



Anchorage Presbyterian Church

Rev. Tara N. Reck, Pastor

P. O. Box 23316
11403 Park Road
Anchorage, KY 40223
Telephone: 502/245-5818
Email: office@anchoragepresbyterian.org

YOUR WEDDING IN ANCHORAGE PRESBYTERIAN CHURCH

The exchange of marriage vows in a church is a religious ceremony, and for Christians, it is an act of worship. In a Christian wedding, two persons pledge to dedicate themselves to each other in marriage, "according to the ordinance of God."

The state of Kentucky permits certain civil officials to perform marriages, and therefore, it is presumed that those who wish a church ceremony do so out of a conviction that is appropriate for Christians to pledge themselves to each other in the context of public worship. Weddings performed at Anchorage Presbyterian Church will follow an order for a Christian Worship Service and Ceremony acceptable to the governance of the Presbyterian Church (U.S.A), the Session of the church, and the minister(s), and must be consistent with the Constitution of the Presbyterian Church (U.S.A).

The Anchorage Presbyterian Church is not a public hall which is rented out for weddings. The church is pleased, however, to offer its facilities and its ministry to members and others for weddings. Non-members are reminded, however, that they are guests, not customers. Certain policies are made to avoid confusion and to ensure that the service is a happy one.

No alcoholic beverages may be served or consumed in or around the church's premises. Smoking is not permitted anywhere in either building.

PLANNING THE WEDDING CEREMONY

Arrangements for the use of church facilities must be initiated through the church office, where request is made for a wedding and for use of our facilities. Approval must be given by the minister. If a rehearsal is to be held, the church must be reserved for it as well. The seating capacity of the sanctuary is 225. If communion is to be served to the couple, it must also be served to the entire congregation.

We cannot schedule weddings or rehearsals on Sunday's, during Holy Week, Easter Weekend, the week before or after Christmas, or on Christmas Eve. We will make every effort to accommodate your choice of dates otherwise. Dates will be given on a first-come-first-served basis. There will be no more than one wedding at Anchorage Presbyterian Church in any one weekend.

THE MINISTER

One of the ministers of the church will perform the ceremony, and he/she has absolute discretion in this regard to accept or refuse. Your wedding will not be confirmed until you have met with one of the ministers of the church. In no case will the ministers perform a wedding without advance notice and without a minimum of three face to face counseling sessions with both the couple.

It is the normal practice that a Pastor of this church conducts the wedding ceremony. If you have a minister whom you would like to be part of the service, please discuss this with our Pastor. If you want a minister other than our Pastor to conduct the service, your Pastor must contact our minister to discuss the service. A guest minister must be approved by our Pastor.

REHEARSAL

Since the church must be locked after rehearsal, all rehearsals should begin promptly. The wedding party should be instructed to arrive 30 minutes prior to the rehearsal time. Up to one hour will be reserved for rehearsal. The minister will be the only person to conduct the rehearsal. If a "wedding consultant" is present, he/she may advise on points of etiquette but will not conduct the rehearsal. We also ask that people attending the rehearsal dress appropriately. **Beverages and food are not allowed in the sanctuary at any time, except for communion.**

MUSIC

It is expected that the church organist shall play for weddings at which organ music is desired. Our office manager will be happy to provide you with contact information for our church organist. If vocal or other instrumental music is preferred, arrangements must be made directly with the individual(s) concerned.

The music for the ceremony should be chosen to enhance worship, since the wedding is a church service. The minister and/or the church organist will be happy to make suggestions. Many types of music are appropriate for a wedding, but a formal wedding with organ music should exclude "popular" selections or those of a light or sentimental character. Music of secular situations (e.g. Broadway musicals, popular or sentimental dimensions of love and marriage, etc.) is not appropriate for wedding ceremonies at Anchorage Presbyterian Church.

FLOWERS AND DECORATIONS

This is the responsibility of the wedding party and their families. The architecture of the sanctuary lends itself to simple decorations. Elaborate and ornate decorations of any type will spoil the beauty of the sanctuary. Decorations which requires any alterations to the church or which requires fastening to pews, walls, or chancel furniture is not permitted. No decorations may be hung or suspended from the walls, lighting fixtures or organ pipes. Do not use any thumbtacks, nails or screws. No flowers or adornments are to be placed on the organ or the piano. Flowers or dripless candles, but nothing else, may be placed on the communion table. Aisle runners, candelabra and dripless candles, kneeling benches and other ornamentation must be furnished by the florist. Decorations may be placed on window sills. No open flame candles are to be used on window sills. Hurricane or reflector style lamps are welcome. The church possesses no such equipment for use in your wedding.

Florists must make arrangements with the family, to deliver and pick up flowers and other items. The church is not open at all times for this purpose, and the minister and staff should not be expected to deal with the florist. Flowers and other ornamentation must be removed from the Sanctuary following the wedding service.

Payment for any damages occurring in excess of any security deposit will be assumed by the couple.

PHOTOGRAPHS

Because of the sanctity of the occasion, no flash pictures may be taken during the ceremony. Time exposures (no flash) and videotaping with no special lighting are permitted, but photographers and videographers must remain unobtrusive throughout the service. It is the responsibility of the wedding party to inform photographers of this policy. Photographs may be taken in the sanctuary preceding or following the wedding.

RECEPTION

A reception may be held in the church's Fellowship Hall. Food, beverages, dishes and cutlery and linens are to be supplied by the family or by a caterer. *Any space used must be left as it was found.* Requests for removal of any items must be made through the church office in advance.

CHURCH WEDDING SUPERVISOR

The Church Wedding Supervisor will provide the following services: Contact the couple to schedule the wedding and answer questions, provide the wedding planner (if there is one) with a copy of the Wedding Guidelines, arrive and unlock the church 15 minutes before the scheduled rehearsal time, and lock the church after the completion of the rehearsal, provide advice regarding protocol, be present before and after the wedding, unlocking and locking all doors, and provide assistance to the presiding Minister and the wedding party.

DAY OF THE WEDDING

There are two meeting rooms available for the couple and attendants to dress. Any necessary items should be brought the day of the wedding, and removed from the church after the wedding, as the rooms are used for church class space. Be sure to let the office or minister know if this space will be needed.

CUSTODIAL SERVICES

The custodian will report to the church after the wedding and will be responsible for re-setting the Sanctuary. Bridal parties and their families are expected to leave everything as they found it, with out exception. Should cleaning be needed to remove stains or repair furniture, etc., additional fees may be assessed on an as-needed basis.

SOUND SYSTEM

APC provides four microphones: a lapel microphone for the minister, a soloist microphone, a fixed lectern microphone and a fixed pulpit microphone. Please do not attempt to adjust any sound system setting. If adjustments are made, the couple will assume the cost of having sound company reset the system. If you wish to use taped music or CDs you must provide your own sound system. **Outside equipment brought into the church building may not be plugged into the Church's existing sound system.**

GENERAL RULES

The couple should review all regulations and adhere to them, as well as make sure all involved in the wedding understand and follow them.

Alcoholic beverages may not be consumed anywhere on the premises, including the parking lot. If an member of the wedding party fails to abide by this provision, or comes on the premises in an intoxicated condition, they will be asked to leave the church premises and the Security Deposit will be forfeited.

Smoking is not allowed anywhere on the premises.

Food or beverages are welcome only in designated parts of the building: the library, the meeting room and fellowship hall.

All church items (tables, chairs, etc.) which the wedding party moves prior to the wedding must be returned to their proper place after the wedding, prior to leaving the church. Failure to do so will result in the loss of the security deposit.

Please note that the church does not assume responsibility for any clothing or personal items of the bridal party or guests which may be lost, stolen, or damaged. All personal items must be removed for the sanctuary and fellowship hall immediately after the wedding. Please assign someone to attend to this task.

For safety purposes, only bubbles or birdseed are permitted in outside areas, including the front entrance.

NON MEMBER FEES

Summary of fees for non-members (please do not pay any fees until you have met with one of the ministers of the church or your minister has spoken to the APC minister, and your wedding date is confirmed):

- \$300 Security Deposit (Security deposit is to be submitted when the wedding date is booked. It will be refunded when the church passes post-wedding inspection and policies have been followed.)
- \$625 to the church (includes fee for wedding supervisor and cleaning)
- \$350 for the minister
- \$350 for the organist¹
- \$200 for use if Fellowship Hall is used
- \$75 for cleaning of Fellowship Hall if used

FEES FOR MEMBER

Active, contributing members:

- \$275 **required** for cleaning and wedding supervisor
- \$350 for the organist - if used
- \$100 for Fellowship Hall - if used
- \$75 for cleaning Fellowship Hall - if used
- Honorarium for minister customary, but not required

All fees are payable to APC 10 days prior to the rehearsal and should be given to the church office.

I have read and agree to abide by the terms of Anchorage Presbyterian Church's Wedding Policies and understand what my obligations and liabilities are.

Signatures of the Couple _____ Date _____
_____ Date _____

¹ Music requiring extra rehearsals may result in additional rehearsal fees