

WEDDING GUIDE



FIRST PRESBYTERIAN CHURCH *of Topeka*

Sharing God's Love from the Heart of Topeka

785-233-9601

www.fpctopeka.org



*This wedding booklet is dedicated in memory of
Ruth Wood, former FPC Wedding Coordinator.*

Welcome to First Presbyterian Church

We are pleased that you are considering First Presbyterian Church (FPC) for your wedding ceremony. Our beautiful sanctuary, convenient location and competent staff will help make this special day one of the most memorable in your life together. This Wedding Guide provides necessary information for prospective brides and grooms and answers questions commonly asked by couples.

Weddings at FPC are foremost a Christian ceremony. As a worship service, your ceremony is a testament to your love and your faith before God, family and friends.

Planning Steps

Members of FPC have priority in the choice of wedding dates. Member reservations may be scheduled eighteen months in advance. Non-member reservations may be scheduled twelve months in advance.

Contact the church office to check date availability. Please note our general policy usually excludes weddings on holiday weekends, Holy Week or on the same day as church programs/events.

Review the Wedding Guide and complete the Wedding Information Form (WIF – on pg. 11). Contact the church office (785-233-9601) or email the administrative assistant/pastor's secretary, Lori Hennessey (lhennessey@fpctopeka.org), to schedule a meeting with the pastor and a tour of the church.

The purpose of the pastor meeting is to discuss and clarify the expectations of your wedding at FPC. After the first meeting and approval by the Session (governing board of the church), the wedding date can be officially placed on the church calendar. A non-refundable application fee is due at this time. (Refer to Fee Schedule on pg. 10).

Our FPC wedding coordinator, who will help you plan the details of your ceremony, will set up a time to meet with you. She will assist with the completion of the WIF. You are welcome to engage a wedding planner to work with our FPC wedding coordinator.

Responsibilities of FPC Wedding Coordinator

It is our pleasure to assist with the coordination of your wedding. To assure that the expectations of both the couple and the church are met we require that our FPC wedding coordinator be utilized. Her responsibilities are:

1. To review the Wedding Information Form (WIF) with the bridal couple.
2. To review expectations regarding accessory personnel (organist, custodian, sound technician, etc.) for the rehearsal and wedding.
3. To communicate what the church can provide in furnishings and equipment such as tables, extra candelabra, microphones, etc.
4. To notify the church office if the wedding couple wishes to leave the chancel flowers for Sunday worship. This allows for appropriate acknowledgement of the gift of your flowers in the worship bulletin.
5. To coordinate arrangements with the minister(s), organist, sound technician and custodian to ensure that the time schedule for the rehearsal and wedding service is communicated and followed.
6. To be of general assistance to the presiding minister and wedding party during the rehearsal and before, during and after the wedding.
7. To give direction and assistance to an outside wedding planner/coordinator if one is employed.
8. To assist in the timely and orderly progression of the wedding service.
9. To ensure the proper use of church facilities by the wedding party and their guests.
10. To be present and of assistance during all wedding receptions located at the church.

Officiants

Wedding ceremonies at FPC will be performed by the pastor or one of the ordained Presbyterian clergy related to this congregation. If you wish other clergy to participate in the ceremony, please discuss this with our pastor. The FPC pastor will direct the rehearsal, approve the order of service, music selections and allocation of shared pastoral responsibilities.

Premarital Counseling

Pastoral counseling is required prior to your wedding. You may request either the FPC pastor or someone you and the officiant agree upon to perform your counseling.

Obtaining a Marriage License

A marriage license is required before the ceremony can be performed and should be presented to the pastor prior to the ceremony. In Topeka, applications can be made at the Clerk of the District Court, Shawnee County Court House, Room 209, 200 SE 7th Street, Topeka, KS 66603. The phone number is 785-251-5156. There is a three day waiting period; the license is valid for six months. The fee is \$85.50 and must be paid in cash. A valid photo ID and social security number for both bride and groom are required.

Sanctuary and Chapel Seating

The main floor of the sanctuary seats 500 persons. The chapel seats 70 persons comfortably.

Decorations

Please confer with the FPC wedding coordinator as you plan your decorations.

The center aisle in the sanctuary is 45 feet long. The center aisle of the chapel is 21 feet long.

Only silk petals may be dropped by the flower girl if an aisle runner is not used.

Bows and decorations on pews or other furnishings must be attached in a way that will not damage wood or other surfaces. Please avoid using tape.

Please do not use thumbtacks or nails as you decorate. Only oil burning candles provided by the church may be used. NO wax candles may be used in the sanctuary or chapel with the exception of a unity candle arrangement.

Removal of all decorations must begin immediately following the ceremony. Decorations left will be discarded. If you wish to leave chancel flowers for the Sunday worship service, please advise the FPC wedding coordinator. Again, this will allow appropriate acknowledgment of your gift in the church bulletin.

Photographer/Videographer Guidelines

Wedding pictures are an important part of the ceremony. Flash photography may not be used during the ceremony. The balcony and choir loft can be used for photography and videography. The sanctuary sound system has video capability. This includes two stationary cameras. Refer to the Fee Schedule for this service (pg. 10). Pre-ceremony photography must be completed one hour prior to the ceremony. Post-ceremony photography within the church must be completed one hour after the event.

Music

Music appropriate for a wedding ceremony should be selected in consultation with the organist, who is a valuable resource. She will also be present for the wedding rehearsal and will rehearse with your soloist(s) or other musicians.

A suggested list of wedding music selections is shown below. You are free to choose music that is not on this list. However, other choices must be discussed with the pastor and organist. If the organist does not have music you prefer, you can purchase it after it has been approved.

Offered below are places in the ceremony where you might wish to have music. Suggestions for music at those times are as follows:

- Prelude (about 20 minutes) – Various selections
- Seating of mothers/grandmothers – Jesu, Joy of Man's Desiring
- Processional music for bridesmaids – Canon in D
- Processional music for the bride – Trumpet Voluntary
- Hymn – Praise to the Lord, the Almighty
- Solo – The Lord's Prayer
- Lighting of the Unity Candle – When Love Is Found
- Recessional – Allegro Maestoso

Wedding Music Selections:

- Air from Suite No. 3 – J.S. Bach
- Air (from Water Music) – George F. Handel
- Allegro Maestoso (from Water Music) – George F. Handel
- Arioso (Air on the G String) – J.S. Bach
- Bourree (from Water Music) – George F. Handel
- Bridal Chorus – Richard Wagner
- Canon in D – Johann Pachelbel
- Coro (from Water Music) – George F. Handel
- Finale (from Fireworks Music) – George F. Handel
- Jesu, Joy of Man's Desiring – J.S. Bach
- Largo (from Xerxes) – George F. Handel
- Now Thank We All Our God – Sigfrid Karg-Elert
- Ode to Joy – Ludwig van Beethoven

- Prelude from Te Deum – Marc-Antoine Charpentier
- Psalm 19 – Benedetto Marcello
- Rigaudon – Andre Comprà
- Rondeau – Jean-Joseph Mouret
- Sheep May Safely Graze – J.S. Bach
- Spring (from Four Seasons) – Antonio Vivaldi
- Trumpet Tune and Air – Henry Purcell
- Trumpet Voluntary – Jeremiah Clarke
- Wedding March – Felix Mendelssohn

Use of Worship Facilities

The following information and guidelines will help in planning the details of your ceremony, ensure that the worship facilities are appropriately utilized and respected, and will preserve the beauty, dignity and atmosphere of reverence which should surround a wedding worship service.

The center aisle in the sanctuary is 45 feet long and the center aisle of the chapel is 21 feet. For safety, we recommend an aisle runner be placed only on carpeted surfaces.

The Bride's Room is available in the south hallway between the sanctuary and the chapel where the bride and her attendants may dress, do makeup and hair and have a private place to wait while guests arrive before the wedding begins. There are other rooms that may be utilized by the groom and groomsmen for dressing and waiting for the wedding to begin. The church cannot be responsible for the safety of personal items belonging to the wedding party. We ask that these items be given to someone or locked in your cars or limousine for safekeeping before the service begins.

All personal items should be removed immediately after the wedding to permit the church building to be readied for the next worship service and for the building to be locked.

Before the ceremony begins, the chapel may be used as a gathering place for those persons to be seated during the processional (parents, grandparents, significant others). This allows for the organization of the processional by the wedding coordinator(s).

The couple may request that a table be placed outside the Bride's Room or in the Harrison Street entry for gifts. Please designate a person to accept the gifts and remain at that table during the ceremony to provide security.

Rice, confetti, and birdseed may NOT be thrown on or near the church buildings. If desired, bubbles and natural flower petals may be used outside along the sidewalk and in parking areas. You must discuss options with the church wedding coordinator in advance of the wedding day.

No food or drink is allowed on the church premises unless the wedding reception is being held in the church.

Alcoholic beverages and drugs may NOT be used on the church premises at any time. No one under the influence of alcohol or drugs may take part in the rehearsal or wedding ceremony.

Smoking is permitted outside the church buildings only.

As spring weather can often be warm, please be aware that the air conditioning may not yet be in use. Wedding attire is often warm and heavy. We recommend that all members of the wedding party consume plenty of water prior to the wedding. Consider providing bottled water for your wedding party.

The south Harrison Street entrance is used for guests attending the ceremony. The number of guests will determine if both the north and south Harrison Street doors should be used. If there is inclement weather the church wedding coordinator will determine the most efficient way for guests to enter the church.

Disability access to the church is on the north side of the facility via a ramp into the east doors of Disciples Hall. All other guests should use the Harrison Street entry. The guest book(s) and ushered seating are done inside this entry.

Prior arrangements must be made with the church wedding coordinator to schedule times for the church doors to be unlocked for arrival of the florist, photographer, videographer, guest musicians and others to decorate, set up equipment etc.

If a reception is desired in the church, the bridal couple shall contact the pastor's secretary in order to make arrangements for the custodian and the church wedding coordinator to participate as necessary. Disciples Hall and Willard Hall may be used for receptions.

Parking and Handicap Access

The north parking lot on 8th and Harrison Street allows for easy access to the sanctuary, chapel and the Bride's Room. It also provides handicap ramp access.

There is additional angle parking available on Harrison Street.

The parking lot south of the church belongs to the Dillon House and is not available for the wedding party or guests.

Parking for limousines, buses or other special vehicles may be discussed with the wedding coordinator prior to the wedding.

Suggestions and Rehearsal Notes

The church wedding coordinator(s) will instruct the wedding party regarding processional and recessional procedure, wedding etiquette, promptness and instructions for usher seating.

One usher is needed for every 50 guests. Groomsmen may also be used as ushers. Make that decision before or during the rehearsal. Please have two persons assigned to pin boutonnieres and corsages.

Placing a guest book at each of the two Harrison Street doors (if you choose to have them both open) allows guests to move into the sanctuary quickly for ushered seating and avoids lines waiting to sign a guest book. Guests may also sign the book at the reception.

All persons to be seated during the processional (parents, grandparents, significant others) should gather in the chapel 20-25 minutes before the ceremony begins to allow the coordination of the processional.

Bridesmaids should walk slowly down the aisle. When the first bridesmaid reaches the halfway point of the center aisle, the second bridesmaid will begin to process.

If musicians other than the organist are used, they must be instructed to make eye contact with the church wedding coordinator who signals the organist to change music according to the wedding program.

It is the responsibility of the bride and groom to designate person(s) to clear the dressing areas of water bottles and personal items. This is not a function of the wedding coordinator. The church will be locked immediately following post-ceremony photography.

Any food found in the kitchen area of the Youth Lounge is not for wedding party consumption.



Wedding Fee Schedule

A member, for purposes of this fee schedule, is defined as follows: (1) either the bride or groom is on the active roll of the church, or (2) either the bride's or groom's parent(s), guardian(s), or grandparent(s) is/are on the active roll of FPC.

SERVICE	MEMBER	NON-MEMBER
Application Fee (non-refundable)	\$100	\$100
Facilities Rental		
Chapel	None	\$1,500
Sanctuary	None	\$2,000
(Includes use of church candelabra and candles – one set for chancel, one floor set, one unity candle set)		
Music		
Organist (includes Wedding Rehearsal) (Extra rehearsals with soloists/instrumentalists will be billed at \$50/hr)	\$250	\$250
Bench Fee (if not using the FPC organist)	\$100	\$100
Soloist (if provided by church) – one song	\$75	\$75
two songs	\$100	\$100
FPC Wedding Coordinator (required)		
Wedding	\$175	\$175
Reception (at church)	\$75	\$75
(Bride may employ her own wedding coordinator in addition to the FPC coordinator. An outside coordinator will work directly with the FPC wedding coordinator.)		
Custodian		
Wedding only	\$75	\$75
Reception	\$50	\$50
(Includes 3 hours – additional time required will be billed at \$15/hr)		
Sound Technician (includes wedding DVD)	\$100	\$100
Pastor's Honorarium (suggested)	\$400	\$400
Disciples Hall or Willard Hall (for reception)	None	\$100

A Service of Special Circumstance

There are certain times when conditions warrant a more abbreviated event, such as urgent military deployment, renewal of vows, etc. If desired, and upon 30 day notice, a simple wedding with fewer than 30 guests, without rehearsal, organist or other musician, and not requiring participation by the church coordinator or custodians (no special flowers or candles, etc.) can be arranged in the Chapel or Sanctuary for a total facilities charge of \$100 for members and non-members. The fee covers the use of the facilities for this "walk-in wedding." The minister's honorarium is not included in the basic fee.

Wedding Information Form (WIF)

First Presbyterian Church
817 SW Harrison Street
Topeka, KS 66612

Please read Wedding Information Guide and Fee Schedule prior to filling out form.

*** To be completed by Church**

Wedding Date: _____ Time: _____

Rehearsal Date: _____ Time: _____

Please allow at least one hour for the rehearsal.

*Date Confirmed on Church Calendar: _____

Ceremony Location: Sanctuary ____ Chapel ____

Number of Guests Expected: _____

Couple Information

Bride's Full Name: _____

Member: ____ Non-Member: ____

Address: _____

Home Phone: _____ Cell Phone: _____

E-mail Address: _____

Groom's Full Name: _____

Member: ____ Non-Member: ____

Address: _____

Home Phone: _____ Cell Phone: _____

E-mail Address: _____

Ceremony Participants

FPC Pastor: _____

Guest Pastor: _____

Phone: _____

Organist: _____

Phone: _____

Other Musicians/Instrument/Phone:

Soloist(s)/Phone: _____

*Sound Technician: _____

Ceremony Assistants

*FPC Wedding Coordinator: _____

Phone: _____

Outside Wedding Coordinator: _____

Phone: _____

Boutonnière/Corsage Assistant: _____

Bridal Party

Bride's Escort: _____

Maid/Matron of Honor: _____

Bridesmaids: _____

Best Man: _____

Groomsmen: _____

Ushers: (groomsmen may assist): _____

Flower Girl(s): _____

Ring Bearer(s): _____

Candle Lighters: _____

Bride's Parents

Mother: _____ Phone: _____

Father: _____ Phone: _____

Groom's Parents

Mother: _____ Phone: _____

Father: _____ Phone: _____

Usher to seat Bride's Mother: _____

Usher to seat Groom's Mother: _____

Bride's Grandmothers: _____

Bride's Grandfathers: _____

Groom's Grandmothers _____

Groom's Grandfathers _____

Wedding Vendors

Photographer: _____ Phone: _____

Florist: _____ Phone: _____

Videographer: _____ Phone: _____

Transportation Service: _____ Phone: _____

Reception Location: _____

Reception Caterer: _____ Phone: _____

Ceremony Supplies

Kneeling Bench: Yes ____ No ____

Church Candelabra:

Chancel set: Yes ____ No ____

Floor Set: Yes ____ No ____

Unity Candle Set: Yes ____ No ____

Stand for Guest Register(s): Yes ____ No ____ Number needed: 1 ____ 2 ____

Aisle Runner (provided by florist): Yes ____ No ____

Video-recording (provided by church): Yes ____ No ____

Wedding License Information

Couple's mailing address after wedding: _____

Preference for witnesses (2):

By signing this form, I take responsibility for the use, clean-up and security of the areas used in the church facility.

Bride's or Groom's Name (Signature)

Home Phone: _____

Cell: _____