

# Wedding Booklet

## Emmanuel Presbyterian Church

4017 E. Sixth Street

Long Beach, CA 90814

562 439 8946

[epcfriends.org](http://epcfriends.org)



# Emmanuel Presbyterian Church

## Wedding Policies and Information

Congratulations on choosing Emmanuel Presbyterian Church for your wedding. In so doing, you have made the decision to celebrate your marriage through a Christian worship service in which every effort will be made to focus attention upon the gift of God's love. A sincere reverence is expected of all who participate.

### OFFICIANT

It is expected that the pastor of this church will officiate at your wedding service. If, however, you wish to have another pastor perform the service, arrangements may be made at the discretion of our pastor to extend an invitation to a guest pastor. In such an event, the guest pastor must be present at the wedding rehearsal.

### WEDDING COORDINATOR

The Wedding Coordinator for Emmanuel Presbyterian Church will book your wedding, discuss specific concerns and details with you, send you a wedding information form, and handle financial arrangements. The coordinator can also offer many helpful suggestions and clarify matters of church policy. Email: [epcfriendsoffice@gmail.com](mailto:epcfriendsoffice@gmail.com) Telephone: (562) 439-8946

Once you have returned the Wedding Information Form, the coordinator will contact you. The coordinator will play an integral part in your wedding from start to finish. The coordinator is well versed in matters of wedding etiquette and is capable and willing to take over many details that may be of concern to you. The coordinator will help direct your rehearsal by aiding the pastor in preparing your wedding party for your ceremony, and assists the wedding party, directs the photographers and is available for any last minute consultation.

No outside wedding consultants may be involved in the rehearsal or ceremony without permission of the pastor.

Initial \_\_\_\_\_

### GENERAL INFORMATION

A counseling appointment is required by the pastor at Emmanuel Presbyterian Church. You will need to schedule your appointment with the pastor at least two months prior to your wedding date. A California marriage license from any county is valid. The license, certificate of marriage and forwarding envelope must be presented to the wedding coordinator at the wedding rehearsal. The minister signs the certificate on the wedding day and gives it to the wedding coordinator for recording in the church records and mailing to the county clerk.

The sanctuary has a seating capacity of 175 with 11 rows of pews on each side of the center aisle. Childcare may be arranged through the wedding coordinator at a nominal charge, if desired. We look forward to your wedding ceremony in our church and want you to know that those in positions of responsible leadership will do everything to make your ceremony a joyous, sacred and memorable occasion.

### MUSIC

All music used in the wedding service should be appropriate for Christian worship. The pianist/musicians normally play a 10-20 minute pre-service prelude beginning as the first guest is seated to establish the joyous and sacred mood of the service. The musicians should be contacted at least two months prior to your wedding date and any sheet music needed for the ceremony should be provided at that time.

The wedding couple is responsible for all musicians, including the pianist. The wedding coordinator is available to help. Arrangements to secure a vocal soloist may be made through the church office or you may provide your own. Please notify our wedding coordinator if you

have a soloist (and who will be accompanying the soloist) at least two months prior to the wedding. Any taped accompaniment must be turned in to the wedding coordinator two weeks prior to the wedding.

Vocalists will rehearse and have a sound check 30 minutes before the scheduled rehearsal time.

Initial \_\_\_\_\_

## FLOWERS

The wedding coordinator opens the church two hours before the wedding time. Please notify your florist that this is the earliest they may have access to the Sanctuary for decorating. It is the responsibility of the wedding party to have the flowers removed promptly at the conclusion of the service.

Initial \_\_\_\_\_

## PHOTOGRAPHER

Aside from your professional wedding photographer, no cameras are permitted in the Sanctuary. This helps preserve the sacred nature of your ceremony. To prevent distractions from the service, no photographs requiring artificial lighting are allowed during the ceremony. The photographer is to verify with the wedding coordinator, at least one hour before the service, as to appropriate camera locations during the ceremony. Photographs may be posed for prior to or at the conclusion of the wedding service. You and your photographer should make a list before the wedding of the various pictures you want posed. The church will remain open for one and one-half hours following the scheduled time of your wedding and all picture taking must be completed during that time period.

## VIDEOGRAPHER

One video camera may be set on a tripod in the chancel area to record the service as long as it does not obstruct the ceremony. It may be manned by the videographer but is not to be moved from its tripod position. Verify with the wedding coordinator as to the positioning he or she is comfortable with. A second camera may be placed in the back of the sanctuary as long as it does not interfere with the professional photographer. A church videographer is available, if requested.

Live streaming must be approved by the wedding coordinator.

## REHEARSAL

Rehearsals are generally held at 6:30 pm on the Friday evening preceding the wedding. The wedding rehearsal is conducted by the wedding coordinator (and guest pastor, if one is officiating). Rehearsals must begin on time and are limited to one hour.

Rehearsals that begin late or extend beyond one hour may result in complete forfeiture of the \$500 deposit. Therefore, we stress the need for all members of the wedding party to be present and prompt.

The license, certificate of marriage and forwarding envelope must be presented to the wedding coordinator at the wedding rehearsal.

Initial \_\_\_\_\_

## RULES OF CONDUCT

No alcoholic beverages are allowed on church premises. Smoking is only allowed on the front patio. It is the responsibility of the bride and groom to share these policies with all members of the wedding party and guests.

The wedding fees include the use of the church for one hour for the wedding rehearsal and four hours on the day of the wedding. Be aware that the church staff may have other obligations and will need to adhere to the specific times allotted. All photographs must be completed within the four-hour time frame.

Any additional facilities use will be billed at a rate of \$100 per half hour.

For the safety of your wedding party and guests, no rice, birdseed, potpourri, bubbles or confetti are allowed on church premises. Any items left may be picked up by contacting the wedding coordinator. The church is not responsible for any lost items.

Initial \_\_\_\_\_.

## FEES

A date will be held for your wedding upon receipt of a \$100.00 non-refundable deposit. You will receive a statement two months prior to the wedding for the remaining fees due. A copy of your wedding invitation is to be submitted with your fees. All fees must be paid in full by the rehearsal date.

A \$500.00 deposit is due at the time your wedding fees are paid. Any infringement of church policies and/or times may result in complete forfeiture of deposit. If you change your plans, \$400 will be refunded.

## WEDDING FEES:

Sanctuary (seats 175 people) \$400.00  
Minister 400.00  
Wedding Coordinator 300.00  
Sound Technician 100.00  
Custodian 50.00  
Subtotal 1,350.00  
Refundable Policy Deposit 500.00  
Total \$1,750.00

Additional Services:

Videographer \$200.00

Initial \_\_\_\_\_

## RECEPTIONS

Receptions may be held at Emmanuel Presbyterian Church subject to the availability of facilities. Reception charges are based upon the number of guests expected (@ \$3.00 per person). This includes the services of a reception hostess as well as a custodian. Candles, linens, napkins, punch, coffee, mints, nuts, set up and clean up will be provided. Alcoholic beverages may not be served. For additional information, contact the wedding coordinator.

Reception fees (break down):

\$3.00/guest (@ 50 guests) \$150.00

Reception hostess 150.00

Custodian 50.00

Refundable Policy Deposit 200.00

Total \$550.00

Reception space may accommodate up to 100 people. There will be an extra charge of table and chair rentals beyond 50 seated guests. Catered food is allowed, but must be setup, served, and cleaned up by the caterers. Please make the necessary arrangements through the wedding coordinator.

Initial \_\_\_\_\_

# WEDDING CHECK LIST

\_\_\_\_\_ A \$500.00 deposit is due at the time your wedding fees are paid. Any infringement of church policies and/or times may result in complete forfeiture of deposit. If you change your plans, \$400 will be refunded.

\_\_\_\_\_ Return Wedding Information Form to the wedding consultant as soon as possible following deposit but no later than two months prior to your wedding date.

\_\_\_\_\_ Talk with Wedding Coordinator.

\_\_\_\_\_ Two months prior to the wedding, you will receive a statement from the church concerning final payment of wedding fees.

\_\_\_\_\_ Two months prior to the wedding, arrange for musicians.

\_\_\_\_\_ Two months prior to the wedding, notify the wedding coordinator about your musicians.

\_\_\_\_\_ Two weeks prior to the wedding, make a copy of any taped music being used and submit the original to the wedding coordinator to be given to the sound technician.

# WEDDING CHRONOLOGY

Wedding Rehearsal 6:30 pm on the Friday evening preceding the wedding.

## 2 hrs prior to ceremony

Church is opened by Wedding Coordinator

Florist may have access for decorating

Wedding party may arrive if dressing at church

## 1 hr prior to ceremony

Photographer and videographer should consult with Wedding Coordinator

## 20 minutes before

Pianist will begin pre-service music

Ushers begin seating guests

## 5 minutes before

Guest book attendant will close guest book and ask guests to be seated, signing later at the reception, if necessary

Groom and best man retire to alcove

Guest book attendant is seated

## Wedding begins

Candlelighters light candles and unity candles

Grandparents, honored guests and parents are seated

Solo, if desired

Entrance of minister, groom and best man

Processional begins

## Following wedding

Photographs may be taken in sanctuary; those with minister should be taken first

Following pictures, remove flowers and unity candle

4 hrs from opening

Church is closed by wedding coordinator.

The church is not responsible for any lost items.

We look forward to your wedding ceremony in our church and want you to know that those in positions of responsible leadership will do everything to make your ceremony a joyous, sacred and memorable occasion.