

## SCHEDULING YOUR WEDDING

1. Contact the church office regarding the availability of dates for the wedding and rehearsal. Note that weddings are not performed on Christmas Eve, Christ-mas Day, Palm Sunday through Easter, or recognized legal holidays.
2. Complete the *Wedding Application and Wedding Fee Forms* and return it to the church office.
3. The Wedding Coordinator will contact you.
4. The wedding date will be placed on the church calendar after the completed Wedding Application and the deposit check are received at the church office. To be eligible for the member rate, either the bride or groom will ordinarily have been a member of Covenant Presbyterian Church for at least one year prior to the wedding date.
5. The Pastor will require at least three pre-marital consultations. Contact the pastor to schedule at least 3 months before the wedding.
6. The Wedding Coordinator will assist you in planning your wedding at Covenant. Your florist should consult with the Wedding Coordinator about the best time to decorate, deliver, and remove flowers and other equipment for your wedding. Your photographer and/or videographer should also consult with the Wedding Coordinator about arrangements for photographing and/or videoing your wedding.
7. Weddings may be scheduled at any reasonable hour in the morning, afternoon, or early evening, except on Sundays when weddings will be held at least four hours after the final benediction of regularly scheduled worship services. A second wedding may be scheduled on any day provided that the start time is no earlier than two hours after the start of the preceding wedding.
8. Contact the Organist to discuss the music for your wedding at least six weeks prior to the wedding. Music should be suitable for a worship service.
9. The Organist can assist in finding soloists or additional musicians upon request.
10. In compliance with copyright laws, all music shall be from legally purchased copies.

## IMPORTANT INFORMATION

- All weddings at Covenant will be under the sole direction of a Pastor on our staff, or someone approved by the Pastor and Board of Sessions. An outside pastor or officiant may be invited with the approval of Covenant's Pastor.
- Covenant's Organist or a substitute approved by him will play for all weddings unless there is to be no organ music. The Organist or his substitute will assist you in the selection of organ and hymn compositions.
- No flash pictures may be taken during the wedding service. Flash photographs may be taken prior to and following the service. Photographs may be taken from the back of the sanctuary/chapel during the service providing that neither flash equipment nor additional lighting is used. Photographers must NOT roam around the sanctuary or chapel during the wedding service.
- A videotape of the service may be made. The camera must be set up in the designated area and remain stationary. No extra lighting may be used.
- Alcoholic beverages, smoking, or throwing of rice, birdseed, or confetti are not permitted.
- No wedding or rehearsal will proceed if the bride, groom or any member of the wedding party is under the influence of an intoxicating substance.
- No decorations may be affixed to any church appointments by nails, staples, screws, tape or clamps.
- All wedding activities (including receptions) must conclude no later than 10 pm in order for the custodian to prepare the building for the next day.
- All weddings conducted at Covenant Presbyterian Church must conform to the policies and theology of the Covenant Presbyterian Church and the Presbyterian Church [U.S.A.]

## FACILITIES

- Either the Sanctuary (seating 250) or the Chapel (seating 50) is available for weddings.
- Dressing areas for the bride and bridesmaids as well as for the groom and groomsmen are provided.
- Candles:
  - Aisle candles are available for \$100/130 fee.
  - NOTE: Unity Candles are not available from the church.
- The complete fee schedule is available from the church office or [www.covenantpcusa.org](http://www.covenantpcusa.org).

## REHEARSAL

- The bridal party should arrive promptly for the wedding rehearsal. Rehearsals last approximately an hour. It is helpful to have ALL of the wedding participants present for the rehearsal, including the parents of the bride and groom.
- Please bring the wedding license to the rehearsal and give to the officiating Pastor. Weddings cannot be performed without a valid marriage license in the Pastor's possession.

## BEFORE THE WEDDING

- Church facilities will be available up to 2 hours before the service begins.
- Photos may be taken prior to the service. Pre-wedding photos should conclude 45 minutes prior to the service.
- Ushers should assume their duties 30 minutes before the service.

## AFTER THE WEDDING

- Please decide prior to the wedding what is to be done with the flowers following the ceremony. You may take some or all of the flowers, or they may be left for use by the church.
- Generally 45 minutes for a reception line and 45 minutes for photographs will allow the custodian to clean and straighten up within the time frame covered by your fee.

## RECEPTIONS

Rooms are available for wedding receptions and should be reserved when you set dates and times with the Church office.

## FEE SCHEDULE

A listing of services and fees is available from the Church office. A deposit of \$475.00 for members (\$525.00 for non-members) is due when your wedding application is approved and the wedding date is on the church calendar. All remaining fees must be paid no later than 6 weeks prior to your wedding.

## OBTAINING A MARRIAGE LICENSE

You may obtain your marriage license at the County Courthouse, 373 South High Street, the 23rd Floor. The license is valid for 60 days. For more information see the Franklin County Probate Court website: [www.franklincountyohio.gov/probate/departments/marriage.cfm](http://www.franklincountyohio.gov/probate/departments/marriage.cfm)