



# COLLEGIATE

## Presbyterian Church

### *Weddings at Collegiate Presbyterian Church*

Active members of CPC are invited to use our church facilities for their wedding. CPC members' adult children who are active members of another congregation as well as other Presbyterians in good standing are also welcome. Please refer to the last page in this brochure for a listing of fees for member and non-member weddings.

#### **The Wedding Service**

“Marriage is a gift God has given to all humankind for the well-being of the entire human family. Marriage is a civil contract between a woman and a man. For Christians marriage is a covenant through which a man and a woman are called to live out together before God their lives of discipleship. In a service of Christian marriage a lifelong commitment is made by a woman and a man to each other, publicly witnessed and acknowledged by the community of faith.”

These are the opening sentences for “The Christian Service of Marriage” in the Presbyterian Church (USA) Directory for Worship. They assist our understanding of what Christian marriage is all about.

#### **Planning the Wedding**

If you desire to have your wedding at Collegiate Presbyterian Church, the following steps need to be taken:

1. Request the date and time for the wedding with the church secretary, who will then check with one of the pastors.
2. Meet with the officiating clergy and the wedding coordinator.
3. Return the proper forms and make deposits where applicable.

After these steps are completed, your wedding date will be confirmed on the church calendar.

A wedding coordinator is present at all CPC weddings. The wedding coordinator is arranged through the church office and will meet with you prior to the wedding to share CPC wedding policies and to coordinate your wedding plans with the actual layout and physical limitations of the facility. The wedding coordinator will open and close the building for your rehearsal and will open appropriate building areas for the wedding party three hours before the ceremony. The wedding coordinator will be present and available for the rehearsal and the wedding.

### **Premarital Counseling**

We believe that your marriage will be enhanced and the ceremony made more meaningful with thoughtful counseling and preparation. Our Directory for Worship requires the minister to provide for discussion with the bride and groom concerning the following topics:

1. The nature of their Christian commitment, assuring that at least one is a professing Christian.
2. The legal requirements of the State.
3. The privileges and responsibilities of Christian marriage.
4. The nature and form of the marriage service.
5. The vows and commitments the couple will be asked to make.
6. The relationship of these commitments to their lives of discipleship.
7. The resources of the faith and the Christian community to assist them in fulfilling their marriage commitments.

CPC's pastors provide pre-marital counseling sessions. Together with the pastor, couples will discuss their strengths and growth areas as they prepare for marriage. They will practice in areas such as couple communication, reflective listening, conflict resolution and financial planning. It is your responsibility to make an appointment with the officiating minister to begin the counseling process.

### **Music**

Music is a beautiful and meaningful part of the marriage ceremony. We are eager to assist you in providing appropriate music of high quality for your wedding.

It is expected that the selection of music to be sung or played will be appropriate to the sacred nature of the wedding service of worship and that reverence and discretion will be the principal guidelines. As stated in the Directory for Worship: "Music suitable for the marriage service directs attention to God and expresses the faith of the church. The congregation may join in hymns and other musical forms of praise and prayer." Secular love songs, popular songs and show tunes may be appropriate for the reception and other wedding social events, but they are generally not appropriate at the wedding ceremony. The officiating minister will make final approval of all music.

If an organist is wanted, you are responsible for communicating this to the wedding coordinator who will contact the organist. The organist will play for the service and will accompany any soloists. As soon as the tentative date for the wedding has been placed on the church calendar, you should make an appointment with the organist. Time must be allowed to review, select, and in some cases, order music.

Piano, strings, bass and woodwinds may be used, as well as vocalists. The organist can assist you in selecting your instrumental and vocal music. The church has a Reuter 28 rank pipe organ in the Sanctuary and an AOB electronic organ in the chapel. The church also has pianos in each of these locations and a Yamaha Clavinova for use as well.

### **Facilities**

Collegiate Presbyterian is located at Sheldon Avenue and West Street, near the west gate of the Iowa State University campus. The address is 159 North Sheldon Avenue. The church has parking lots and there is some street parking nearby. All areas of the church facility are handicapped accessible.

The sanctuary seats 350-400 people, and is air conditioned. The center aisle is 77'7" long.

Helser Chapel seats 45 people and is air conditioned. The center aisle is 63' long.

Coat rooms are adjacent to the Sanctuary and the Chapel.

Dressing rooms are available for the bride and her attendants and the groom and his attendants.

A room is available for childcare during your wedding if you choose to provide this service for your guests. The couple is responsible for arranging for a sitter.

Sanctuary decorations, including band equipment, may not be removed for any reason. We will do everything possible to maintain a worshipful space for your wedding.

Out of concern for the environment and the safety of your guests, the throwing of rice, birdseed, and confetti is prohibited both inside and outside the church. Alcoholic beverages and narcotic substances may not be brought into or served on the church premises at any time. Smoking is not permitted inside the church building.

The custodian for your wedding will do all necessary cleanup and lock up the church after the service and reception.

There are specific fees for the use of the church facilities and the services of the staff. All fees are due and payable three weeks prior to the date of the rehearsal. Payment of all fees is by check to Collegiate Presbyterian Church. The fee schedule is included with this booklet.

### **Flowers and Decorations**

“Flowers, decorations, and other appointments should be appropriate to the place of worship, enhance the worshippers’ consciousness of the reality of God, and reflect the integrity and simplicity of Christian life.” (Directory for Worship, PC(USA))

Flowers, candles or other decorations are generally not to be placed upon the Communion table. The church has two candelabras which may be used. These candelabras hold seven candles each and the church will supply dripleless candles of the proper size at cost.

If you wish to use pew or door decorations, please see that they have fasteners that will not damage the wood. The use of nails, tacks, adhesives and duct tape is not permitted for this reason. Please do not place any decorations on plaster or painted surfaces. If the Sanctuary or Chapel is decorated for a Church season, such as Christmas or Easter, please plan your decorations to include those already in place.

Please clear the time for delivery of your decorations with the church office.

### **Photography and Recording**

Pictures may be taken before or after the ceremony in the Sanctuary or Chapel. Flash pictures may not be taken after the ceremony begins.

Available light photos and videotaping are permissible during the ceremony from the balcony. Audiocassette recordings of weddings may also be made by your arrangement. A sound technician from CPC is necessary to run the sound system. This person will be available for your rehearsal as well as the wedding ceremony itself. The fee for this service is listed at the end of the booklet.

### **Wedding License**

Before any clergy may perform a wedding service, a marriage license must be issued by the clerk of a county court in one of the counties in the State of Iowa. The license is to be brought to the church office no later than the day of the rehearsal. Information about the wedding and its participants will be entered into the permanent records of the church.

**Rehearsal**

A rehearsal is necessary for all weddings. The rehearsal time will be set in consultation with the officiating minister. You will then be asked to advise all members of the wedding party of the rehearsal time and emphasize that it is essential that all participants be present. Rehearsals are scheduled for one hour duration and will be directed by the officiating clergy.

**Receptions**

You are welcome to hold your wedding reception in the church building. You would need to make your own arrangements for decorations, service and catering. The church has serving equipment, dishes and dishwashing equipment, for the use of which arrangements can be made. If you have special items you wish to use, that can be arranged.

Reception rooms include the Sarah Barlow Lounge on the main floor, the Social Hall below the Sanctuary, and Westgate Center on the second floor. The room used will depend on the number of guests expected and the type of reception desired.

Whether or not you use our total services, you need to schedule a conference with a church staff member before planning a church reception. Please consult the church office at least six weeks in advance of your wedding date.

**After the Wedding**

Because we may have several weddings/events on the same day, we ask that your flowers, decorations, and personal items be removed from the church as soon as possible after your ceremony. You may choose to leave a bouquet for the church after consulting with the officiating pastor or wedding coordinator.

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*Our staff and facilities are here to help make your wedding a joyful occasion. We ask that you, your families, and guests respect the guidelines set form in this booklet. If you have questions or concerns, we will be happy to discuss them with you well in advance of the wedding day. Our best wishes go with you for a long and happy marriage!*

## FEE SCHEDULE

Below are listed the fees for the use of the church facilities and the services of the staff. All fees are due and payable three weeks prior to the date of the rehearsal. Payment of all fees is by check to Collegiate Presbyterian Church.

	<u>CPC Members</u>	<u>Presbyterians in Good Standing</u>
Deposit*	\$0	200
Minister	200	400
Organist (add \$25 if soloist)	200	200
Custodian (wedding)	75	100
Custodian (wedding & reception)	125	200
Sound Technician	50	50
Wedding Coordinator (reh. & wedding)	200	250
Sanctuary	0	300
Chapel	0	100
Candelabra & Candles	20	20
Reception Room (Social Hall)	0	200

*\*Refundable two weeks after wedding, provided church policies have been adhered to and there is no damage to the facility. Must be paid before wedding date is confirmed.*

*Approved by the Session 10/23/07*