

Latrobe Presbyterian Church

Wedding Policy

November 1, 2000

Latrobe Presbyterian Church has two houses of worship, the Church on Main Street and Unity Chapel.

The churches will be used only for members of the Latrobe Presbyterian Church. Any exceptions will be made after **consideration** by the Session.

The Book of Order of the Presbyterian Church (USA) says the following about Christian marriage:

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. (W-4.9001)

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. 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. (W-4.9003)

Music suitable for the marriage service directs attention to God and expresses the faith of the church. Flowers, decorations and other appointments *should be appropriate* to the place of worship, enhance the worshipers' consciousness of the reality of God, and reflect the integrity and simplicity of Christian life. (W-4.9006)

All wedding requests must comply with the following:

- 1) All weddings must be approved by the Session, prior to final confirmation of the wedding date.
- 2) The officiating clergy for all weddings will be the Pastor of the Latrobe Presbyterian Church.
- 3) The Latrobe Presbyterian Church organist will serve as organist at all weddings, and all plans and requests for music must be approved by the organist.
- 4) Church furnishings such as the communion table, font, paschal candle, and cross may not be moved.
- 5) Only white, drip less candles obtained by the church will be used. Unity candles may not be used.
- 6) Flowers may not be placed on the communion table.

- 7) Bulletins may be produced by the Latrobe Presbyterian Church office at a nominal cost, and must be approved and follow the Presbyterian liturgy.
- 8) Pre-arrangements may be made to use two flower pedestals, candelabra, and pew poles.
- 9) The releasing of balloons, the throwing of birdseed, bubbles, etc is prohibited.
- 10) Video-taping and still photographs are permitted at the churches but only under the following conditions:
- a) Video-taping may be done throughout the service but only from the rear of the nave
 - b) Still photographs may be taken before Call to Worship and after the Benediction but not during the service. This includes the use of non-flash photography.
 - c) Photographs may be Pre-staged following the service.
 - d) **All photographers must confer with the Pastor at least one day prior to the wedding.**
- 11) The churches will be opened approximately 1 hour before the service. If flowers or service materials will arrive before then, special arrangements must be made with the custodial staff. The custodial staff will direct parking for the service when it is held at Unity Chapel.
- 12) Wedding rehearsals are one hour long, and are to begin promptly. The churches will be opened approximately 1/2 hour before the scheduled rehearsal. The churches will close 15 minutes after the rehearsal. Additional rehearsal time will be assessed at \$50.00 per 1 hour.
- 13) Unity Chapel seats, according to fire code, 120 people. There are no facilities available for changing into wedding garments.
- 14) Main Street seats 500 people. Facilities are available for changing into wedding garments

Member Fees

Unity Chapel

- \$300.00 Payable to Latrobe Presbyterian Church to cover custodian/general operations, costs of the Chapel and grounds
- Minister-To be arranged with LPC pastor
- Organist-\$125.00 plus \$25.00 for each rehearsal with vocalist

Main Street Church

- \$100.00 Payable to Latrobe Presbyterian Church
- Minister-To be arranged with LPC pastor
- Organist-\$125.00 plus \$25.00 for each rehearsal with vocalist

Non-Member Fees

Unity Chapel

- \$1500.00 Payable to Latrobe Presbyterian Church (Includes \$500.00 Security Deposit)
- Minister-To be arranged with LPC pastor
- Organist-\$150.00 plus \$25.00 for each rehearsal with vocalist

Main Street Church

- \$1500.00 Payable to Latrobe Presbyterian Church (Includes \$500.00 Security Deposit)
- Minister-To be arranged with LPC pastor
- Organist-\$150.00 plus \$25.00 for each rehearsal with vocalist

*** In case of cancellation prior to 48 hours before the scheduled wedding, \$1000 will be refunded to the couple; if cancellation occurs with less than 48 hours notification only the \$500 security deposit may be refunded.**