

Your Wedding at

Providence Reformed Presbyterian Church Presbyterian Church in America (PCA)

9124 Sappington Rd.
St. Louis, MO 63126-3039
(314) 843-7994

The family of believers at Providence Church rejoices with you in your decision to take the sacred vows of Christian marriage. We are grateful that you have chosen to let us share in this most important service of worship and celebration. Our hope and prayer is that your marriage will be blessed with enduring happiness and mutual commitment to God and His Church.

This guide has been prepared to assist you as you make your wedding plans.

I. GENERAL POLICIES

1. The Wedding Ministerial Staff has final authority regarding all aspects of rehearsals, weddings, and receptions at Providence Church.
2. A list of resources (florists, photographers, caterers, etc.) can be obtained from the Wedding Director.
3. The Nursery and Nursery workers can be made available.
4. No rice or birdseed is to be thrown.
5. The church building closes at 10:00 P.M.
6. Providence Reformed Presbyterian Church is a SMOKE-FREE environment.
7. Weddings at PRPC are available only for members of the church and approved members of sister PCA churches. Any other inquiries must be approved by the Senior Pastor.

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II. CONTACTS AND CALENDARS

A. The Senior Pastor

1. You should contact the Senior Pastor 4-6 months prior to your desired wedding date.
2. He will set up a schedule for premarital counseling sessions at that time.

3. Though one of PRPC's ordained pastors must officiate at all weddings, you may wish to invite a guest pastor to share in your ceremony.
4. The order of worship and vows must be approved by PRPC's Senior Pastor or his designee.
5. The Pastor will give you the information needed to contact the Wedding Director.

B. The Wedding Director

1. The Wedding Director will meet with the Bride approximately 4 times during the planning of your wedding.
2. She will contact the Church Secretary to approve your chosen wedding date.
3. She is available to answer questions as they arise during wedding preparations.
4. She will assist you by aiding the Pastor during your rehearsal and wedding ceremony.

C. The Organist

1. You will need to meet with the Organist 4-6 weeks prior to the wedding to recommend and approve your music choices.
2. He will also coordinate with any other musicians and schedule rehearsals with them as necessary.
3. Please obtain wedding music policies from the organist.

D. The Wedding Deacon

1. The Wedding Deacon will set up the church's furniture in accordance with your plans one week prior to the wedding.
2. He will contact the groundskeeper and custodian to schedule work in accordance with your rehearsal and wedding schedule.
3. He will be present in the building during the rehearsal and wedding to meet the needs of the facility as they arise.
4. He is responsible for restoring the facility, once the wedding party has removed all personal belongings, decorations, and all other items pertaining to the wedding.

E. A Videographer is available upon request.

F. Fees

Contact the Wedding Director for information on honorariums and fees for the above personnel. These should be brought to her at the time of the rehearsal.

III. YOUR REHEARSAL

1. Your rehearsal will last approximately one hour.

2. Your rehearsal should be held on the day prior to the wedding, or can be held on the morning of the wedding if it is an evening wedding.
3. All members of the wedding party, including the father of the Bride, ushers, and organist are required to attend.
4. The Bride's attendants must be female. The Groom's attendants must be male.
5. The Fellowship Hall is available for your rehearsal dinner, but the Wedding Director must approve arrangements regarding caterer, set-up, and decorations.

IV. YOUR RECEPTION

1. The Fellowship Hall is available for your reception.
2. There are 8 round tables which seat 8 people each, with white table cloths included, available for use.
3. Decorations must be approved by the Wedding Director.
4. Please refer to "Catering Services" below for policies regarding caterers.
5. No smoking in the building.
6. No D.J.s or Bands.
7. Use of alcohol is allowed only at the rehearsal dinner and/or reception and is limited to champagne, wine, or beer for guests of legal age.

V. CATERING SERVICES

1. Caterers must be approved by the Wedding Director.
2. A list of potential caterers is available from the Wedding Director.
3. The Caterer must meet with the Wedding Director prior to the event to be familiarized with the kitchen.
4. The kitchen and all PRPC equipment must be cleaned and left in the orderly condition it was found.

VI. PHOTOGRAPHY

1. The building is available for photos up to 2½ hours before the ceremony, but must be finished 30 minutes prior to the wedding.
2. The Photographer may only be positioned 1/3 up the aisle during the processional and recessional. During the rest of the service, the photographer must be at the back of the sanctuary or in the choir loft.

3. Other than during the processional and recessional, only FLASHLESS photography is allowed.
4. Events may be restaged after the ceremony.
5. Video cameras may only be operated from the sound booth and/or choir loft.
6. Only professional photography is allowed during the processional and recessional so as not to interfere with the photographer's lighting.
7. It is recommended to take most if not all photos prior to the wedding.

VII. FLORIST

1. Floral deliveries are expected after 9:00 a.m. on the day of the ceremony (arriving no later than 1½ hours prior to the wedding).
2. ny equipment rented from the florist, (candelabras, candle-lighters, arches, etc.) must be removed on the same day.
3. Simple, tasteful floral arrangements are encouraged to promote a reverent, worshipful atmosphere.
4. Please contact the Wedding Director if any attachments to furniture are planned.

VIII. DECORATIONS

1. Decorations will be appropriate and modest.
2. Wedding Director must approve any attachments that are planned for pews, doors, windows, walls, etc. **No nails, tacks, screws, fasteners or tape that leave marks, holes or coloring.**
3. Any candles used must be dripless and care must be taken to protect furniture and flooring.
4. ALL decorations, wedding items, and gifts must be removed no later than one hour after festivities.

THANK YOU!

We hope this brochure has been helpful. Thank you for respectfully abiding by these policies. We look forward to helping to make your wedding day beautiful and blessed.

-The Wedding Ministerial Staff of Providence Reformed Presbyterian Church