

Covenant Presbyterian Church

Wedding Handbook

“Two are better than one, because they have a good reward for their toil. For if they fall, one will lift up the other”

--Ecclesiastes 4:9-10a

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NOTE FROM THE STAFF

The pastor of Covenant Presbyterian Church considers it a great honor to join couples on their journey to marriage. Our Presbyterian Book of Order describes the importance of this journey:

Marriage is a gift God has given to all humankind for the well being of the entire human family. 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.

To assist you in planning your wedding, we have prepared guidelines for the wedding service and use of the church facilities. The guidelines let you know what you can expect of us and what we expect of you. As we work together, we are confident that God's Spirit will be present and that your marriage will glorify God and enrich your lives as well.

Yours sincerely,

Staff of Covenant Presbyterian Church

REQUESTING A WEDDING AT COVENANT CHURCH

Church members, of course, are welcome to request the services of the pastor and the use of the sanctuary for their weddings. Non-members may also make this request. You will be asked to affirm your intention to build a Christian marriage in the context of active participation in the Body of Christ. Those who cannot make such an affirmation are encouraged to seek the services of a justice of the peace instead.

SETTING YOUR DATE

We ask that you contact the pastor to perform your service of marriage at least 4 months, and no more than 18 months, prior to your wedding date. Because dates and times for the rehearsal and the wedding need to be placed in the context of a busy church calendar, the earlier you contact the pastor, the better the chance you will receive your preferred date. Preparations for Sunday worship prevent us from scheduling Saturday weddings later than 6:00 p.m. If you plan to use Bradfield Hall for a reception, the building must be vacated by 9:00 p.m.

Weddings cannot be scheduled on holiday weekends (Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day) or Sundays. Scheduling a wedding during the week will be at the discretion of the pastor.

Non-members will be required to pay a \$50 non-refundable deposit at the time the wedding is scheduled which can be applied toward the total fees.

CHOOSING A PASTOR

Our pastor is glad to officiate at your wedding. If you intend to use clergy from another Christian church or faith tradition to officiate instead of Covenant's pastor, you should make a request at the church office. A letter of invitation will be sent to the participating clergy to review the guidelines in this handbook.

PREMARITAL PREPARATION

Our pastor requires premarital counseling for all couples planning to be married in this church. Such counseling normally consists of four sessions with the pastor and may include the use of the Prepare Marriage Inventory (at a cost of \$35 per couple).

MUSIC FOR YOUR WEDDING

Music plays an important role in the wedding service; all music must be appropriate for a Christian worship service by directing people's attention to God and expressing the faith of the Church.

If you need assistance with selecting appropriate music for your ceremony, our music coordinator would be happy to help you. All music must be approved by the pastor. No changes can be made without further approval.

If you wish to use the organ, Covenant's organist will play for you. If unavailable, the church organist can help you find another qualified organist. Any guest organist must contact Covenant's organist to arrange an orientation to our organ.

Covenant's music coordinator and organist can be reached through the church office.

THE EVENTS COORDINATOR

You will be required to use the services of a Covenant events coordinator who will serve as the liaison between you and the church staff and coordinate activities for the rehearsal, wedding and reception (if using Bradfield Hall). Although an outside wedding consultant can be helpful in planning your wedding, the consultant cannot be responsible for the use of Covenant's facilities for the rehearsal, ceremony and reception. The events coordinator will contact you 4-6 months prior to the wedding date and be present for the rehearsal, wedding and reception at the church. The Wedding Information Form must be completed and returned to the church prior to this meeting.

BUILDING USE

General Rules for the Use of Covenant's Facilities

1. NO ALCOHOL OR OTHER DRUGS are permitted inside the church or on church grounds. This includes the parking lot.
2. Smoking is permitted outside the church and away from the doors only.
3. Building use on your wedding day will be limited to 5 hours from your arrival time to the departure of your wedding party and guests. If you are holding the reception in Bradfield Hall, building use will be limited to 8 hours.
4. The following rooms are available for your use for your wedding: narthex, sanctuary, lounge and dressing rooms. The nursery is NOT available. Other rooms may be available upon request but must be arranged with the events coordinator.
5. The wedding participants and guests are expected to leave the rooms as they were when they arrived.
6. You may not throw rice, confetti, glitter or birdseed. Balloons are not permitted in the sanctuary. Bubbles are permitted outside.
7. Covenant cannot be responsible for lost or stolen articles. Please arrange with the events coordinator to lock the dressing rooms as needed.

Sanctuary

The narthex and sanctuary cannot be significantly altered. Please consult the events coordinator before making decorative plans for the sanctuary.

1. The sanctuary seats 450 people including the balcony.
2. The sanctuary is wheel chair accessible, and there are designated areas in the pews for wheel chairs.
3. Chancel furniture may not be moved except by special permission. The choir chairs, piano and other musical instruments may not be moved. Hymnals and bibles may not be removed from the pews.
4. Banners are part of the seasonal decorations of the church and can only be removed by special permission.
5. Nails and tacks may not be used on walls, woodwork, furniture or pews. Tape which would mar the pew surface may not be used.
6. Pew bows are allowed and are your responsibility. No candles are permitted on the pews.

7. Flowers may be placed on small tables or stands but are not permitted on the piano or organ.
8. Two sets of floor-standing candelabra are available. You must provide 14 good quality tapers. Oil burning candles are available for use for a \$10 fee.
9. A unity candle may be used but you are responsible for providing this. The events coordinator will discuss the lighting of any candles used.
10. If you would like to use a runner, you are responsible for the rental or purchase of the runner as well as its installation. Please discuss your intention to use an aisle runner with the events coordinator. The center aisle is 36 feet long. No real flower petals are permitted but silk petals can be used.

Lighting and Sound System

1. The events coordinator will provide basic lighting and sound arrangements and audio-record the wedding ceremony. Officiants and readers will be provided with lapel and/or pulpit microphones. Our acoustics are very good and soloists should not need a microphone, but one can be provided if requested. Covenant can provide two microphones, "direct box" for use with an acoustic/electric guitar, and a sound hole pick up suitable for most steel/string guitars.
2. You will be responsible for supplying any additional sound equipment as well as its set up and operation. Sound equipment may not be placed in the balcony. Only trained volunteers or staff may operate Covenant's sound system. Please discuss your needs/plans with the events coordinator at your first meeting.
3. Covenant's projection system may be available for use in the sanctuary, but you must discuss your intention to use this equipment with the events coordinator at your first meeting. You will receive a copy of Covenant's policy for using the projection system. Only trained volunteers or staff may operate Covenant's projection system. There is a \$50 fee for this service.
4. All content (photos and text) that will be displayed on the projection system must be received 72 hours in advance of the wedding for review and approval. Pictures may run prior to the service but will not be permitted during the service. Audio tracks may not be played.

Photography/Video recording

1. No flash photography is allowed during the ceremony.
2. The photographer may not move around the sanctuary during the service.
3. Video recording is permitted from the balcony or rear of the sanctuary.

4. Formal wedding photographs may be taken before or after the ceremony, within the time allotted for building use (five hours for wedding only, 8 hours for reception).

Receiving Line

The narthex is available for a receiving line following the ceremony if desired. Keep in mind that a receiving line takes considerable time and will delay your guests' departure from the church and arrival at the reception. Many couples prefer to have a receiving line at the reception.

Rehearsal

1. The rehearsal must be scheduled at the time you request your wedding date and is expected to last 1 to 1-1/2 hours. Please plan your rehearsal dinner accordingly.
2. The rehearsal will be conducted by the pastor. Organists, pianists and other musicians may or may not be present. The events coordinator will assist in rehearsing the processional and recessional as well as answering any questions concerning Covenant's facilities.
3. All wedding participants are expected to attend the rehearsal. PLEASE REMIND THEM TO BE PROMPT SO THE REHEARSAL CAN BEGIN ON TIME.

Reception

1. You may reserve Bradfield Hall for a reception following the wedding ceremony at the same time you reserve your wedding date. A \$50 non-refundable deposit will be required which can be applied to the total fees.
2. Bradfield Hall seats 200 people.
3. The custodial staff will arrange tables and seating for the reception. Please discuss seating arrangements for the reception with the events coordinator.
4. Decorations for the reception must be discussed with the events coordinator.
5. No alcohol can be served during the reception.
6. If the reception is catered, the caterer must provide their own supplies including serving dishes/utensils, table service, silverware, glassware and table linens. The caterer is welcome to use Covenant's appliances including the oven, stove, microwave, dishwasher and coffee pots, but other kitchen supplies may not be used. The caterer will be expected to wash and put away anything that was used in the

kitchen during the reception. The caterer may schedule a meeting with the events coordinator to tour the kitchen facilities.

7. If family/friends will be preparing and serving food for the reception, please discuss these plans with the events coordinator at your initial meeting. You are welcome to use Covenant's table service, silverware, glassware and utensils, as well as the coffee pots, microwave, oven, stove and dishwasher. You may not use any of the kitchen supplies including coffee. You must provide your own table linens. You will be expected to wash and put away anything that you used in the kitchen during the reception. You are also expected to dispose of any leftover food at the end of the reception.
8. The length of the reception is limited to 3 hours and must conclude by 9 pm so Covenant's custodial staff can clean and arrange furniture for Sunday morning events.

RESPONSIBILITIES OF THE COUPLE

1. Complete the Covenant Wedding Information Form and return it to the church prior to the initial meeting with the events coordinator.
2. Obtain a marriage license from the Dane County Register of Deeds.
3. Bring the marriage license to the rehearsal.
4. Obtain an aisle runner if desired.
5. Provide a unity candle and tapers if using candelabra.
6. Provide wedding programs.
7. Provide a guest book.

FEES

We ask that you pay all fees to the church office a week before the wedding with a check payable to Covenant Presbyterian Church. Members and non-members will be required to pay a \$250 deposit to reserve the sanctuary AT THE TIME THE WEDDING IS SCHEDULED. If you will be holding a reception at Covenant, a \$250 deposit will be required by members and non-members to reserve Bradfield Hall AT THE TIME THE RECEPTION IS SCHEDULED. The deposit(s) will be applied to the total fees. Members and non-members are also required to pay a damage deposit of \$250 which will be returned after the wedding if no damages are assessed. **If the wedding and/or reception are canceled one week or less before the scheduled date, deposits to reserve the sanctuary and/or Bradfield Hall will be forfeited.** Fees to Covenant's organist and events coordinator may be included in the total fees paid to the church. You should make arrangements to pay the clergy and musicians PRIOR TO THE WEDDING.

FEES

	Members	Non-members
Deposit to Reserve Sanctuary	\$250	\$250
Deposit to Reserve Bradfield Hall	\$250	\$250
Sanctuary or Building Use Fee	No charge	\$350
Bradfield Hall Use Fee	\$175	\$175
Pastor	Discretion of member	\$300
Organist	\$150 for wedding \$75 for rehearsal with bridal party \$35 per hour for additional rehearsals	\$150 for wedding \$75 for rehearsal with bridal party \$35 per hour for additional rehearsals
Events Coordinator	\$150 for wedding \$225 for wedding and reception	\$150 for wedding \$225 for wedding and reception
Wedding Prep Course	\$35	\$35
Use of Oil Candles	\$10	\$10
Musicians/Soloists	Fee determined by musician/soloist	Fee determined by musician/soloist
Projection Operator	\$50	\$50
Custodial Fees	\$100 for wedding \$150 for wedding and reception	\$100 for wedding \$150 for wedding and reception
Damage Deposit	\$250	\$250

Approved by Session September 26, 2012

Reviewed: Worship Committee; Chair, Personnel Committee; Chair, Building & Grounds Committee, Barb Danahy, Mary Kieta

