

Westminster Presbyterian Church Wedding Application and Policy

Westminster Presbyterian Church is pleased to assist with your upcoming wedding. This booklet has been prepared to guide you through the use of our facilities. We have tried to anticipate questions or concerns you may have. The policies expressed herein have been designed to make your planning easier, to fairly compensate our employees, and to maintain our facilities. With our mutual cooperation, we look forward to a beautiful and meaningful wedding ceremony.

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Section 1

**Westminster Presbyterian Church
Wedding Application**

This form is to be completed and returned to WPC with the deposit of \$250 before date can be scheduled.

General Information

Wedding date requested: _____ **Time:** _____

Rehearsal date requested: _____ **Time:** _____

Location: Sanctuary: _____ Chapel: _____

Bride: _____

Groom: _____

Address: _____

Address: _____

City/St/Zip: _____

City/St/Zip: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

Church affiliation: _____

Church affiliation: _____

Address after wedding: _____

Vendors

Florist: _____

Florist phone: _____

Photographer: _____

Photographer phone: _____

Videographer: _____

Videographer phone: _____

Are you using an outside wedding consultant?

Outside Consultant: _____

Consultant phone: _____

Are you requesting an additional pastor to participate?

Pastor: _____

Pastor phone: _____

Church: _____

Denomination: _____

Ceremony

Number of guests: _____

Organ or piano: _____

Are you requesting use of other musicians, soloists? Yes _____ No _____

Church candelabra? Yes _____ No _____

Unity candle? Yes _____ No _____

Participants

Name/age of flower girl(s): _____

Name/age of ring bearer(s): _____

Bride's attendants

Groom's attendants

Ushers

Readers/other participants

Bride's family (to be seated)

Groom's family (to be seated)

Which usher will escort:

Bride's parents: _____

Groom's parents: _____

Bride's grandparents: _____

Groom's grandparents: _____

I have read the Westminster Presbyterian Church's Wedding Policy and agree to abide by all the guidelines and rules set forth. I understand that I am responsible for informing the florist, photographer, wedding consultant, and all other wedding vendors of the guidelines.

If any information provided on this form changes, please alert the WPC Wedding Coordinator. Once a reservation has been made and entered on the church calendar, any alteration to the start times of the wedding or rehearsal must be approved by the WPC Wedding Coordinator.

Name: _____

Date: _____

Signature: _____

Church use only:

Deposit received: _____

Final payment received: _____

Distributed to:

Pastor _____ Coordinator _____ Organist _____ Office _____ Custodian _____

Section 2

Scheduling Your Wedding

A wedding date will be entered on the church calendar when WPC has received a completed wedding application and deposit of \$250.

Available Wedding Dates

Weddings may be scheduled Monday – Saturday.

Weddings may not be scheduled New Year's Day, during Easter Holy Week, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and weekend, and the last two weeks of December.

Wedding Times

Available wedding times are 10:00 am – 7:00 p.m., pending approval.

Generally, weddings are given a block of four hours, with the church opening two hours before the ceremony. Check with the WPC Wedding Coordinator to see if the church may be opened earlier.

At the discretion of the church office, two weddings may be scheduled for the same day. In this instance, a minimum of four hours must be allowed between the start time of each wedding.

Rehearsal Times and Expectations

Rehearsals are generally scheduled on Fridays at 6 p.m., though exceptions may be made with approval of the Pastor and WPC Wedding Coordinator. Rehearsals are expected to be completed within 45 minutes, and the building will be opened 15 minutes prior to beginning of the rehearsal.

The couple and the WPC Wedding Coordinator will speak beforehand to ensure that all details have been covered to make the rehearsal a seamless event. Since food and drink are not allowed in the Sanctuary and Chapel, no clean-up should be necessary following your rehearsal.

Changes to Wedding and Rehearsal Times

To help your wedding plans go smoothly, please stay in contact with us. Alert the WPC Wedding Coordinator of any changes in phone or address, facility needs, or vendors.

You may not change the time or date of your wedding or rehearsal without contacting the WPC Wedding Coordinator once your wedding has been placed on the church calendar.

Wedding Fees

Building use fees are listed below:

Building deposit (refundable)	\$250
WPC wedding coordinator	\$150
WPC assistant wedding coordinator (if needed)	\$ 75
Custodian	\$100
Sound technician (Sanctuary only)	\$100
Organist	\$250
Summer use fee (5/1-10/1)	\$100

These fees do not include an honorarium to the Pastor. In the event the member wishes to make an honorarium to the Pastor, this amount shall be paid directly to the Pastor or to Westminster Presbyterian Church.

If you are not a member of WPC, the following fees also apply:

Wedding in Sanctuary	\$700
Wedding in Chapel	\$250
Pastor	\$250

Prepare/Enrich:

Couples are required to complete an online Prepare/Enrich relationship inventory. The results will be sent to the pastor and used during premarital counseling sessions. The cost of completing the inventory is \$35 and is paid directly to Prepare/Enrich.

Payment Schedule

The fees will be collected as follows: building deposit of \$250 is due at the time of application, and the balance is due 30 days prior to the wedding. Westminster Presbyterian Church will invoice the couple for the final payment that is due. If payment is not received within two weeks of the wedding date, the reservation for the wedding shall be cancelled.

Checks are payable to Westminster Presbyterian Church.

Building Deposit and Refund

The deposit will be refunded to you within 30 days after your wedding date unless unusual cleaning or repairs are necessary following your rehearsal or wedding.

Wedding Cancellations

In the event a couple must cancel their wedding, they must inform the WPC Wedding Coordinator. Cancellations six months or less prior to the wedding date shall forfeit the building deposit of \$250.

Section 3

WPC Wedding Coordinator

A WPC Wedding Coordinator will assist each couple with coordinating wedding plans. The Coordinator will be the source of information regarding wedding procedures. He or she will schedule a meeting with the couple once all vendors have been selected, and will attend and coordinate both the rehearsal and wedding. All outside wedding consultants should confer with the WPC Wedding Coordinator regarding all plans prior to the rehearsal.

WPC Assistant Wedding Coordinator

For larger and/or more complex weddings, a WPC Assistant Wedding Coordinator may be needed. Please talk with your WPC Wedding Coordinator to see if this will be necessary.

Clergy

All weddings are officiated by the Pastor of Westminster Presbyterian Church. However, with prior approval from WPC's Pastor, a visiting minister may co-officiate or assist in the ceremony.

All couples married at WPC must complete premarital counseling, which includes completion of the Prepare/Enrich relationship inventory by both persons being married. The number of sessions is at the discretion of the Pastor. Couples are responsible for scheduling appointments with the Pastor.

Custodian

The Custodian will move furniture in the Sanctuary or Chapel (with prior approval), prepare the building for your wedding, and clean up after the ceremony has concluded. The Custodian is not responsible for removing floral arrangements, pew bows, or other decorations. If excessive clean-up is required for any reason, your deposit will be forfeited.

Sound Technician

All Sanctuary weddings will require the use of a WPC Sound Technician. He or she will mic the Pastor, run mics for any additional speakers, and ensure the sound levels are appropriate with music.

Organist

The Organist's fee includes one planning session with the couple, one rehearsal with vocalists or instrumentalists immediately preceding the wedding, and the wedding itself. Each additional rehearsal with vocalists or instrumentalists will incur an additional fee of \$100 to the Organist.

Section 4

Ceremony Venues

The following venues are available for weddings:

Sanctuary – seats 400; has a center aisle.

Chapel – seats 60; has a center aisle.

Parking

Church parking lots accommodate 250 vehicles. Handicap parking for 7 vehicles is available. There is additional parking on the streets around the building.

Dressing Areas

There are two rooms dedicated for couples to gather and dress before the ceremony: the Parlor and the large classroom adjacent to Fellowship Hall. Please do not use any other rooms.

Because these rooms are designed for classroom and meeting use, we suggest the wedding party arrive dressed. If not already dressed, the wedding party may use these rooms for changing only. The couple and their attendants should tend to hair and make-up prior to arriving at WPC.

The rooms will be furnished with cups and pitchers of water. You may bring soft drinks and non-messy finger foods. To insure the return of your deposit, please be sure these rooms are completely free of any trash created by bringing food and beverages.

Please assign a responsible party to clear the dressing areas of personal items following your wedding. The rooms must be left “broom clean” and in the condition in which they were found.

The church cannot be held responsible for items lost or stolen. It is imperative that valuables not be left unattended in the dressing areas. It is the responsibility of the couple to inform the wedding party regarding this matter.

Nursery

We do not provide nursery facilities for weddings.

General Safety

Smoking and alcoholic beverages are not permitted on church premises, including parking lots and restrooms. The staff reserves the right to deny performing a wedding ceremony in the event this general safety rule is violated. Guests under the influence of alcohol will be asked to leave.

Marriage License

The marriage license must be given to the Pastor by the time of the rehearsal. In Texas, a license is valid for thirty days, but there is a three-day waiting period after obtaining the license. You may obtain your license from any county in Texas. For more information, call the County Clerk's office or see: <http://www.dallascounty.org/html/citizen-serv/county-clerk/marriage-license.html>.

Section 5

Floral Guidelines

Florists will have access to the wedding venue two hours prior to the wedding; they must complete their work forty-five minutes prior to the start of the ceremony. Florists are to use the office entrance on the north side of the Sanctuary for a Sanctuary wedding and the Chapel entrance for a Chapel wedding.

Flowers may be placed on WPC's two flower pedestals. They may not be placed on the communion table or in other areas of the ceremony venue. An arrangement may also be placed on a table in the Sanctuary Narthex.

If floral decorations are used in the windows, the windowsills must be protected.

The couple will be held responsible for any damage to the building and/or furnishings.

Removal of all decorations must begin immediately following the service. Clean up should be completed within forty-five minutes after the conclusion of the ceremony.

Candles

The church has two seven-candle candelabra which may be used.

Unity candles are permitted. The couple must provide its own dripless candles and unity candle holder. A table will be provided.

No candles or other lighting devices may be used as pew decorations.

Use and placement of any other candles must be approved by the WPC Wedding Coordinator. If approved, the couple will need to provide a protective covering to be placed underneath.

Pew Decorations

Pew decorations must be affixed with plastic clips, fabric or ribbon. Tape, pins, nails and wire are not allowed.

Please do not remove the hymnals, Bibles or other materials located in the pews.

Worship Space Furnishings

Sanctuary and Chapel furnishings may be moved only by the Custodian. The communion table, baptismal font, pulpit, and piano must remain in the Sanctuary and Chapel.

Prohibited Decorative Items

Decorations may not be hung or suspended from lighting fixtures. No tacks, staples, glue or tape shall be used to fasten any decorations to the furnishings or the buildings. No carpentry work is allowed.

Nothing may be attached to the candelabra.

Under no circumstances shall rice, confetti, fresh flower petals, birdseed, balloons, bubbles or any other material be thrown or used inside the church building, around the openings to the buildings, or on the church grounds and parking areas.

The use of an aisle cloth is strictly prohibited.

Wedding Programs

If you print wedding programs, please include the following instructions:

Photography is not permitted during the ceremony. Please turn off cell phones.

Removal of Flowers and Decorations

All flowers and decorations need to be removed immediately following your ceremony. Clean up should be completed within forty-five minutes after the conclusion of the ceremony.

If the couple wishes to leave their floral arrangements for use during WPC church services, this must be scheduled with the WPC Wedding Coordinator. The floral donation will be noted in the Sunday worship bulletin, but we must have this information two weeks before the wedding in order to meet the printing deadline.

Section 6

Organist

Only the WPC Organist may play the organ and piano for weddings. If the WPC organist is unavailable for your wedding, a WPC substitute organist will play.

Music Selection

Music plays an important part in your ceremony. Our standard is that the music chosen for the wedding service be consistent with the Reformed Worship tradition at WPC. Therefore, all music (text and arrangement) for before, during, and after worship is to be approved by the Pastor and Organist at least one month prior to the wedding. The couple should contact the Organist as soon as the wedding date is entered on the church calendar to begin the music selection process.

No pre-recorded or secular music is allowed.

No sound augmentation devices or sound augmented musical instruments may be used.

Additional Musicians

Additional musicians (vocals, piano, harp, trumpet, strings, brass, etc.) are allowed, but must be separately contracted and approved by the WPC Organist. The Organist, in consultation with the Pastor, is responsible for approving all musicians, vocalists, and music selections planned for use during the wedding service.

Section 7

Vendors

Your professional vendors (photographers, florists, etc.) help make your wedding day very special. We have met many wonderful vendors in weddings past. However, we reserve the right to restrict access to any vendor. If you have any questions about a potential vendor, please talk with your WPC Wedding Coordinator.

Be sure that your application contains all the information requested about your vendors. Alert the WPC Wedding Coordinator should any vendor information change.

You are responsible for making your vendors aware of the guidelines set forth; however, your vendors are welcome to contact the WPC Wedding Coordinator with questions.

Our normal weekday hours are 8:30 a.m. to 4:00 p.m., Monday through Thursday. You may arrange to visit the church with your vendors during these hours. Please inform the church office (214-351-3251) in advance of any visits.

Photography

Photography of weddings is permitted using the following guidelines:

- No flash photography may be taken during the wedding ceremony, including cameras of wedding guests.
- A flash picture of the may be taken by the photographer if one or both partners are entering from the back of the Sanctuary or Chapel.
- Flash pictures may also be taken prior to and following the ceremony, as well as of the wedding party as they exit following the conclusion of the worship service.
- All remaining photography shall be only from the balcony in the Sanctuary or from the narthex of the Chapel, using available light only.

Photographs taken after the ceremony need to be completed within 45 minutes of the conclusion of worship. Please have your wedding party prepared to reassemble immediately after the ceremony. Photographs with the pastor should be completed first.

Videography

Videography of weddings is permitted using the following guidelines:

- Video camera(s) is strictly limited to the balcony (Sanctuary) or the Narthex (Chapel).
- No supplementary lighting may be used.
- The use of all wireless microphones must be pre-approved with the WPC Sound Technician. No wires or cables may leave the balcony (Sanctuary) or Narthex (Chapel).
- Under no circumstances shall remote cameras be placed inside the Sanctuary or Chapel.

Limos

Please instruct drivers to park on Devonshire Drive directly in front of the church. Do not block the driveways or neighboring streets at any time.

Section 8

Address:

Westminster Presbyterian Church
8200 Devonshire Drive
Dallas, Texas 75209

Contact Information:

WPC Church Office
Emily Crump
emilyc@wpcd.org
214-351-3251

WPC Pastor
Rev. Alex Lee-Cornell
alexl@wpcd.org
214-351-3251

WPC Organist
Susan Williams
susanw@wpcd.org
972-697-6860

WPC Wedding Coordinator

Please write the name and contact info of your coordinator here.