

WEDDING APPLICATION FORM

WESTMINSTER PRESBYTERIAN CHURCH

402 East Lumsden Road

Brandon, FL 33511

(813)689-6541

www.wpcbrandon.org

Today's Date _____

Bride _____

Groom _____

Designate a single person for authority/responsibility with WPC _____

Desired Date of Rehearsal _____ Time _____

Desired Date of Wedding _____ Time _____

Do you wish to use Fellowship Hall and kitchen for reception? _____

Presiding Pastor(s) _____

Premarital Counselor _____

Pianist needed? _____ Sound system needed? _____

Other Comments / Needs / Requests _____

Wedding Committee approval: _____
(Representative signature and date)

Session approval: _____
(Representative signature and date)

Full name to be used on Marriage License _____

Street Address _____

City _____ State _____ ZIP _____

Phone: Home _____ Work _____ Cell _____

Email Address _____

Church membership _____

Family or friends now or previously at WPC _____

Previous Marriage? _____ Ended when? _____ Ended why? _____

Children ? _____

Why do you want to be married at WPC? _____

Why do you not want to be married at your own church? _____

Attach a separate piece of paper with your personal testimony, a spiritual self portrait including ...

- Are you a believer?
- What do you believe?
- Tell the history of your Christian walk.
- What does Jesus Christ mean to you?
- What is your normal pattern of church attendance?
- How often do you attend Sunday School, Wednesday night worship, small group, or other?
- What is your normal pattern of seeking Christian growth?
- Tell us about your prayer life.
- Tell us about your (minor and/or adult) children, if any.
- Describe your fiancé's walk with Christ.

Full name to be used on Marriage License _____

Street Address _____

City _____ State _____ ZIP _____

Phone: Home _____ Work _____ Cell _____

Email Address _____

Church membership _____

Family or friends now or previously at WPC _____

Previous Marriage? _____ Ended when? _____ Ended why? _____

Children ? _____

Why do you want to be married at WPC? _____

Why do you not want to be married at your own church? _____

Why do you not want to be married at your own church? _____

Attach a separate piece of paper with your personal testimony, a spiritual self portrait including ...

- Are you a believer?
- What do you believe?
- Tell the history of your Christian walk.
- What does Jesus Christ mean to you?
- What is your normal pattern of church attendance?
- How often do you attend Sunday School, Wednesday night worship, small group, or other?
- What is your normal pattern of seeking Christian growth?
- Tell us about your prayer life.
- Tell us about your (minor and/or adult) children, if any.
- Describe your fiancé's walk with Christ.

WEDDING CONTACTS

Name of Bride: _____

Home telephone number: _____ Cell: _____

Name of Groom: _____

Home telephone number: _____ Cell: _____

Point of contact other than bride or groom:

Name: _____

Home number: _____ Cell: _____

SERVICE PROVIDER INFORMATION

(Information to be given to church wedding facilitator one month prior to the wedding date.)

Florist Name: _____

Telephone number: _____

Photographer/Videographer Company Name: _____

Name of photographer: _____

Name of videographer: _____

Telephone number: _____

Caterer/catering Company: _____

Telephone number: _____

TECHNICAL STAFF ARRANGEMENT FORM

Officiating Pastor: _____

Approved by WPC Senior Pastor: _____

Date: _____

Organist/pianist: _____

Approved by WPC Senior Pastor: _____

Date: _____

Wedding music approved by Senior Pastor: _____

Date: _____

Arrangements made with wedding facilitator to open and close buildings for rehearsal and wedding.

Wedding facilitator signature: _____

Date: _____

Arrangements/times for sound technician and custodial staff for rehearsal and wedding ceremony.

Additional times and dates for all buildings-

Sanctuary: _____

Fellowship hall: _____

Sound technician signature: _____ Date: _____

Custodial staff signature: _____ Date: _____

WEDDING POLICY

CHURCH POLICIES

1. All weddings must be performed by an ordained minister.
2. Marriage license must be presented the night of rehearsal.
3. The church will be opened for rehearsal for a time period of one and one-half hours. For every 30 minutes past the allotted time a fee of \$25.00 will be charged and payable the night of rehearsal.
4. No alcoholic beverages of any kind may be served at the church.
5. No smoking is allowed on church property.
6. The pulpit is not movable. It is wired to the platform.
7. The communion table may be moved to the side of the church.
8. No furniture may be moved or altered without permission.
9. Nothing may be attached to the walls or doors of the narthex or sanctuary. Existing nails on the doors may be used to hang decorations.
10. No rice/confetti may be thrown on the church property. Sparklers may not be used. Bubbles may be used outdoors in the grassy areas.
11. The bridal party must remove all items (clothing, hangers, personal effects, food, etc.) from the dressing rooms before departing the church so custodians may begin to clean up as soon as possible. All items left behind will be discarded the Monday following the wedding.
12. A representative of the wedding party must provide someone to be on hand to receive and pay for deliveries by florist, caterer, etc. on their arrival. Times of any deliveries/set-ups must be given to church wedding representative in advance.
13. The official photographer must speak with wedding facilitator to discuss acceptable/unobtrusive conduct during the service.
14. The church will be cleaned prior to the date of rehearsal. Any items left from decorating the sanctuary/fellowship hall is the responsibility of the wedding party to clean.

We have read and agree to comply with the above policies set by Westminster Presbyterian Church.

Bride's Signature: _____

Groom's Signature: _____

Wedding Facilitator's Signature: _____

Date: _____

WESTMINSTER PRESBYTERIAN CHURCH

Wedding Policies and Procedures Process Overview

And the Lord God said, “It is not good for the man to be alone; I will make him a helper suitable for him.” *Genesis 2:18*. “For this reason a man shall leave his father and his mother, and be joined to his wife; and they shall become one flesh.” *Genesis 2:24*. Marriage is a divine institution... but it is the duty of Christians to marry only in the Lord. (*Westminster Confession of Faith, Chapter 24*)

I. WHO MAY USE THE CHURCH

Westminster Presbyterian Church views weddings as a joyful extension of WPC’s spiritual life and doctrinal tenets. The Session therefore carefully reviews and approves/disapproves every wedding which proposes to use WPC facilities. These decisions are made in light of the following guidelines.

1. The engaged couple must give a credible profession of faith and demonstrate a credible Christian life.
2. Members of WPC and their children will be given special consideration.
3. Longtime (1 yr) regularly attending nonmembers of WPC will be given special consideration.
4. Although WPC does not wish to operate a “wedding chapel”, regularly attending believers from other churches may submit applications for consideration. In such cases, couples are asked to submit written testimony of their faith in Jesus Christ, a description of their Christian walk (including church attendance), and their reason for choosing WPC rather than their home church.

II. APPLYING TO USE THE CHURCH

The wedding application is not just a request for use of facilities. The application requires information about some details of required arrangements, a written testimony of faith in Jesus Christ, and a description of the couple’s Christian walk. In addition, members of other churches are asked to explain their reason for choosing WPC rather than their home church.

While picking up the application, the couple should check with the office regarding available dates. They should also make an appointment for submitting it to the WPC senior pastor (or delegate). If they have selected a specific date, it can be reserved for up to two weeks pending submission of the completed application.

At this initial interview, the senior pastor will discuss the couple’s testimonies, reasons for choosing marriage at WPC, and acceptability of the proposed officiating pastor(s). The senior pastor (or delegate) will also propose or approve an extensive program of pre-marital counseling. The church’s continued commitment to the wedding date is contingent upon the couple’s responsible participation in the counseling program. To accommodate unexpected interruptions, counseling should begin at least 6 months before the wedding

Following the senior pastor (or delegate) interview, the WPC Wedding Committee conducts an evaluation of the completed application. In some cases the Committee may request further information, or even interview the applicants. The Committee ultimately forwards the application to the Session with a recommendation for approval/disapproval. Ordinarily, the final decision will be reported within 30 days after submission of the completed application.

After the Session’s approval, the engaged couple will be contacted by the WPC wedding coordinator. This will provide an opportunity for WPC to better understand the couple’s needs and for the couple to more fully understand the “ground rules” for wedding services at WPC.

III FEES FOR USING THE CHURCH

The following FEES (paid directly to WPC) are based upon reasonable value of facilities and overtime payment to technical staff. Fees will be adjusted accordingly if the Wedding Committee judges the proposed usage to be substantially more/less extensive than normal. One-Half the Fee is due when the application is approved by the Session. The balance is due 60 days prior to the wedding.

Pianist/Organist	Members \$150	Non-members \$150
Sound Technician	Members \$150	Non-members \$150
Custodial (Sanctuary)	Members \$150	Non-members \$150
Custodial (Fellowship Hall, per use)	Members \$100	Non-members \$150
Wedding Coordinator	Members waived	Non-members \$200
Building Usage	Members waived	Non-members \$300
Fellowship Hall	Members waived	Non-members \$125
Pastoral Services †	Members waived	Non-members \$300

† Honorarium suggested
