

**Covenant Presbyterian Church
210 Poppell Drive
Lakeland, FL 33813
(863) 646-9631**

Title: Wedding Policy
Date: Updated February 21, 2022
Purpose: To detail the process of scheduling and coordinating weddings at Covenant Presbyterian Church
Scope: Applies to members and non-members
Author: Executive Commission of the Session

And the Lord God said, "It is not good that the man should be alone; I will make a help meet for him," Genesis 2:18. "Therefore shall a man leave his father and his mother, and shall cleave unto his wife, and they shall be 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

- 1) Members of Covenant Presbyterian Church in good standing.
- 2) Non-communing children of members who can give a credible testimony of their faith in Christ.
- 3) Individuals who can give a credible testimony of their faith in Christ and have been attending Covenant Presbyterian Church regularly for a year or more, but who are not yet members.
- 4) Individuals who do not attend Covenant Presbyterian Church but are members in good standing of another PCA church and who can give a credible testimony of their faith in Christ.

All the above must be living lives consistent with Holy Scripture, the Westminster Confession of Faith (particularly chapter XXIV, section I), and the Book of Church Order of the Presbyterian Church in America.

II. APPLYING TO USE THE CHURCH

The following procedures are to be followed by all making application for use of the church and by signing your name to the attachments below, you are agreeing to the following procedures and guidelines:

- 1) Before completing the application (**Attachment 1**), please check with the church office to be sure there are no conflicts on the church calendar with the date you have selected and make a temporary reservation.
- 2) Before completing the application and reserving the facility, each couple is requested to meet with a member of the Pastoral Staff. *This applies only to couples who are to be married by a Covenant Presbyterian Church Pastor.*
- 3) It is **your responsibility** to arrange for:
 - The pastor to officiate (the pastor may have additional requirements). If a Covenant pastor will be officiating, there are specific premarital counseling requirements that must be met prior to the wedding ceremony (see "Preparing for Marriage" on the church website).
 - A pianist and/or organist, wedding music, and special music. Organist services include help at the rehearsal and the wedding service. (Note: Guest organist must be pre-qualified by the church organist before using the instrument. This may be accomplished by appointment with the church organist - Kae Corbin).
 - Church sound technician to operate the sound system and audio recording of wedding if desired. (Note: Guest technician must be pre-qualified by church sound technician – Jeff Fullgraf).
 - If you are a member of CPC and plan to use Women's Ministry property (such as tablecloths, centerpieces, decorations, kitchen supplies, etc.), please contact the Women's Ministry representative.
 - Make arrangements with the custodian for the setup of furniture and clean up. This is NOT OPTIONAL. All those desiring to use CPC facility must use the services of our custodian.
- 4) Decoration for the wedding shall not start prior to the day before the event.
- 5) Wedding ceremonies are worship services and ought to reflect Covenant's commitment to historic, reformed liturgy. The best model for this is our

morning worship service. Regardless of who may be officiating your wedding ceremony, the planned liturgy and bulletin information for your wedding ceremony must be approved 60 days in advance by the pastoral staff at Covenant. [Please note: this must include the name and title of all who will be leading any portion of the wedding ceremony and a list of all bridal attendants.]

- 6) In an age of increased confusion and rebellion over God-appointed roles in the marriage relationship, the Session of Covenant Presbyterian Church believes it is both wise and God-honoring to clearly delineate between male and female during the wedding ceremony. For example, bridal attendants shall be female only and groom attendants shall be male only. Further, it is expected that bride and groom direct their wedding party to dress and conduct themselves in a God-honoring manner throughout their time on church property, especially during the wedding ceremony.
- 7) Photographer and / or videographer: it is the responsibility of the bride and groom to direct their photographer and / or videographer to remain seated during the entirety of the wedding ceremony (i.e., from the *call to worship* to the *benediction*). The wedding photographer and / or videographer may use his / her discretion in taking photos or video during the ceremony, provided that he / she remain seated in the same spot during the wedding ceremony and is not a distraction to the officiating minister or to the congregation. If a pastor from Covenant is officiating, it is expected that bride and groom will not see one another on the day of the wedding until the ceremony begins (i.e., the "first look" should be when the bride makes her entrance into the sanctuary).
- 8) Use of alcohol: consumption of any alcohol prior to the wedding ceremony is strictly prohibited; requests for alcohol to be served at the reception (if on church property) must be approved by the Session of Covenant Presbyterian Church.

Attachment 2 lists the persons responsible for each activity referred to in this procedure. On your application, please list the names of the individuals who have agreed to perform the services named and the date you talked to them. Return a copy of the completed application to the church office not less than 60 days before the wedding.

Authorization for use of the church will not be given until the application (Attachment 1) is completed and approved.

- 1) Applicants who are not members of Covenant, in addition to completing the application attached, must also write a letter to the church "Attention: Church Administrator" (or email to office@covenantlakeland.org) requesting use of the facilities for a wedding. The letter must include:
 - a) A brief written testimony of your faith in Christ.
 - b) The name of the PCA church of which you are now a member.
 - c) The reason for wanting to use these facilities.

III. CHARGES

- 1) Facilities Charge: See **Attachment 3 for Facility Usage Fee Schedule.** You may choose from Wedding Package 1, 2, or 3 (including "supplement"). Fees must be included with the application to hold the space. In case of cancellation, the fee will be returned in full up to 60 days prior to the scheduled event.
- 2) If there is a reception and the kitchen is used, the dishes must be washed and the kitchen must be cleaned. The custodian does not clean the kitchen.
- 3) The fees for the pastor, organist and/or pianist, and sound technician are to be negotiated with each individual. Typically, there is no set fee in place for these services and only a gift of appreciation is offered if desired. We do recommend you ask the individual if they have a fee just to be sure.

IV. ACCEPTANCE

If a pastor of Covenant Presbyterian Church is to perform the wedding ceremony, acceptance of your application is automatic for members of the church. All other applications are subject to approval by a church representative. The Church Administrator will notify you within 30 days from the receipt of the application and the date will be secured.

Attachment 1

APPLICATION FOR USE OF CHURCH FOR WEDDING

Your Names: _____

Address: _____

Check applicable:

- Church member
- Non communing child of member
- Attending non-member

If member of another PCA church, please give name of church below:

Her Phone # (home/work/cell): _____

His Phone # (home/work/cell): _____

Date/Time of Rehearsal: _____

Date/Time of wedding: _____

Reception will / will not be held at the church (please circle one)

Rehearsal dinner will / will not be held at the church (please circle one)

Pastor officiating: _____

Organist (if using): _____

Pianist: _____

Sound equipment operator: _____

Wedding Coordinator/Planner (if known): _____

Women's Ministry Representative/coordinator _____
(Only necessary for members who will be using Women's Ministries supplies.)

The completion of this form indicates that you agree with all of the terms and rules for the use of the church and will follow all instructions given by individuals listed above.

Mail to: Covenant Presbyterian Church, 210 Poppell Dr., Lakeland, FL 33813
Attn: Church Administrator

Attachment 2

WEDDING POLICY CONTACT LIST As of January 2022

- 1) Congregational Care Coordinator
CB Campano
cb@covenantlakeland.org
863-255-8668

- 2) Pastors' Assistant
Laura Strawbridge
laura@covenantlakeland.org
863-646-9631

- 3) Organist/Pianist
Kae Corbin
kae@covenantlakeland.org
863-646-9631 (leave message)

- 4) Sound System/Video
Jeff Fullgraf
863-709-9385

- 5) Custodian
Isiah Thomas-INA Cleaning Service
beeballing49@tampabay.rr.com
863-647-5950 (leave message)

- 6) Women's Ministry Coordinator (for members only)
Contact the church office for a current list of women's ministry leaders
863-646-9631

Note: Women's Ministry Coordinator should be consulted for permission to use women's ministry church items (tablecloths/ decorations/ dinnerware, etc.) and the procedure for using them. ONLY members of the church are permitted to use these items.

Attachment 3

Wedding Fee Schedule as of Jan. 2022 (subject to change). The following are primarily custodial fees and do not include those listed under point 3 above under "III. Charges". Note: if additional cleaning is required, the couple may be billed from our custodial services.

Use of the facilities is restricted to members, regular attenders, and members of other PCA churches. See "Wedding Policy" above for more details.

Location	Members Fee	Non-Members Fee
<u>Wedding Package 1</u> – Rehearsal & Ceremony Only: Sanctuary, Bride’s Room, Chapel, Library	\$350	\$450
<u>Wedding Package 2</u> – Rehearsal, Ceremony, and Gym Reception: Sanctuary, Bride’s Room, Chapel, Library, Gym, Kitchen	\$650	\$850
<u>Wedding Package 3</u> – Rehearsal, Ceremony, and Fellowship Hall Reception: Sanctuary, Bride’s Room, Chapel, Library, Fellowship Hall, Kitchen	\$500	\$650
<u>Supplement</u> – Rehearsal Dinner: Fellowship Hall and Kitchen	\$250	\$350