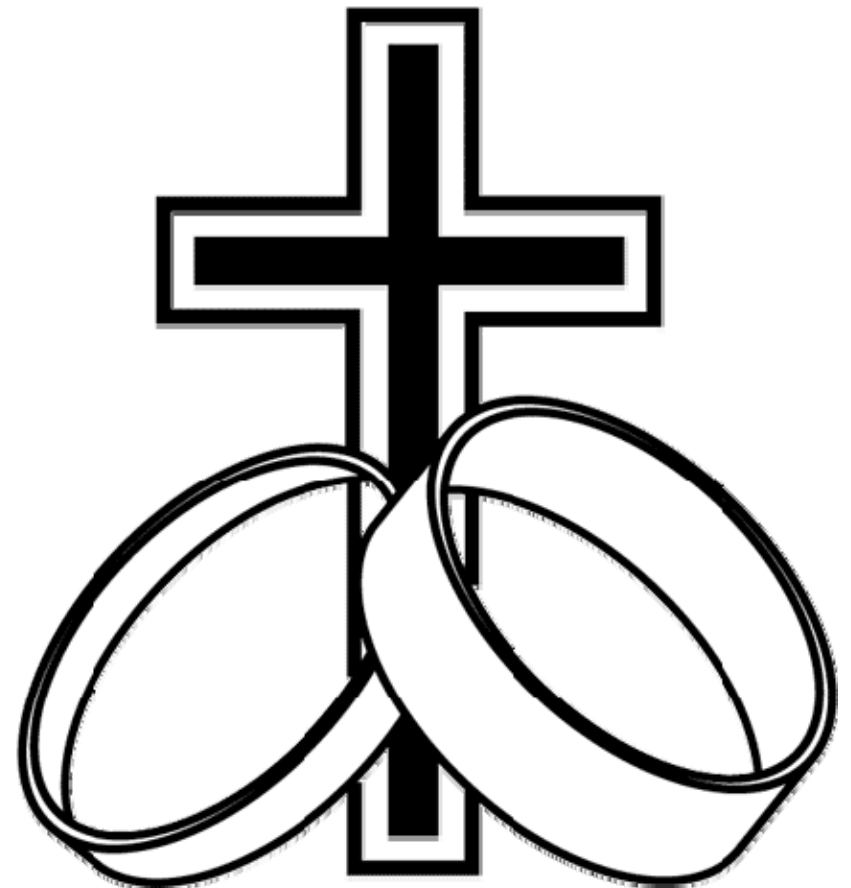
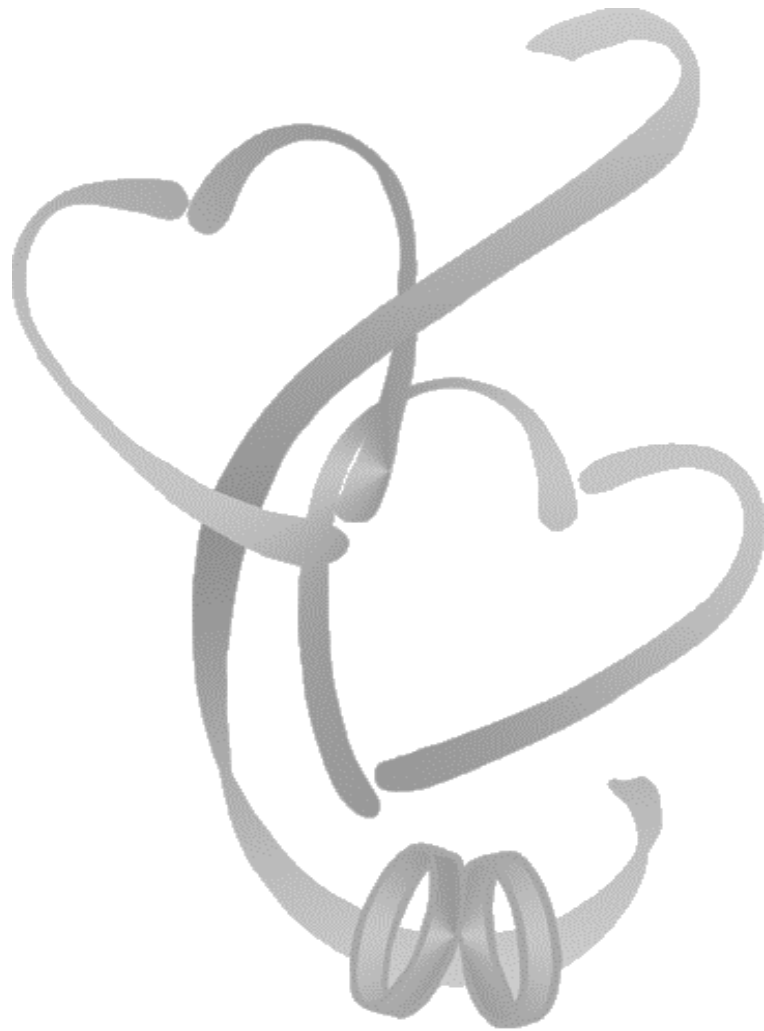


***Your Wedding at
Northminster
Presbyterian Church***



 **northminster**
PRESBYTERIAN CHURCH
Joyful & Alive in Christ!
2450 E Fort Lowell Road,
Tucson, AZ 85719-2417
Phone: 520-327-7121 Fax: 520-327-1839
Email: office@npctucson.org
www.npctucson.org

NORTHMINSTER PRESBYTERIAN CHURCH WEDDING POLICY

Thank you for your interest in having your wedding at Northminster Presbyterian Church. We consider it a privilege to share your wedding day and will assist in every possible way to make it a blessing and a joy.

Please be aware that our facilities are for the use of our congregation. You must be a member or in the process of becoming a member; you may also be an immediate family member of a member or an active attendee. Our facilities are a drug-free, tobacco-free, weapon-free, and alcohol-free zone.

To start the process, please complete a Marriage Information Form. The wedding coordinator, a staff member who will assist you, will check the church calendar and will facilitate setting up an initial appointment with your pastor of choice. Marriage Information Forms are available in the church office or on our website at www.npctucson.org.

It is expected that one of the pastors of Northminster Presbyterian Church will officiate at all weddings. If the couple wishes another clergy to assist with the service, a special request should be made. You will be responsible for making arrangements with the Wedding Coordinator, the organist, any soloist, your florist, your photographer, and any other participants in the wedding.

YOUR WEDDING

We prepared this booklet to help you with the planning of your special day. Your wedding should be one of the most memorable and joyous occasions of your life. It should be a time of celebrating, with Christian joy, the gift and sanctity of marriage and God's holy covenant.

CHRISTIAN MARRIAGE

Northminster Presbyterian Church is a congregation of the Presbyterian Church (U.S.A.).

OTHER INFORMATION

There is a bridal room available to the bride up to two hours prior to the wedding.

Rice may not be thrown anywhere. Birdseed and bubbles are acceptable for outside use only.

No church equipment may be removed from the church for any purpose.

Our Sanctuary seats 500 people.

Remember the general rule: if you bring it into the church, you are responsible to take it out. This includes any rose petals used by the flower girl, all flowers or decorations, and an aisle runner. Feel free to delegate this responsibility to family, friends, or members of the wedding party.

Don't expect perfection for your wedding day! Expect a blessed day and set reasonable expectations. Never forget the main goal is to get married and give glory to God.

FEE SCHEDULE

A deposit of \$100 is required before your wedding can be put on the calendar. Final fees must be paid in the church office one-week prior to the wedding. Please make checks payable to: Northminster Presbyterian Church.

	Member	Non Member
Basic Fee:	\$450.00	\$750.00
(Basic Fee includes pastoral services, custodial services, and wedding coordinator for rehearsal and wedding ceremony, and candles for the wedding ceremony)		
Optional Services Available:		
Video	\$175.00	\$175.00
Sound	\$100.00	\$100.00
Organist	\$175.00	\$175.00

FLOWERS, DÉCOR, AND CANDLES

Flowers, decorations, and other adornments should be appropriate to the place of worship, enhance the worshippers' consciousness of the reality of God, and reflect the integrity and simplicity of Christian life. When a wedding is scheduled during special seasons, such as Christmas or Easter, consideration must be given to the decorations already in place in the Sanctuary. Special pew adornments are acceptable.

As part of the basic fee, candelabras and aisle candles are available for use in the church. You are responsible for any other decorations, including providing the unity candle. Northminster has a unity candle stand and kneeling bench available for use at no additional charge.

NO HOST WEDDING RECEPTION

If you wish to hold a reception in Northminster's Fellowship Hall, you will need to know the following:

- ◆ The duties of your wedding coordinator do not include your reception. However, you do need to advise her of your intentions of reserving the Fellowship Hall. There is an additional fee for the use of the Hall and custodian.
- ◆ The custodian will set up the room according to your instructions.
- ◆ Chairs, round tables, rectangular tables, coffee makers, and punch bowls are available for your use.
- ◆ You must provide table linens, cups, napkins, and all other tableware, as well as persons to prepare, serve, and clean up. The custodian will take down the chairs and tables.
- ◆ No alcoholic beverages will be served on the church campus.
- ◆ The wedding party is responsible for any damage.

We consider the marriage ceremony to be a service of worship before God, and we carefully follow the guidelines of the Directory of Worship which are part of our church constitution). A copy is available upon request from the church office or on the PCUSA website, the Book of Order [BoO] (<http://oga.pcusa.org/constitution.htm>).

The Directory of Worship (W-4.9001), states:

"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 civil 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."

Consistent with the beliefs described above, either the bride or the groom must be a Christian.

PREPARING FOR MARRIAGE

All couples are expected to participate in premarital counseling with the officiating pastor. The first of the counseling sessions will be held with the pastor before any plans are finalized. Couples who wish to have a Northminster pastor officiate a wedding not held at the church are also expected to participate in premarital counseling.

In preparation for the wedding, you should expect to discuss aspects of the marriage, including the nature of your Christian commitment, the privileges and responsibilities of Christian marriage, the nature and form of the marriage service, and the vows and commitments you will be asked to make .

If the pastor is convinced after discussion with you as a couple that either commitment, responsibility, maturity, or Christian understanding are so lacking that the marriage is unwise, the pastor shall assure you of the church's continuing support for you but will not conduct the ceremony.

Appointments for counseling sessions should be made through the officiating pastor.

TIME AND PLACE OF THE SERVICE

As a service of Christian worship, the marriage service is under the direction of the pastor and the supervision of the session. 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 officiating pastor (see BoO W-4.9003).

FORM AND ORDER OF SERVICE

In a Presbyterian Church, the marriage service should comply with the form and order requirements of the Book of Order. See BoO W-4.9004 for the specific requirements.

A service of worship recognizing a civil marriage and confirming it in the community of faith may be appropriate when requested by a married couple (BoO W-4.9006).

WEDDING COORDINATOR

Our wedding coordinator will offer expertise and assistance in all of your wedding arrangements. It is your responsibility to contact the coordinator to work out the details involving your wedding ceremony and no-host reception, if you plan to hold a reception at the church. Call the church office for the wedding coordinator's contact information.

THE REHEARSAL

With the exception of very small, informal weddings, it will be necessary to hold a rehearsal. Rehearsals are normally held on the Friday prior to the wedding and led by the wedding coordinator. All participants in the wedding must attend and are expected to arrive on time as a courtesy to all involved. Remember that the rehearsal is in a place of worship, and proper dress and decorum should be observed.

THE MARRIAGE LICENSE

The marriage license should be given to the wedding coordinator on or before the rehearsal. Immediately following the service, two witnesses chosen by you - often the best man and maid of honor - shall sign the wedding certificate, along with the pastor, bride, and groom. The wedding coordinator shall be responsible for mailing the license to the courthouse for filing.

MUSIC AND ORGANIST

Music suitable for the marriage service directs attention to God and expresses the faith of the church. Music should be appropriate in both tone and quality for a worship service. The congregation may join in hymns and other musical forms of praise and prayer (BoO W-4.9005). If you wish to have an organist, the church's organist, a professional musician, will assist you in your musical arrangements. Special musical requests can be addressed by our church organist and pastor. The organist, or a substitute he approves, may play for an additional fee.

PHOTOGRAPHS AND VIDEOTAPING

Since this is a worship service, photography during the service should be done discreetly and with proper decorum, including limiting flash photography. If you are planning to have photographs taken before or after your ceremony, please arrange with the wedding coordinator and work out the specific details of when and where the photographs are to be taken so that everyone involved knows what to expect.

Videotaping is permissible as long as it does not detract from the wedding ceremony. Video or movie lights are not to be used during the ceremony. Northminster offers videotaping using the sanctuary cameras; DVDs are made using the unedited raw footage.

Photographers and videographers are asked to stay out of sight.