

Westminster Presbyterian Church Of Dubuque

WEDDING POLICY FOR NON-MEMBERS

Effective Date 1 September 2013

Congratulations as you plan the wedding at Westminster Presbyterian Church of Dubuque (WPC). WPC looks forward to helping you experience and enjoy this day of worship, commitment, and celebration. Weddings at Westminster must be approved and officiated by one of Westminster's pastors. The Pastors are open to invite other clergy in good standing to participate if the couple wishes.

A **Use of Church Facilities Application** form must be filled out at the time that the church is being reserved for the wedding.

A **Wedding Information Form** must be filled out and returned to the church office no later than one (1) month before the wedding date. Couples also must meet with the pastor at least three (3) times beginning at least 6 months before their wedding date.

FEES

Building Use: \$750. A non-refundable deposit of \$150 is required at the time the sanctuary is reserved. The remaining \$600 building use fee is due no later than 30 days prior to your wedding.

Pastor: \$200. Pastoral fee for performing the wedding ceremony shall be paid directly to the pastor at least one week prior to the ceremony.

Custodian: \$100. After three hours, the fee is an additional \$30/hr. A deposit of \$100 for custodial services is required at least 30 days before the wedding.

Organist: \$150. The fee is for rehearsal and wedding. One of the organists of Westminster will play for the service if organ music is requested. The Bridal Party will be notified as to which organist will play at their wedding and then must contact the organist to discuss their wedding plans. The \$150 fee for organist services is required at least 30 days before the wedding.

Candles: Due to fire regulations, use of all open flame candles must be approved by church officials. Westminster Presbyterian Church does have the following candles that have been approved for use:

Candelabra and aisle candle holders with white candles are available:

- 2 Candelabras (7 candles on each) \$40.
- Aisle candle holders (including candles) \$50. Up to 22 candles and holders are available.

Fees for candles are required to be paid at least 30 days before the wedding.

MARRIAGE LICENSE

A marriage license must be secured in Iowa and that license should be delivered to the church at least two days before the wedding. For current information on obtaining a license, please contact the Clerk of District Court, Dubuque County Courthouse, 7th & Central, Dubuque IA 52001, telephone (563) 589-4434.

MUSIC

The wedding music policy of Westminster Church states: "The Christian marriage ceremony is a service of worship before God, normally conducted within the house of God. Reverence shall be expected on the part of all present and the service shall be under the sole direction of the minister. Such music as accompanies the ceremony should direct attention to God, who sanctifies marriage and special care should be taken to assure that it is suitable and reverent. If desired, the congregation may be invited to join in the singing of hymns during the service. Hymns and other music should center, not upon the worshiper, but upon God who is worshiped..." (Directory of the Worship of God, Presbyterian Church (USA)).

Since the marriage service is religious, only music appropriate for worship may be used, and must be chosen in consultation with the organist. If there are special desires regarding music, they should be discussed at the music conference.

If music other than that performed on the organ is desired, details should be discussed and agreed upon in the pre-marital meetings with the Pastor.

Aisle Runner:

An aisle carpet is not necessary, but if desired must be secured by the couple. Westminster does not provide the runner. The center aisle is 100 feet long. Note: ONLY artificial flower petals may be used on any flooring for decoration.

Alcoholic Beverages & Tobacco:

No Alcoholic beverages or smoking is permitted in the church or buildings.

Celebrations:

Rice, confetti and bird seed may **not** be thrown inside **or** outside of the church buildings.

Decorations:

The church may be decorated for the wedding service. Please review and receive permission for any plans to decorate the church, including the pews, with the Pastor. Reminder: no tape of any kind may be used.

Photography:

Flash photographs may not be taken during the service. Photographs may be taken during the processional and recessional if no posing is required. A video camera may be used from the choir loft or set up in a side aisle of the church if it is unobtrusive and not moved during the ceremony. Consult with the pastor regarding video arrangements and any additional questions concerning photographing your wedding.