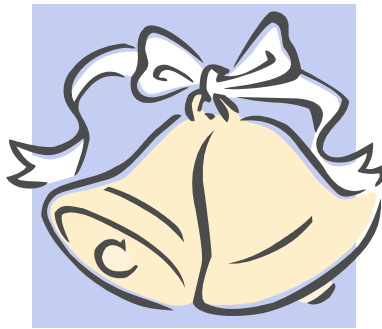


*FIRST PRESBYTERIAN CHURCH (U.S.A.)  
240 Standish Street  
Elgin, Illinois 60123  
(847) 742-6365*



## WEDDING SERVICE HANDBOOK

Revision: 2/3/16

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## WEDDING SERVICE HANDBOOK

“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 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.”

-from *The Constitution of the Presbyterian Church (U.S.A.),  
Book of Order, W- 4.9000*

Thank you for choosing First Presbyterian Church (U.S.A.) of Elgin, Illinois, in which to celebrate this important event in your life. You have asked to exchange your marriage commitment to each other in God’s house. The sanctuary of the church is a place which has been made holy by the prayers, the hymns, the thoughts, the stewardship, the decisions and commitments that have been made in this place. As you make your plans to celebrate your marriage and state your intentions toward each other, be aware of the rich heritage and strong spiritual community that will be with you in those precious moments.

### **WEDDING DATE:**

After receiving a copy of the *Wedding Service Handbook*, please call the church office (847-742-6365) to arrange the first conference with the pastor. Do this as early as possible in order to avoid schedule conflicts. Please have an alternate wedding date in mind in case the church is in use or the Pastor is not available. At the first conference a wedding rehearsal, date and other calendar matters will be set. No wedding may be scheduled in the church without the approval of the pastor.

No wedding will be scheduled on any major Christian holiday (e.g. Christmas Eve/Day, Palm Sunday through Easter and Pentecost Sunday.) The scheduling of weddings, particularly on Sunday, during the Lenten or Advent season AND on family or civic holidays will be at the discretion of the pastor. Please be aware if you choose to use our facility with a guest pastor, arrangements must be made through First Presbyterian’s pastor.

### **MARRIAGE LICENSE:**

To obtain a marriage license you must have proof of age in the form of a driver’s license or state I.D. If age 16 or 17, both parents must sign a consent form. No one age 15 or under may receive a license. No blood tests are required. Second marriages must show proof of widow, widower, or divorce by the month, year, country and state of death or divorce. The location for purchasing your license (cash only) is the Kane County Government Center, 719 Batavia Avenue (Route

31), Geneva, Illinois. Their hours are 8:30 a.m. – 4:30 p.m. Monday through Friday, Wednesday till 8:00 p.m. The license is good for 60 days, but must be obtained at least one day before the wedding. After the wedding, it will be completed and returned to the County Clerk. To obtain a copy of this certificate for legal proof of marriage, you may send the required fee to the county Clerk.

**INFORMATION ABOUT THE CHURCH:**

On wedding invitations, use the church name and address as follows:

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**BUILDING USE GUIDELINES:**

Please know that no other event will be planned for the date of your wedding.

SEATING CAPACITY: 250 comfortably (200-215 main room, 80 overflow section)

RUNNER LENGTH: Runners are not provided; however, a runner may be obtained through local retail stores or florists. A 35' runner is more than adequate to cover the center aisle from the front (ground level) to the center of the overflow section.

CANDELABRAS: 2 Brass Candelabras are available for use in the Chancel area. You will need 14 candles – 12 5/8" x 7/8" – DRIPLESS PLEASE! Most florists will be able to provide candles or they may be purchased at Cokesbury by visiting their website at Cokesbury.com. Candle snuggers (small foam discs) or rubber bands at the base of the candles will help achieve a perfect fit and prevent candles from leaning. (NOTE: If your wedding day is a very warm and humid day, it is suggested that the candles be placed in the freezer at the time of the rehearsal or several hours before the ceremony to slow burning. Consideration may be given to the purchase of a second set of candles for picture-taking after the ceremony.)

**REHEARSAL:**

Your wedding rehearsal is a time to practice all of the movements and sections which make up the wedding ceremony. Timeliness and detailed preparation contribute to the effectiveness of rehearsal and help insure that the marriage ceremony will proceed smoothly. The entire wedding party, including the ushers, should be present for the rehearsal.

**WAITING AREAS:**

Designated waiting areas for the bride and groom will be discussed with the pastor. Generally the bride and her bridesmaids have the use of the parlor area and the groom and groomsmen may use the Senior High Room.

**SOUND SYSTEM/AUDIO/MICROPHONES:**

These items will be available for use during the ceremony. Arrangements must be made for the operation of the sound system by a trained operator/church member for which there will be a fee.

**ORGAN/PIANO:**

The baby grand piano will be available for use during the service. Only trained organists may use the tracker organ with the permission of the Director of Music.

**WEDDING RECEPTION:**

The church's parlor may accommodate a small reception for approximately 50 – 75 people. Special arrangements, however, must be made with the church office. Food, beverages (no alcohol is permitted), set-up and clean-up is the responsibility of the wedding party.

**FLOWERS/DECORATIONS:**

Floral arrangements appropriate to a place of worship may be used in the chancel, pew ends, and other reasonable places, giving care to avoid any damage to any of the surfaces. It is important that floral decorations be removed immediately after the service, unless by prearrangement, some part of the floral decorations is to be left for the use of the church in another worship service. (NOTE: Due to safety concerns, aisle candelabras are not permitted.) Wooden flower stands, pew ends, and two wedding wall banners are available for use. Prior arrangements must be made through the church office.

**WEDDING BULLETINS:**

You may have the church office provide your wedding bulletins. If you choose to do your own, an order of service will be provided to you by the pastor. Printing costs and bulletin covers will be made available through the church office.

**MUSIC/MUSICIANS:**

The Director of Music is most interested in helping you select music for your wedding in keeping with the worship place at which the ceremony will occur. While there is no "Forbidden List" of music for a wedding, it is important to consider the style and content of your selection as well as whether it is best accompanied by organ, piano, or ensemble. The Pastor has final approval on music to be used during the service.

Should you desire a vocal soloist during your ceremony, the Director of Music can recommend one, if needed. Similarly, the Director of Music can provide options for a skilled organist/pianist. First Presbyterian's organ is not available for outside musicians, except at the discretion of the Director of Music. We ask your understanding of the necessity for this. It greatly facilitates the wedding service to have a musician familiar with our order of service as well as with our instruments. It is the responsibility of the couple to contact the Director of Music. The name and number of that person along with other contact persons' names and telephone numbers may be found on the last page of this Handbook.

**PHOTOGRAPHY/VIDEOGRAPHY:**

Please instruct your photographer and/or videographer to see the pastor before the service begins. There is to be no flash photography during the ceremony. Non-intrusive non-flash photos may be taken during the ceremony from a stationary position. Video equipment may be positioned outside the chancel area on a tripod in an area that allows the congregation to see the service.

**RESTRICTIONS:**

- Alcoholic beverages and smoking are not permitted in the church building.
- We also prohibit the throwing of rice, confetti, or birdseed as the couple leaves the church. Stationary balloons are permitted outside; however, there will be no releasing of balloons.
- Additional candelabras or candles are not permitted outside the chancel area in the sanctuary.

**FEES AND EXPENSES:**

Building Use:	Members/their children	\$	N/C
	Non-Members	\$	250.00
Reception in Parlor:	Member	\$	N/C
	Non-Member	\$	100.00

*Check payable to:* First Presbyterian Church (U.S.A.)

Pastor (If church’s pastor officiates – fee includes premarital counseling, rehearsal and ceremony):

Members	\$	200.00
Non-Members	\$	250.00

*Check payable to:* Rev. Karen Schlack

Church Organist/Pianist:

Ceremony	\$	150.00
Ceremony & Soloist Rehearsal	\$	200.00

(If church organist is unable to perform on the wedding date, the Director of Music will be able to provide the wedding couple with a list of other organists who are familiar with the church’s instruments. The fee will need to be negotiated with the guest organist/musician.)

*For Church Organist - Check payable to:* Peggy Ognacevic-Engels

Church Vocal Soloists: \$ 75.00

*Check payable to:* Deborah Walters or \_\_\_\_\_

Custodian: \$ 50.00

Sound Technician \$ 25.00

*Check payable to:* Rebecca Koester

All fees and honorariums are to be placed in separate sealed envelopes and given to the Pastor at the wedding rehearsal. You must also give the marriage license to the Pastor, who is required to sign and file it immediately following your wedding ceremony.

**CONTACT INFORMATION:**

Church Office: 847-742-6365  
 Pastor: Rev. Karen Schlack  
 Director of Music: Deborah Walters  
 Church Secretary: Colette McDonough