

Ridgefield-Crystal Lake Presbyterian Church



Wedding Booklet

Revised December, 2018

A Message from Ridgefield-Crystal Lake Presbyterian Church

We look forward to celebrating with you on your wedding day at RCLPC. The following information has been authorized by our Session and is designed to help you with your planning. You will notice guidelines that have been established to help ensure a joyous, sacred and dignified occasion.

Please read all information thoroughly. It will answer most of your questions. However, please do not hesitate to contact our Pastor should you have any other concerns.

Thank you,
Congregation of RCLPC

The Christian Service of Marriage

Marriage is a gift from God and a means of grace. Love is not something we can create for ourselves, but is granted to us without merit. It is a means of grace, for marriage can be a place in which we become more loving and authentic, more fully our true selves than we could have become on our own.

We believe that marriage also enriches the whole human family. As a couple's mutual love grows in the spiritual gifts of forgiveness, patience, selflessness, and joy, it inspires compassion and concern beyond the bounds of the immediate household. Such love not only encourages mutuality and human dignity throughout society; such love also witnesses to God's abundant mercy in our troubled world.

For us as Christians, marriage is much more than a social contract, or an expression of human love. It is a sacred covenant between two people and the Lord our God. In the mystery of God's grace, the two become one flesh, to live together and grow in love and faithfulness for the rest of their lives. The wedding ceremony is a public declaration of this holy commitment. Because the Presbyterian Church understands a wedding to be an act of worship and a celebration of this holy covenant, the music, readings and the words of the church service all serve to honor and glorify God who joins the couple in marriage.

Meeting with Our Pastor

While we do not require membership of our congregation or denomination, the Presbyterian Church is one of the original Reformed Churches with a rich history and theology of marriage. Our Pastor is required to share this information with you as well as discuss some of the logistics of a wedding at RCLPC. You are required to meet with him/her as many times as necessary to obtain a full understanding. All appointments are to be made well in advance and direct with the Pastor.

Steps to Complete Your Wedding Plans

1. First, Contact the Pastor, by phone or email to check that he and the building are available for the date and time you have in mind for your wedding. This is a calendar item only, discussion of details, approval and agreement and reservation fee are still required. Then set up an initial meeting with the Pastor to discuss arrangements and get approval.
2. When details are agreed and approved, a \$250 non-refundable reservation fee is required. Please note that the wedding date will be held for two weeks and is not confirmed on the church calendar until the \$250 fee is received.
3. Discuss future appointments with the Pastor and agree the date and time of your rehearsal. While aware that not all participants will be available, it is important that at least the majority of them attend the rehearsal.
4. Our Wedding Coordinator will contact you to arrange for a meeting. Every wedding must include the attendance of our Wedding Coordinator any time the bridal party is at the church, as well as at the rehearsal and wedding. The Wedding Coordinator is a member of the congregation and will go over all necessary details with you. If you wish to meet with a coordinator more frequently, an additional meeting fee will be charged at \$25 per hour.
5. Our music director must be contacted by phone or email to arrange a meeting. She needs to approve your plans for music, whether she is playing or not, and for any other musicians. She may also be able to arrange for a soloist or musician if requested. There would be an additional charge, depending on the details.
6. Do not have a wedding program printed until your music has been approved.

7. If you change the date or time of wedding after you have mailed your Wedding Information Form, your new date and time should not be considered confirmed until you receive confirmation from the Pastor.

8. The balance fee of \$1250 (in addition to the \$250 reservation fee previously paid) should be sent to the church office one month prior to the wedding date .This covers the use of facilities, rehearsal, wedding coordinator, organist, and custodial services. If your fees are not paid by that time, the church will call once to remind you. Services cannot proceed without payment.

9. Marriage License: Obtain your marriage license at the Office of the County Clerk, McHenry County Courthouse at 2200 N Seminary Ave in Woodstock. Their phone number is 815-334-4242. Bring your marriage license to the church the night of the rehearsal and give it to the Pastor. A valid license is the legal permission to proceed and without it the wedding cannot take place.

10. Wedding Attendants: When planning for your bridal party, please keep in mind the space available at the front of the sanctuary. When children are included in the ceremony their participation should be age appropriate.

11. Ushers are an important component of your wedding. Our Sanctuary is upstairs, (there is an elevator) and we have two entrance doors. It is important that you appoint ushers to greet and direct people both upstairs and downstairs.

12. Rehearsal: A rehearsal is required for every wedding.

13. Dressing at Church: Dressing rooms are available for the wedding parties. We will open the building two hours prior to the wedding service stated time.

14. Decorations: Your florist must contact the church's wedding coordinator to arrange when flowers are delivered and how they are placed in the sanctuary Your florist may set up two hours prior to the wedding service. If you'd like a runner for

the church aisle (25 feet), the florist can provide that. Pew bows or flowers may be attached to pew arms on the center aisle with holders. These decorations can be obtained from your florist. There are 22 pews. Flowers may be placed on the communion table, on plant stands, or on the shelf behind the communion table. The stairways and banisters need to be kept clear and fully accessible. Nails, tacks, staples or other material that would damage church property are not allowed. The wedding party may either take the flowers following the ceremony or leave them for services on Sunday. We will give recognition that day with an announcement of your wedding.

Non-Wedding Dates and Arrival Times

Weddings are not held at the church on Sundays.

Weddings are not held on the following holidays:

- New Years Eve or New Years Day

- Holy Week

- Memorial Day

- Independence Day

- Labor Day

- Thanksgiving Day

- Christmas Eve or Christmas Day

The wedding party may arrive at the church two hours prior to the time of the wedding and should leave the church no later than two hours after the scheduled starting time of the wedding.

Important Rules Regarding Use of the Church Building

Please communicate the following to your attendants, family and friends.

NO ALCOHOLIC beverages are allowed inside the church, the bride's room, the parking lot or anywhere on church property.

NO SMOKING or VAPING is allowed inside the church building.

In the interest of safety and to minimize property damage, the throwing or scattering of all celebratory items including rice, confetti , bird seed, flower petals, etc. anywhere on church grounds, both inside and outside, is prohibited.

Rules Concerning Photography and Videotaping

Because photographers, both professional and amateurs, can be intrusive and draw attention from the ceremony, we have designed these rules for your benefit. Please advise family and friends of these regulations, and contact your professional photographer to explain the following:

Photographers are not permitted to come down the aisle during the processional, service or recessional. They must remain behind the last row of seats, or use the video loft.

Video recordings only may be taken from the video loft or the rear of the sanctuary.

Flashes or additional lighting are not permitted in the sanctuary or chapel during the service.

You are welcome to use the sanctuary or grounds before or after your service to pose for pictures

Seating Capacity

Seating capacity in our sanctuary is 120.

The Officiating Minister

The Pastor of RCLPC is in charge of your service. If you wish to have clergy from another church assist in the service, you should discuss this with the pastor, who will extend an invitation to the assisting clergy. You should not contact assisting clergy without first discussing the matter with the pastor.

Your Wedding Music

Your wedding is a worship service, and the music you select should create a reverent atmosphere. Commercial pre-recorded music is not allowed.

Music at a wedding is faithful, designed to glorify God and inspire worshippers. Our church organist will play for all weddings which require organ and/or piano music, unless special arrangements are made and approved in advance by the Music Director. In the event that our church organist is unavailable for your wedding, she will find a competent substitute.

The organist, soloist and instrumentalists do not attend the wedding rehearsal. The organist's fee includes consultation regarding music, one rehearsal with vocalists and/ or instrumentalists during the hour preceding the ceremony, playing appropriate music for 15 minutes prior to the start of the ceremony and the ceremony itself and after the ceremony until the guests have left the Sanctuary.

Additional consultations and/or rehearsals with vocalists and/or instrumentalists will require additional fees, as discussed with the organist.

Any additional fees for the vocalists and/or instrumentalists will be added to your wedding fees.

Schedule of Fees

Checks should be made payable to RCLPC.

The Session (governing board) of the church has set the following fees for wedding services:

Non-members sanctuary wedding fee is \$1,500.

Members are required to pay personnel fees, but do not pay a fee for the Pastor or the use of facilities.

A \$250 non-refundable deposit must accompany the Wedding Information Form to secure your desired date and time.

The balance of the fee (\$1250) is to be paid at least one month prior to your wedding.

Vocalists' and/or instrumentalists' fees scheduled by our church music staff will be added to your base fee and should be paid directly to the church.

Musicians recruited by the family will be paid directly by you.

AN EVER-WIDENING CIRCLE OF GRACE



**Ridgefield-Crystal Lake
Presbyterian Church**

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