FORM 1
Wedding / Commitment Ceremony Music Selections

Names of Couple: _____

Date of Ceremony: _____

Time of Ceremony: _____

Music Selections

Occurrence	Title	Composer/Artist
Prelude		
Seating of Honored Guests		
Wedding Party Entrance		
Processional		
Unity Candle or Act		
Hymn or Song		
Recessional		

Musicians

Name	Phone Number	Email Address

Other Notes to the Organist or Musicians:

(All music must be submitted at least 30 days prior to the ceremony for review and approval. WPC must approve all outside musicians. All outside musicians must be present for rehearsal unless previously arranged and approved.)

FORM 2
For the Wedding / Event Coordinator

This form is intended to clarify the roles and responsibilities of all event coordinators and wedding planners working in coordination with Westminster Presbyterian Church (WPC) for any wedding or commitment ceremony held on church property.

At WPC, all weddings and commitment ceremonies are sacred celebrations and shared partnerships. In order to ensure a meaningful and well-organized event that honors the sanctity of the space and mission of the church, all coordination must follow the policies and procedures outlined by the church.

Guest Coordinators:

- All outside coordinators or planners must defer to the WPC staff for all matters pertaining to facility access, time blocks, and property use; vendor compliance, deliveries, and equipment set up; ceremony order, sound, and lighting; any safety or pastoral concerns during rehearsal or ceremony.
- All outside coordinators or planners are considered guests of the church and must operate under the guidance and supervision of WPC staff at all times.
- Misrepresentation, unsafe conduct, or disregard for WPC policies by an outside coordinator or planner may result in a revocation of access or termination of the event as outlined in the Wedding Agreement.

WPC Coordinators:

- WPC Coordinators are church representatives who, in consultation with the Pastor, represent the final authority on all matters pertaining to facility use, logistics, scheduling, décor, and ceremony.
- WPC Coordinators provide access to all church facilities, supervision for rehearsal and ceremony, enforcement of all facility policies, and work with the church office for additional oversight of vendors and deliveries.

Time Blocks and Overtime:

- All events (ceremony and rehearsal) must begin and conclude within the contracted time as listed in the Wedding Agreement.
- Overtime Fees of $1500/hour (or portion thereof) will be assessed for events that exceed the scheduled time.
- WPC Coordinator will manage time adherence and communicate with both the couple and any outside planner to ensure a smooth conclusion of the event.

Communication and Confirmation

- A signed copy of this form is required no later than one month prior to the ceremony to confirm understanding and compliance with WPC policies.

Couple's Names: _____

Ceremony Date: _____ **Time Block:** _____

Rehearsal Date: _____ **Time:** _____

Signature of Couple:_____**Date:** _____

Signature of Couple:_____**Date:** _____

Outside Event Company: _____ **Phone:** _____

Outside Event Coordinator: _____ **Phone:** _____

Additional Contacts: _____

Signature for Outside Event Coordinator:_____**Date:** _____

FORM 3

Notes for the Wedding or Commitment Ceremony Party

All members of the wedding or commitment party are asked to support the couple and to uphold the sacredness of the space and the policies of Westminster Presbyterian Church.

Rehearsal

- Please be prompt.
- Rehearsals are scheduled for one hour only and covers the processional, placement, and recessional. Family member Parents, readers, ring bearers, flower children, and all other participants should attend.
- Musicians must be present for rehearsal unless previously arranged and approved.

Dressing and Preparation Rooms

- Rooms shall be available during the contracted time block only.
- All personal items are encouraged to be removed before the ceremony begins (as the rooms are unsupervised and remain unlocked until completion of time block).
- Food and drink are limited to designated areas.
- Please mark personal extension cords with the couple's name.
- Please assign one helper to collect remaining belongings immediately after the service.

Prohibited Conduct

- No alcohol, illegal drugs, smoking/vaping are permitted anywhere on the property.
- No confetti, rice, birdseed, or unapproved decorations inside or outside the church.
- No furniture movement or attachment of décor to pews, walls, or railings.
- No access to the private basement space is permitted.
- Violation of these rules may result in immediate cancellation and loss of security deposit (as well as additional fees incurred) per Wedding Agreement.

Other Notes

- Access to the Sanctuary is only permitted during the scheduled rehearsal and stated time block.
- Parking is available in the church lot or on Lake Avenue; please do not park on Atchison Street.
- Restroom access varies; your WPC Coordinator will indicate which are available.
- WPC Coordinators (and WPC Clergy) have final discretion regarding use of the space.
- Wedding party members are encouraged to rest, eat, and hydrate before the ceremony and to relax and enjoy the sacred day of celebration.

Couple's Names: _____

Ceremony Date: _____ **Time Block:** _____

Rehearsal Date: _____ **Time:** _____

Signature of Couple:_____**Date:** _____

Signature for Outside Event Coordinator:_____**Date:** _____

FORM 4
For the Guest Minister/Officiant

WPC welcomes the participation of guest clergy or officiants when a couple has a meaningful relationship with another leader of a faith community. All requests for guest participation must be made at the time of booking or during the pastoral consult.

Requirements

- **Certification and Approval:** Guest officiants must be duly ordained or credentialed by an established and legally recognized faith community. All guest officiants are subject to review and approval by the WPC Senior Pastor and Session to ensure theological alignment with the PC(USA) inclusive marriage polity and WPC's mission.
- **Rehearsal:** Guest officiants do not lead the rehearsal unless approved by the WPC Pastor. They are required to attend.
- **Service Roles:** Guest officiant participation may include one or more of the following: readings, homily (short sermon), prayer or blessing, or another portion agreed upon by the WPC Pastor. WPC Clergy preside over all official liturgical acts (such as: vows, pronouncement, signing of the license, etc.).
- **Language:** While WPC services are traditionally conducted in English, multi-lingual participation is welcome. Translations of readings or vows may appear in the printed program to maintain flow and inclusivity.
- **Honorarium or Payment:** Couples may offer an honorarium directly to guest officiants which is determined at the couple's discretion.

A signed copy of this form is required no later than one month prior to the ceremony to confirm understanding and compliance with WPC policies.

Couple's Names: _____
Ceremony Date: _____ **Time Block:** _____
Rehearsal Date: _____ **Time:** _____
Signature of Couple:_____**Date:** _____

Guest Minister/Officiant: _____ **Phone:** _____
Signature for Guest Minister/Officiant:_____**Date:** _____

FORM 5
For the Photographer and Videographer

To ensure reverence and quality during your ceremony, all photographers and videographers professional or personal must follow the policies below.

Requirements

- All cameras must remain stationary and unobtrusive during the ceremony.
- No artificial lighting, flash, or sound equipment may be used during the service.
- Approved stationary camera locations include the rear and north balconies.
- One fixed camera (without operator) may be placed discreetly in the choir loft if out of view of the congregation.
- Photographers and Videographers are permitted to film and record posed photos (inside and outside of church facilities) only during approved time block.

Coordination and Time

- All Photographers and Videographers must coordinate arrival and departure times with the WPC Coordinator.
- <u>All photos and recording activity must occur within the contracted time block; overtime fees of $1500/hour apply if the time block is exceeded</u>.

Authority and Compliance

- The WPC Coordinator has final authority regarding all locations, equipment, and conduct.

A signed copy of this form is required no later than one month prior to the ceremony to confirm understanding and compliance with WPC policies.

Couple's Names: _____
Ceremony Date: _____ **Time Block:** _____
Signature of Couple:_____**Date:** _____

Photographer/Videographer: _____ **Phone:** _____
Signature for Photographer/Videographer:_____**Date:** _____

FORM 6
For the Florist and Event Stylist

All designs should enhance existing beauty while respecting architecture and safety standards.

Specifications

- Center aisle: approximately 5.5 feet wide and 100 feet long.
- 24 pews per side; pew ends are 34" high x 36" wide.
- Communion table (altar) is 7.5 feet long x 27" wide and cannot be moved.
- Floral arrangements on the table should not exceed 2.5 feet in height.

Policies

- Candles: Must have glass chimneys and meet necessary Fire Codes; only approved hurricane-style aisle candles may be used, secured by the florist.
- Prohibited: No nails, tape, wire, adhesives, or items that could damage wood or paint; no furniture, seasonal décor, or sanctuary fixtures may be moved. No runners, rice, confetti, or birdseed may be used. (Flower petals may be used sparingly and only with prior approval and are subject to additional fees for clean-up.)
- Equipment: Florists provide all vases, stands, and hardware; WPC may provide two-standing candelabra, two-table candelabra, and a unity candle upon request.

Delivery and Cleanup

- All deliveries must be communicated/coordinated with WPC Office ≤ 1 month prior.
- Florists and Event Stylists must arrive within the approved time block unless requested and approved by WPC Office ≤ 1 week prior.
- All floral and design materials must be removed immediately following the ceremony unless otherwise arranged and approved by WPC Office.

A signed copy of this form is required no later than one month prior to the ceremony to confirm understanding and compliance with WPC policies.

Couple's Names: _____
Ceremony Date: _____ **Time Block:** _____
Signature of Couple:_____**Date:** _____

Florist/Stylist: _____ **Phone:** _____
Signature for Florist/Stylist:_____**Date:** _____

FORM 7
For the Musicians

Music is a vital part of worship at Westminster. All music selections and musicians must be approved to ensure appropriateness for a sacred setting.

Music Selection

- Music should reflect a sacred, celebratory, or reflective tone for a worship service.
- WPC Pastor and Organist/Pianist must approve all selections at least 30 days in advance.
- Maximum of two solos/additional musical selections may be included (typically during a unity ritual).
- All music must be live; no prerecorded or amplified pop music is permitted.

Musicians

- WPC Organist/Pianist is provided for all ceremonies.
- Outside musicians may participate with prior approval from WPC's Pastor and Organist/Pianist.
- Outside musicians or accompanists must coordinate rehearsal time directly with WPC.
- Music rehearsals should occur within the scheduled rehearsal and time block on the day of the ceremony; additional rehearsals may incur a fee.
- WPC Organist/Pianist reserves the right to decline music that does not meet the sacred or musical standards of the church.

A signed copy of this form is required no later than one month prior to the ceremony to confirm understanding and compliance with WPC policies.

Couple's Names: _____
Ceremony Date: _____ **Time Block:** _____
Signature of Couple:_____**Date:** _____

Musicians: _____ **Phone:** _____
Signature for Musicians:_____**Date:** _____

FORM 7
For the Counselor

Pre-marital or Pre-commitment Counseling is a joyful part of preparing for your lifetime commitment. Westminster Presbyterian Church requires three sessions to be completed with a Licensed Marriage and Family Therapist (LMFT) of your choosing.

Please request a "Letter of Completion" to be sent to the church office at least two-weeks in advance.

Letter of Completion

- Number of Sessions Completed
- Date Range of Sessions Completed
- Framework Utilized or Statement of Readiness
- Therapist Credentials and Verification (Licensure Status + State License Number)
- Therapist Signature and Date

Couple's Names: _____

Signature of Couple:_____**Date:** _____

Wedding / Commitment Ceremony
Preparation Timeline

12 to 6 Months Before

- Attend a worship service at WPC.
- Fill out Wedding Inquiry Form
- Finalize booking of the church facility
  - ☐ Pay $500 nonrefundable booking fee.
  - ☐ Sign the Wedding Agreement.

6 to 3 Months Before

- Complete pre-marital or pre-commitment counseling.
- Fill out Wedding Planning Form
- Fill out Wedding Detail Packet ("For the Florist, Photographer, and Videographer").
- Complete pastoral consult with WPC Pastor.

3 to 1 Month Before

- Submit final music selections and special ceremony requests for approval.
- Notify church office of any vendor coordination or service requests for approval.
- Send rehearsal and attendant information to your wedding party.
- Pay all respective fees and final balance.

1 Week After

- Pay any additional fees for damages, overages, or additional requests.
- Receive refund of $500 security deposit (as applicable)