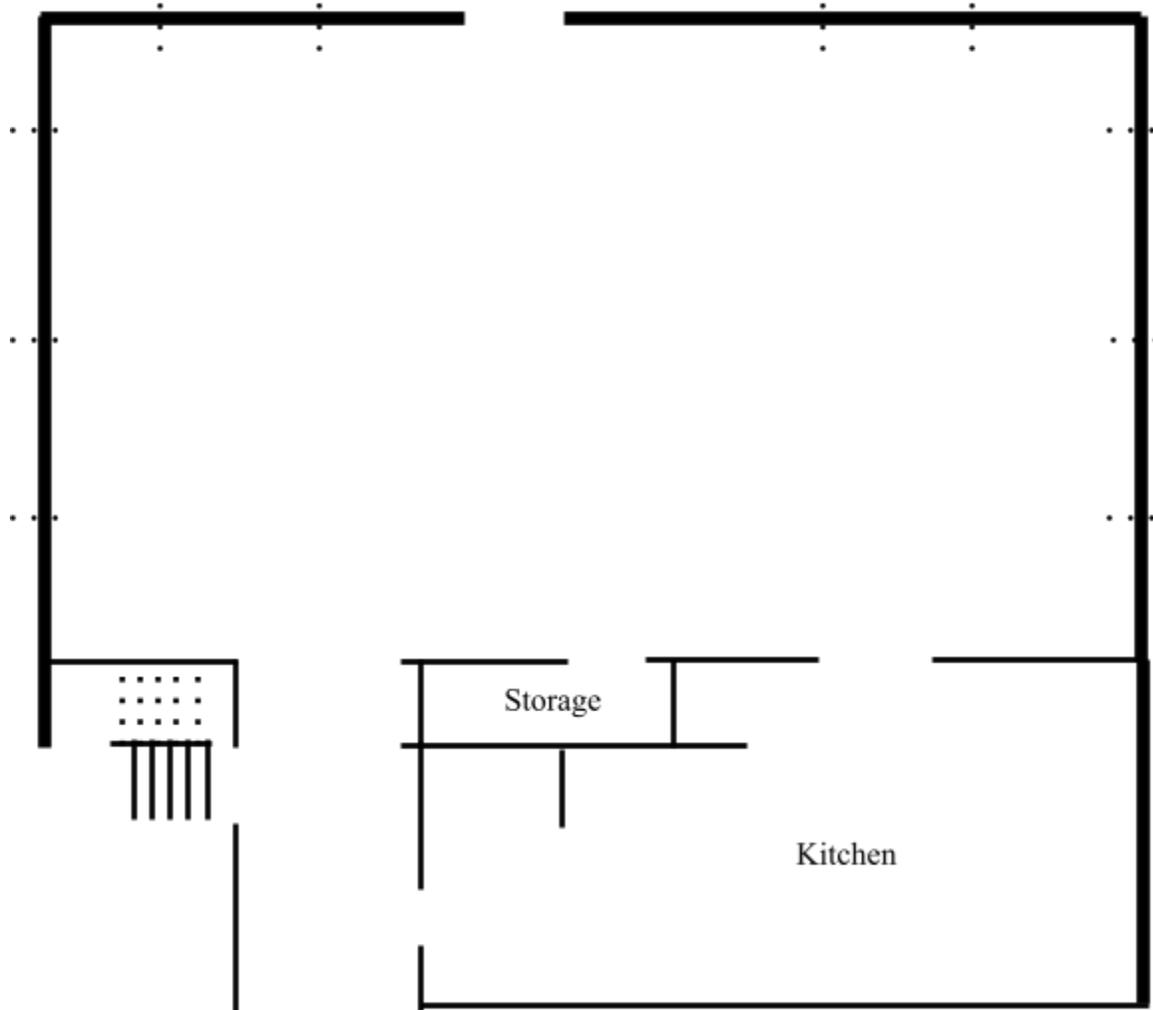
Standard equipment includes microphone for officiate and microphone on small podium for musician or reader. Please talk with your wedding coordinator about additional needs.

- Additional musician mics with stands –
Number needed: _____ Mark as "X"



Fellowship Hall Set-Up Request

63'W x 34'D



Please use the following symbols to diagram the desired set-up of your event.

○ 60" Round tables (up to 12)

△ Podium/Guestbook stand

▭ 96" x 30" Rectangle tables (Up to 5)

✕ Microphone

Projector/Screen? Yes or No

NOTE: If using the projector, a personal computer must be used and a trial run is required the week before.

Please indicate below where and how many chairs you would like set up.

NOTE: The round tables comfortably sit 8 chairs around. 10 chairs around is possible, but not recommended.

ORDER OF WEDDING

This form can be used as a guide for your meeting with the officiating pastor.

PRELUDE _____

PROCESSIONAL _____

*CALL TO WORSHIP _____

*HYMN _____

SCRIPTURAL BASIS FOR MARRIAGE _____

VOWS OF COMMITMENT _____

GIVING OF BRIDE _____

HYMN/SPECIAL MUSIC _____

HOMILY _____

*SPECIAL MUSIC _____

MARRIAGE VOWS _____

*SPECIAL MUSIC _____

EXCHANGE OF RINGS _____

DECLARATION OF MARRIAGE _____

*KISS _____

BENEDICTION _____

RECESSIONAL _____

*Optional

The couple will not be introduced beyond the declaration.

Reminders for rehearsal:

1. Rehearsal will begin on time regardless of who is not present.
2. Bring marriage license.
3. Bring copies of programs (copies of hymns for attendants, if applicable) for pastors musicians, consultants, etc.