

WEDDINGS
at
CLAREMONT
PRESBYTERIAN
CHURCH

1111 N. MOUNTAIN AVENUE
CLAREMONT, CA 91711
(909) 624-9693
FAX (909) 624-4743
www.claremontpres.org

Thank you for your inquiry about a wedding at Claremont Presbyterian Church. Use of the church for weddings is governed by Session, which has adopted the policies outlined in this booklet. Compliance with the policies is required of all wedding participants and guests.

“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.”

“Christian marriage should be celebrated in the place where the community gathers for worship. As a service of Christian worship, the marriage service is under the direction of the minister and the supervision of the session.”

“The service begins with scriptural sentences and a brief statement of purpose. The man and the woman shall declare their intention to enter into Christian marriage and shall exchange vows of love and faithfulness. The service includes appropriate passages of Scripture, which may be interpreted in various forms of proclamation. Prayers shall be offered for the couple, for the communities, which support them in this new dimension of discipleship, and for all who seek to live in faithfulness. In the name of the triune God the minister shall declare publicly that the woman and man are now joined in marriage. A charge may be given. Other actions common to the community and its cultures may appropriately be observed when these actions do not diminish the Christian understanding of marriage. The service concludes with a benediction.”

Excerpted from the Book of Order
Presbyterian Church (U.S.A.)
Directory for Worship, 1999-2000

INITIAL ARRANGEMENTS

The congregation and ministers of Claremont Presbyterian Church rejoice with you as you plan for the celebration of your marriage. It is hoped that this booklet, which outlines the wedding policies of our church and answers typical questions about weddings, will assist you in planning.

Meeting the Pastor: If the prospective bride and groom find these wedding policies acceptable they may begin arrangements for their wedding at Claremont Presbyterian Church by contacting the church office to schedule a preliminary interview with the pastor who must give approval for the wedding to take place in the church.

Contacting the Wedding Consultant: Upon receiving the pastor's approval, the wedding couple next gets in touch with the Wedding Consultant who, as an agent of the Session, is involved in all weddings performed in the Sanctuary of the Claremont Presbyterian Church. The Consultant will coordinate wedding and rehearsal dates and times with the church master calendar, assist with the completion of the Wedding Form and the Covenant of Cooperation, review the wedding policies with the prospective bride and groom, and insure that the deposit of wedding fees is received by the church. The church office will provide information about contacting the Consultant.

Date Selection: The church calendar will be consulted to reserve tentative dates and times for the wedding and rehearsal. However, these dates and times will not become official until the pastor has reviewed the Wedding Form and Covenant of Cooperation. Announcements should not be made nor printed materials ordered until written confirmation of dates and times is received from the church. Confirmation will be provided within two weeks of initial application.

Scheduling Counseling Sessions: At least two additional meetings must be scheduled between the pastor of the Claremont Presbyterian Church and the wedding couple. These are wedding counseling and they will occur during the six weeks preceding the wedding.

THE PASTOR

Ordinarily a minister associated with Claremont Presbyterian Church must officiate at all weddings performed in the church. The church’s officiating pastor is the final authority in all matters pertaining to the wedding service or to the use of the building. Guest ministers who agree to observe church policies may be invited by the church pastor to help with or to conduct a service alone. However, a guest minister officiating alone must defer to the church’s Wedding Consultant when there is a question of policy interpretation.

A minister of the church will meet with the wedding couple on several occasions (See “Meeting the Pastor” and “Scheduling Counseling Sessions.”) At the first counseling session discussion may concern events leading to the decision to marry and setting goals conducive to a successful marriage; the second meeting may focus on specific aspects of the wedding service.

If a couple wishes the pastor to attend a reception or rehearsal dinner, the invitation for pastor and spouse should be extended well in advance of the event.

Convention advises that the pastor’s honorarium is offered by the groom prior to the rehearsal. The separate Wedding Fee Schedule included with this booklet details honorarium guidelines.

THE WEDDING CONSULTANT

Our wedding Consultant has experience in creating beautiful, memorable weddings. She will gladly assist the bride and groom with their plans and will provide valuable information about the many details relating to the rehearsal and to the marriage service. She will be flexible and open to the reasonable preferences of the wedding party.

The wedding Consultant will be on duty at the rehearsal and during the wedding service. She will provide access to portions of the building and/or facilities where and when needed.

MUSIC

Music selected for the wedding shall be appropriate for a service of worship and shall meet the approval of the officiating pastor. The congregation may join in singing hymns and other musical forms of praise and prayer.

Session has established that live music and accompaniment ordinarily will be used in worship. Customarily the organ will be played by the church organist who will also advise about music selections. The church will arrange for an alternate organist if the church organist is unavailable.

The organist must be informed of music selected at least four weeks before the wedding to allow adequate preparation time.

THE REHEARSAL

A wedding taking place in the Sanctuary requires a rehearsal in the Sanctuary. About one hour is allotted to each wedding rehearsal. If possible, all members of the wedding party (the parents of the bride and groom, the attendants, the best man and ushers) should attend the rehearsal and, of course, they are expected to arrive promptly at the appointed hour.

RECEPTIONS

The Fellowship Hall is available for receptions. Catered food may be served from the kitchen but use of kitchen equipment is not permitted. Access to the Fellowship Hall should be arranged through the church office during business hours.

PHOTOGRAPHS, VIDEO TAPING AND SOUND RECORDING

Photographs, both still and videotaped, may be taken within the building and on the grounds before and after the wedding service. Flash photography is distracting and therefore is not permitted during the wedding service except that a photograph may be taken by the official wedding photographer of the bridal party as they enter for the ceremony.

DECORATING FOR THE WEDDING

The Wedding Consultant gives florists access to decorate for the wedding. Flowers are displayed in standing baskets or on columns. They may not be placed on the communion table. Equipment and decorations must be removed from the church immediately following the wedding. Flowers may be donated for church use at worship if the Wedding Consultant is so informed.

Chancel furniture and church decorations for the Easter and Christmas seasons are not to be removed or rearranged for any reason. Nothing may be attached to the pews that will in any way mar the wood.

A trinity candelabra and a kneeling bench are available for use without extra charge. Free standing candelabra, decorative columns, and aisle runners can be obtained from the florist. Dripless candles are required. Plastic sheeting, which is provided, must be placed beneath all candelabra.

GENERAL INFORMATION

- The Pastor and Wedding Consultant, as representatives of the Session of our church, are charged with the responsibility of overseeing the use of church property and facilities. They require that the Session’s policies prohibiting smoking in church buildings and prohibiting the consumption of alcohol anywhere in the building or on the grounds be strictly observed by wedding participants and guests alike. Should the prohibitions be ignored, the wedding may be delayed or even cancelled.
- A bride’s dressing room is provided for the convenience of the bride and her attendants.
- The sanctuary, including balcony, has seating for 500.
- The Lord’s Supper may be celebrated at weddings with the approval of the Session. The invitation to the Table shall be extended to all baptized persons present and the elements must be served by elders or deacons of Claremont Presbyterian Church.
- A wedding license is valid for use if it was obtained through any county office within California. It is to be given to the officiating minister at the wedding rehearsal.
- The throwing of rice, birdseed, confetti, or similar material is not allowed.
- Limousines and/or wedding party vehicles may not drive or park on the plaza near the sanctuary entrance. The Wedding Consultant will suggest accessible parking areas.
- Fee information is detailed on the separate Wedding Fee Schedule.