

Special Notes

1. The changing room near the chapel is available as a dressing room. It is accessible to both the sanctuary and the chapel. The library and the rest rooms may also be used.
2. In view of the dignity of the church as a place of worship and out of concern for the rights and health of others, no rice, bird seed, confetti, or similar materials may be used within the church building or at its entrances. The couple is responsible for instructing other members of their party in this regard. Failure to comply with this policy will result in an additional cleaning charge.
3. Reminders: No alcoholic beverages are to be used in the church building or on the grounds. If the use of alcohol or tobacco is suspected, the officiating pastor may choose not to proceed with the ceremony.
4. Children must be under direct adult supervision at all times.
5. In order to avoid damage or depreciation to carpeting in the sanctuary, petals from real flowers may not be strewn in the aisle.

Videographer and Photography

1. Photographs shall not be taken during the ceremony. Any photography, distracting noise, or obtrusive movement which may detract from the dignity of the service is not permitted. This applies to both professional and non-professional photographers.
2. If desired, a photograph may be taken of the participants at the beginning of the processional while they are still at the rear of the sanctuary or chapel. Another may be taken during the recessional from the rear of the sanctuary following the benediction.
3. Courtesy would suggest that photographers consult with the ceremony coordinator prior to the beginning of the ceremony.
4. Special arrangements must be made for extensive photography before or after the service. These will entail an assessment for additional custodial costs.
5. Under no circumstances will the photographer be visible to the congregation before or during the service, except as noted in Item 2 above.
6. If videotaping is desired, the camera must use only the light available. All taping is to be done from the balcony or the narthex, or from a place designated by the pastor. No camera or photographer or videographer may be visible to the congregation, or positioned in the center aisle of the church.

Music

1. The staff organist of First Presbyterian Church will play for all wedding services. In extraordinary circumstances any guest organist who performs must first gain the approval of the church organist.
2. The couple will select sacred music in consultation with the church organist. If the appropriateness of music should come into question the FPC organist will approve or disapprove.
3. Pianos in the sanctuary and the chapel are not to be moved except by the custodian. In the event that someone in the wedding party moves the instrument, the families will be responsible for any damage incurred, including the need for tuning.
4. Extra rehearsals with soloists or instrumentalist, or a service requiring extensive music preparation will involve additional fees.

Decorating for the Ceremony

1. All floral arrangements must be handled by the couple or the florist.
2. The use of nails, staples, screws, tape, or other fasteners is not permitted.
3. Couples desiring candles for their ceremony have several choices. The two candles on the table are used without charge. Additional candles will be provided by the church at the current cost when final arrangements are made with the ceremony coordinator.
4. A full candlelight ceremony can be arranged by attaching candleholders to pews in the center aisle. The church will furnish the candles at the current price when the principals in the wedding party make final arrangements with the ceremony coordinator.
5. Couples desiring to include a unity candle as part of the ceremony must consult with the ceremony coordinator about the arrangements. A special holder is available at the church, but the couple must provide the unity candle, and they may choose to obtain the side candles as well.
6. During the time when the sanctuary or chapel is decorated for special worship events – for example, Thanksgiving, Christmas, or Easter – you may not remove or alter these decorations without specific permission. The church's equipment and liturgical hangings will be managed by the ceremony coordinator.

Commitment Plans and Rehearsal

1. Couples shall have three or four conferences with the officiating pastor prior to the date of the ceremony. These conferences will include a discussion of matters that a couple contemplating covenant commitments should consider.
2. All plans for the ceremony itself, including movements of the participants and the words to be spoken, shall be discussed with and approved by the First Presbyterian pastor.
3. At FPC tradition is honored, although creativity and innovation are welcome. Couples are encouraged to make the ceremony distinctively theirs, within the bounds of accepted Reformed worship. The ceremony coordinator will exercise final approval over the entire service.
4. Rehearsals shall be conducted by the officiating pastor and will begin on time. A rehearsal may be expected to last approximately one hour. All rehearsals will start earlier than 6:00 p.m.
5. All participants in the service are expected to attend the rehearsal.
6. In this house of worship, participants are reminded that no alcohol or tobacco in any form is permitted in the sanctuary, chapel, or in any other rooms in the church or on the grounds during rehearsals, the ceremony, or at any reception held there afterwards. The couple is responsible for informing their attendants and guests of this policy.

Fees and Honoraria

1. To determine the cost of your ceremony, please refer to the list of fees on page 9.
2. Member fees apply to members of FPC.
3. Non-member-sanctuary and chapel and the cleaning/damage deposit of \$100.00 are due the day the ceremony is confirmed, six months before the ceremony. The reservation is not regarded as complete until these fees have been paid. Failure to make these payments will result in cancellation.
4. Unless the reception is to be held in the church, parties wishing to be in the building more than 90 minutes before or 90 minutes after the ceremony must make prior arrangements. Additional fees will be required. Please refer to the fee schedule.
5. Fees for soloists or musicians must be paid directly to these performers by the party making the arrangements.
6. All checks are payable to First Presbyterian Church, with a notation that payment is for ceremony, cleaning deposit or reception fees.
7. The cleaning/damage deposit will be refunded in full after the ceremony, provided that the building required no extra cleaning, and no damages have been incurred. You may avoid additional fees by cleaning up materials and litter in dressing areas.

Fees and Honoraria Scale

BUILDING USE	MEMBER	NON-MEMBER
Ceremony		
Sanctuary	No Fee	\$600.00
Chapel	No Fee	\$300.00
Cleaning/Damage Deposit	None	\$100.00
Officiating Pastor	\$300.00	\$450.00
Organist		
Sanctuary or Chapel	\$200.00	\$200.00
Additional Rehearsals (Each Half-Hour)	\$ 25.00	\$25.00
Church Soloist (2 Selections)	\$ 50.00	\$ 50.00
Custodian		
Ceremony/Rehearsal	\$210.00	\$210.00
Additional Services (Each Half-Hour)	\$15.00	\$15.00
Candle Purchase		
Chancel Candles (Candelabra)	\$ 25.00	\$ 25.00
Aisle Candles	\$ 35.00	\$ 35.00
Ceremony Coordinator	\$ 150.00	\$ 150.00
Reception	\$ 150.00	\$ 150.00

Scheduling Your Ceremony

1. Please schedule your ceremony with the Church Administrator at the church during regular church hours. When more than one wedding has been requested for the same day, priority in scheduling for both ceremony and rehearsal will be assigned to that ceremony which was requested before any other.

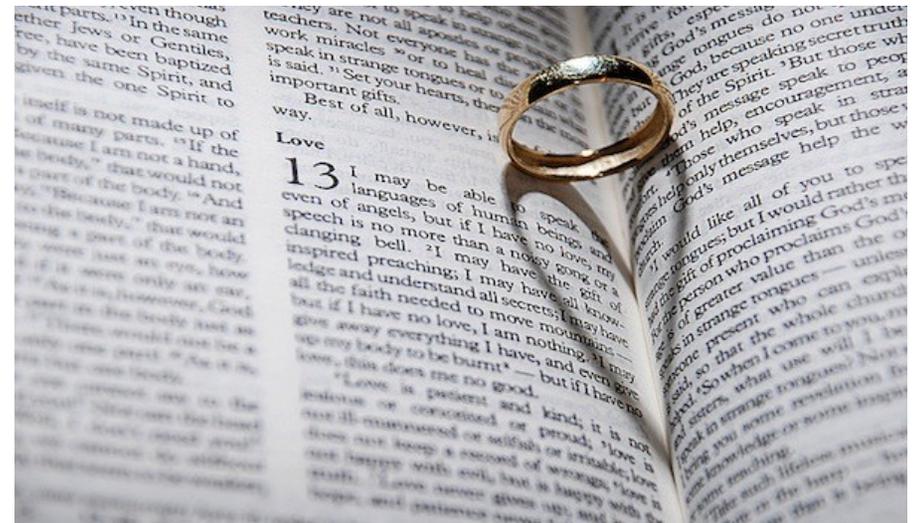
2. Weddings for members of the congregation receive priority for scheduling unless a non-member has already made the necessary deposit. All ceremonies must be confirmed by the First Presbyterian Church pastor.

3. If a large number of guests are expected or arrangements for the service are unusual, the Church Administrator should be advised at the time of initial contact, so that sufficient arrangements can be made.

Reception Guidelines

1. Limits on group size
Reception Room – 50
Fellowship Hall – 200
These numbers include the head table.
The receptions will be limited to only one of the optional rooms, rather than dividing the party between the two.
2. Caterers must bring their own equipment. They may use the sinks, refrigerator, stove and ovens, tables and chairs, but may not use the dishwasher.
3. The ceremony coordinator must be present for the entire reception and for the duration of clean-up.
4. The length of time for reception will be 4-5 hours maximum, with a cutoff time of 10:00 p.m., that being the time that everyone is out of the building.
5. No alcoholic or tobacco allowed at any time during the reception.
6. Decorations will be allowed only for the tables. Nothing is to be hung or taped to walls or ceilings
7. For additional details regarding the reception the bride can contact the ceremony coordinator.

Christian Marriage/Commitment Ceremonies



THEY ARE NO LONGER TWO BUT ONE

Mark 10:8

510 West Ottawa Street
Lansing, Michigan 48933
517-482-0668



September, 2012

Sample Ceremony

The First Presbyterian Church of Lansing (FPC) is delighted that you are considering our facility as a place to celebrate and solemnize your commitment to one another. Congratulations! We hope that our traditional sanctuary or contemporary chapel space will provide a gathering place and sacred space for you to use. It is the hope of the congregation and staff of the church that you may create memories here that will help to remind you of the joy and significance of this occasion in the years to come.

Covenant Commitment

Each church has its own way of honoring the covenant between two people. First Presbyterian Church is part of a long tradition that honors the belief that God alone makes a couple. There is a profound mystery about the love, grounded in God's love for us, that helps us maintain the vows that are made on the day of your wedding or commitment ceremony. Marriage and covenant commitment ceremonies are joyful occasions that also reflect God's honor and holiness and the solemnity of the vows.

Because this is a Christian church, the hospitality of Jesus extends to all who come. We are also a Presbyterian church that subscribes to the rules of our denomination which states that at least one person in the couple be a Christian. If one of the FPC pastors is officiating, they will meet with you to concur with your decision to become a couple. Several more pre-commitment sessions will be scheduled with the pastor to help prepare you for the day you enter into a life-long covenant with one another.

Guest officiating pastors are also welcomed. They must be invited by the pastor of First Presbyterian Church. We also must have copies of their ordination certificates to place the date on the church's calendar. The pastor at FPC may participate in the service as well as approve the guest clergy.

Entrance
Sentences of Scripture
Prayer
Declaration of Intent
Affirmations of the Families
Affirmation of the Congregation
Reading from Scripture
Homily
Vows
Exchange of Rings (or other symbols)
Prayer
The Lord's Prayer
Announcement of Marriage
Charge and Blessing
Recessional