

*Planning Your Wedding at  
First Presbyterian Church*



*Lake City, Florida*

Love is very patient and kind,  
Never jealous or envious,  
Never boastful or proud,  
Never haughty or selfish or rude.

Love does not demand its own way.  
It is not irritable or touchy.  
It does not hold grudges  
And will hardly even notice  
When others do it wrong.

It is never glad about injustice,  
But rejoices whenever truth wins out.  
If you love someone,  
You will be loyal to him  
No matter what the cost.

You will always believe in him,  
Always expect the best of him,  
And always stand your ground  
In defending him.

All the special gifts and powers from God  
Will someday come to an end,  
But love goes on forever.

1 Corinthians 13:4-8 TLB

Thank you for considering First Presbyterian Church for your wedding ceremony. We hope you will be pleased with our facilities and that your decision will be favorable.

Should you decide to have your wedding here, you will need to submit the enclosed application and your \$150.00 deposit (non-members only) as soon as possible. If you will be using our Fellowship Hall, the Request for Use of Church Facilities and Activity Layout forms must be submitted as well. Upon approval of date and time, we will notify our wedding coordinator who will contact you to review our policies and fees.

You may choose to have our pastor or a guest minister perform the ceremony. Also, you may use our organist or supply your own. The wedding coordinator will provide additional information.

Please note, we would like you to reserve three months in advance; however, arrangements may be made with less notice if our calendar permits.

Thank you again for considering our church. If you have any questions or need additional information, please do not hesitate to contact us at 386-752-0670.

## **FIRST PRESBYTERIAN CHURCH**

697 SW BAYA DRIVE (PO BOX 469)  
LAKE CITY, FL 32056  
386-752-0670

### **A CHRISTIAN WEDDING**

A Christian Wedding is inherently a service of public worship by the congregation of God's people. Bride and groom, each individually dedicated to the service of God, by this act dedicate to God their union and their life together, when the marriage is performed in the church. This is not a private ceremony, as if the Christian life could be lived in isolation. It involves the worship and dedication of the church couple at each step of their lives as the occasion may require. God's covenant people; the household of God, has an essential concern of love for the formation of a new household unit within its ranks.

In concern for the couple's welfare and happiness, the Church teaches the sanctity of marriage. Civil marriage is a secular contract which merely satisfies the law of the state. Christian marriage is an enduring relationship between two people and God, to be lived with the help of God and within the nurturing fellowship of the Church. In our mobile society, this ideal of continuing nurture within the home church is not always possible. However, when couples come to the Church for a wedding, they indicate their desire to worship and to ask God's blessing. The church earnestly urges them to seek the continued blessing of God upon their married life, finding spiritual strength and resources within the fellowship of a congregation where they will live.

To help the couple insure the dignity which they desire in so important a service of worship, the Session of this church has established the following requirements. We solicit your support and cooperation.

1. The First Presbyterian Church pastor shall have sole direction of the marriage service and be responsible for carrying out the rules and procedures as set forth by the FPC Session in regard to weddings in the church.
2. Non-members are encouraged to be married in the church which they are presently members.
3. The Session recognizes that the church should be available to all Christians who have demonstrated their commitment to God and service by church membership. Therefore, a non-member bride or groom is required to have their church pastor contact the FPC pastor indicating their membership commitment and requesting the use of our church to perform the Christian service of marriage.
4. Before giving approval to a wedding ceremony the church requires that the pastor participate with the betrothed in instruction and discussion of the privileges and obligations they will assume in Christian marriage preferably 5-6 months prior to the wedding. The church bears responsibility for providing education and counsel in preparation for marriage. The frequency and length of this instruction will be at the discretion of the presiding pastor.

5. A guest pastor is permissible as long as s/he speaks with the FPC pastor prior to the ceremony. At this meeting the rules of the church will be explained and the wedding ceremony will be approved by the FPC pastor.
6. There will be only one wedding each weekend and only one non-member wedding per calendar month.
7. Since a church wedding is a service of worship it is appropriate for the couple to arrange for their family and friends to join in worship, not as observers but as active participants, praising the Creator who has given marriage for the happiness of humanity and has bound us to one another in love. This may be done through the congregational singing of hymns, unison prayers, group reading of the Holy Scripture or other elements of corporate worship.
8. The Music Director/Worship Coordinator of this church may play for the service. Another musician may be engaged if approval of the Music Director/Worship Coordinator is obtained.
9. The pastor and organist must be consulted well in advance with respect to musical selections. Only selections of religious character in keeping with a church service are suitable. Arrangements must be made for a rehearsal time which will not conflict with a regularly scheduled church activity.
10. The chancel furniture may be moved for the ceremony upon approval by the Wedding Coordinator. Vases may be used for appropriate flowers. Other floral decorations should conform to the decor of the Sanctuary. Flowers or other decorations must not be taped to walls, pews, or other furniture without the approval of the Wedding Coordinator. Please notify the secretary if you plan to leave flowers for use on Sunday morning. **Piano must not be moved off the chancel.**
11. No photographs (with or without flash) may be taken in the Sanctuary during any part of the marriage service. The photographer must consult with the wedding coordinator prior to the wedding. Videographer must consult with wedding coordinator prior to rehearsal. If pictures of the congregation are desired they can be taken after the benediction and before the recessional. One still photo is permitted from the balcony without flash.
12. Please ask your friends and guests not to throw rice, birdseed or confetti either inside or outside the church.
13. Wedding receptions may be held in the Fellowship Hall; however, the facilities are limited and detailed arrangements must be made with the Property Committee Chair. (Please refer to the Policy Statement for use of Church Facilities.  
  
The Fellowship Hall may not be used past 8:00 pm to allow the custodian adequate time for cleanup and set up for Sunday services.
14. Smoking and/or tobacco products are not permitted in church buildings and no alcoholic beverages, drugs, firearms, or fireworks are permitted on church property.

15. It is the responsibility of those planning the wedding to return the church building to the proper order and to abide by the rules for building use as they apply. The maximum seating capacity of the Sanctuary is 350 people in the Sanctuary and 200-250 in the Fellowship Hall.
16. Fees will be in accordance with the fee schedule enclosed.
17. Contact the Wedding Coordinator to schedule child care. Child care must be in accordance with the Child Care Policy.
18. No wedding should be put on the calendar without asking the pastor first and then be approved by the Session. Then the wedding coordinator must be consulted.

**FIRST PRESBYTERIAN CHURCH**

697 SW BAYA DRIVE (PO BOX 469)  
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386-752-0670

**APPLICATION TO BE MARRIED  
AT FIRST PRESBYTERIAN CHURCH OF LAKE CITY, FLORIDA**

DATE /TIME OF REHEARSAL \_\_\_\_\_ DATE/TIME OF WEDDING \_\_\_\_\_

BRIDE'S NAME \_\_\_\_\_

BRIDE'S ADDRESS \_\_\_\_\_  
\_\_\_\_\_

BRIDE'S PHONE NUMBER: Home \_\_\_\_\_ Cell \_\_\_\_\_

GROOM'S NAME \_\_\_\_\_

GROOM'S ADDRESS \_\_\_\_\_  
\_\_\_\_\_

GROOM'S PHONE NUMBER: Home \_\_\_\_\_ Cell \_\_\_\_\_

LIST FACILITIES DESIRED TO BE USED: \_\_\_\_\_  
\_\_\_\_\_

APPROXIMATE NUMBER OF PERSONS INVOLVED \_\_\_\_\_

NUMBER IN BRIDAL PARTY \_\_\_\_\_

IS CHILDCARE NEEDED? \_\_\_\_\_ IF YES, FOR HOW MANY HOURS? \_\_\_\_\_

NUMBER OF CHILDREN \_\_\_\_\_

PASTOR \_\_\_\_\_ PHONE \_\_\_\_\_

PHOTOGRAPHER \_\_\_\_\_ PHONE \_\_\_\_\_

PERSONAL WEDDING COORDINATOR \_\_\_\_\_

PHONE \_\_\_\_\_

ORGANIST/MUSICIAN \_\_\_\_\_ PHONE \_\_\_\_\_

FLORIST \_\_\_\_\_ PHONE \_\_\_\_\_

CATERER \_\_\_\_\_ PHONE \_\_\_\_\_

I understand and agree that should permission be granted to use the requested facilities, I will:

1. Abide by all conditions of the attached "Policy Statement For Use of Church Facilities," which I have read and fully understand.
2. Be personally responsible for the use and care of the buildings, grounds, and/or facilities and will repair or replace any loss or damage at my expense.
3. Hold the Church harmless from any and all liability connected with such use.

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AGREEMENT WITH FIRST PRESBYTERIAN CHURCH

In making application to be married at First Presbyterian Church, I agree to the guidelines as printed and understand that this service is under direction of the presiding minister.

A deposit of \$150.00 for non-members is enclosed. We understand that all other fees are due two weeks prior to the rehearsal and individual checks are to be brought to the office for distribution.

Signature of Groom \_\_\_\_\_ Date \_\_\_\_\_

Signature of Bride \_\_\_\_\_ Date \_\_\_\_\_

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Please mail completed form and deposit to:

First Presbyterian Church  
PO Box 469,  
Lake City, FL. 32056-0469



## **FIRST PRESBYTERIAN CHURCH**

697 SW BAYA DRIVE (PO BOX 469)  
LAKE CITY, FL 32056  
386-752-0670

### **POLICY STATEMENT FOR USE OF CHURCH FACILITIES AND PROPERTY**

The First Presbyterian Church of Lake City, Florida, recognizes its responsibility to be an effective witness to the Gospel of Jesus Christ in this community. In our outreach to the community, we welcome certain civic, cultural, educational, religious, and welfare organizations of a non-profit character to use the facilities of our institutional buildings so long as that use does not conflict with the beliefs of the church or interfere with the programs and activities of the church. However, recognizing the limitations which necessarily exist, the following is hereby set out as policy for use of the church facilities and is to serve as a guideline to be followed by the pastor and administrative personnel of the church:

1. Church related programs and activities will have priority over non-church usage. In the event of a conflict, there will be an attempt to compromise so all can use the facilities.
2. All persons or groups wishing to use the church facilities for non-church related activities shall submit a written request for use of the desired facilities no more than ninety (90) days and not less than forty-five (45) days prior to such use, unless extenuating circumstances exist. Such request must be on an approved church form and must be signed by a responsible officer of the organization or, if an organization of children or young people, by a responsible adult, who agrees to all terms of this policy, and is present to supervise.
3. Groups desiring to use the facilities on a regular basis may make such request for a year's reservation. In such case, all terms of this policy shall apply except "no more than ninety (90) days prior to such use" in item 1) above. Such requests must be resubmitted on an annual basis.
4. To offset the additional expenses connected with non-church use of church facilities, it is expected that a contribution will be made to the church by the user in accordance with the current schedule of estimated expenses for church facilities.
5. No one may enter any portion of any church building not included on the request for use.
6. Ordinarily, all non-church meetings, functions, and events should be terminated no later than 10:00 p.m.
7. Users of church buildings, grounds, and/or facilities for non-church activities shall assume all liability related to such use and shall hold the church harmless from any and all injury or damage to persons or property occasioned by their use of such church buildings, grounds, and/or facilities.
8. Users of church buildings, grounds, and/or facilities for non-church activities shall assume responsibility for any damage to church property connected with or occurring during such use. Any damage shall be reported promptly to the church office. All such damage shall be repaired or replaced to the church's satisfaction at the user's expense.

9. All persons will be expected to conduct themselves in a manner respectful of the Lord's house. Behavior must be above reproach at all times and noise must be kept at a considerate level. Discipline, respect, and protection of church property will be expected from all persons and groups.
10. Dancing will be allowed in the fellowship hall with music appropriate to the setting.
11. Smoking and/or tobacco products are not permitted in church buildings and no alcoholic beverages, drugs, firearms (unless carrier has a permit), or fireworks are permitted on church property.
12. An adequate number of responsible chaperones must be present at all times when any children or teenage group is using the facilities.
13. Each group is expected to leave the buildings, grounds, and facilities in a clean and orderly condition.
14. Decorations, pictures, posters, easel pad sheets, or displays of any kind may not be attached to walls. All decorating of the Fellowship Hall must be approved by the Hospitality Committee.
15. The kitchen facilities shall not be used by any person or group unless a "kitchen-qualified " person is present during the time the kitchen is being used.
16. Church supplies are not to be used for any non-church activity. Cups, plates, napkins, eating utensils, and other disposables must be supplied by the user.
17. No personal property may be left on the church property but must be removed immediately after use of the facilities has been concluded. The church shall not be responsible for loss or damage of personal property.
18. All requests for use of church facilities will be approved by the Property Committee Chair or Session, if necessary. In the event of disapproval, any person or group making such request shall have the right to appeal the decision to the Session of the Church at its next regularly scheduled meeting.
19. Any question that arises concerning the appropriate use of the church facilities or compliance with church policy will be decided at the discretion of the Session, if practical, or the Property Committee Chair.

**FIRST PRESBYTERIAN CHURCH**

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**REQUEST FOR USE OF CHURCH FACILITIES**

DATE OF REQUEST \_\_\_\_\_

NAME OF ORGANIZATION OR INDIVIDUAL \_\_\_\_\_

SPONSORING INSTITUTION \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

NAME OF PERSON MAKING ARRANGEMENTS \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

LIST IN DETAIL THE FACILITIES DESIRED TO BE USED \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

PURPOSE FOR WHICH FACILITIES WILL BE USED \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

APPROXIMATE NUMBER OF PERSONS INVOLVED \_\_\_\_\_

AGE GROUP OF PERSONS INVOLVED

\_\_\_\_\_ ADULTS \_\_\_\_\_ TEENAGE \_\_\_\_\_ PRETEEN \_\_\_\_\_ CHILDREN

DATE(S) OF REQUESTED USE \_\_\_\_\_

HOUR(S) OF THE DAY(S) OF REQUESTED USE \_\_\_\_\_

CONTRIBUTION FOR ESTIMATED EXPENSES TO BE MADE

AMOUNT \$ \_\_\_\_\_ ON (DATE) \_\_\_\_\_

CONTRIBUTION RECEIVED: AMOUNT \$ \_\_\_\_\_ DATE \_\_\_\_\_

BY \_\_\_\_\_ (Church Staff)

I understand and agree that should permission be granted to use the requested facilities, I will:

1. Abide by all conditions of the attached "Policy Statement For Use of Church Facilities," which I have read and fully understand.
2. Be personally responsible for the use and care of the buildings, grounds, and/or facilities and will repair or replace any loss or damage at my expense.
3. The Undersigned hereby expressly agree to hold harmless and indemnify the Church from any and all damage and liability associated in any way with the use of the Church's facilities requested on page one hereof, with the exception that the undersigned shall not be responsible for damages or liabilities incurred as a result of the direct acts, omissions or negligence of the Church.
4. Will not place or move any object on the Communion Table/Altar.

\_\_\_\_\_  
(Signature) (Title) (Date)

\_\_\_\_\_  
(Signature) (Title) (Date)

\_\_\_\_\_

APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_  
(Property Committee Chair)

REQUEST DENIED FOR THE FOLLOWING REASON (S) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

BY \_\_\_\_\_ DATE \_\_\_\_\_  
(Property Committee Chair)

**FIRST PRESBYTERIAN CHURCH**  
697 SW BAYA DRIVE (PO BOX 469)  
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386-752-0670

**MEMBER WEDDING FEE SCHEDULE**

Checks for payment of fees listed below are to be made to the church and **brought to the office two weeks prior to the rehearsal.**

Counseling Center (if used) ..... 100.00  
(Fee subject to change)

Wedding Coordinator ..... \$250.00

**If a personal wedding consultant is desired, he or she must be used in conjunction with FPC's Wedding Coordinator, and the fee may be adjusted only by FPC's Wedding coordinator.**

Music Director/Worship Coordinator ..... \$300.00

This will include one rehearsal and ceremony. Any additional services will be negotiated with the musician.

Audio Visual Operator (If needed) ..... \$250.00

Custodial service Sanctuary ..... \$100.00

Custodial service Fellowship Hall ..... \$150.00

Child Care (if applicable) ..... \$15.00/hr.

**If these costs would be a financial hardship, please discuss this with the pastor.**

**Membership Requirements:** Must be a member for at least a year.

**FIRST PRESBYTERIAN CHURCH**

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**NON-MEMBER WEDDING FEE SCHEDULE**

Checks for payment of fees listed below are to be made to the church and **brought to the office two weeks prior to the rehearsal.**

Deposit.....	\$500.00
(Due with application - <b>non-refundable after 30 days</b> )	
Pastor.....	\$750.00
(Listed fee is applicable only to <b>FPC</b> church pastor; fees for other ministers must be paid separately.)	
Counseling Center (if used).....	\$100.00
(Fee subject to change)	
Wedding Coordinator .....	\$500.00
<b>If a personal wedding consultant is desired, he or she must be used in conjunction with FPC's Wedding Coordinator, and the fee may be adjusted only by FPC's Wedding Coordinator.</b>	
Music Director/Worship Coordinator.....	\$500.00
This will include one rehearsal and ceremony. Any additional services will be negotiated with the musician.	
Sanctuary.....	\$1,500.00
<b>(Includes bride's room in the Education Building)</b>	
Montgomery Fellowship Hall (includes kitchen) .....	\$1,000.00
Audio Visual Operator .....	\$300.00
Custodial Service Sanctuary .....	\$150.00
Custodial Service Fellowship Hall .....	\$200.00
Child Care (if applicable) .....	\$20.00/hr.

**If these costs would be a financial hardship, please discuss this with the pastor.**

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**ACTIVITY LAYOUT**

GROUP NAME \_\_\_\_\_

PERSON IN CHARGE \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

NAME OF EVENT \_\_\_\_\_

DATE OF ACTIVITY \_\_\_\_\_

TIME ACTIVITY BEGINS \_\_\_\_\_ TIME ACTIVITY ENDS \_\_\_\_\_

NUMBER OF PEOPLE ATTENDING \_\_\_\_\_

WHAT ROOMS WILL BE USED DURING THE ACTIVITY

\_\_\_\_ SANCTUARY                      \_\_\_\_ FELLOWSHIP HALL  
\_\_\_\_ KITCHEN                        \_\_\_\_ EDUCATION BUILDING CLASSROOM(S)

LIST ROOM NUMBERS \_\_\_\_\_

NUMBER OF TABLES REQUIRED \_\_\_\_\_

CHAIRS AT EACH TABLE      \_\_\_\_ (6)

EQUIPMENT REQUIRED

\_\_\_\_ PODIUM & MICROPHONE  
\_\_\_\_ OVERHEAD PROJECTOR      \_\_\_\_ SCREEN      \_\_\_\_ WALL  
\_\_\_\_ TV/VCR CART

WILL TABLE COVERS BE NEEDED?

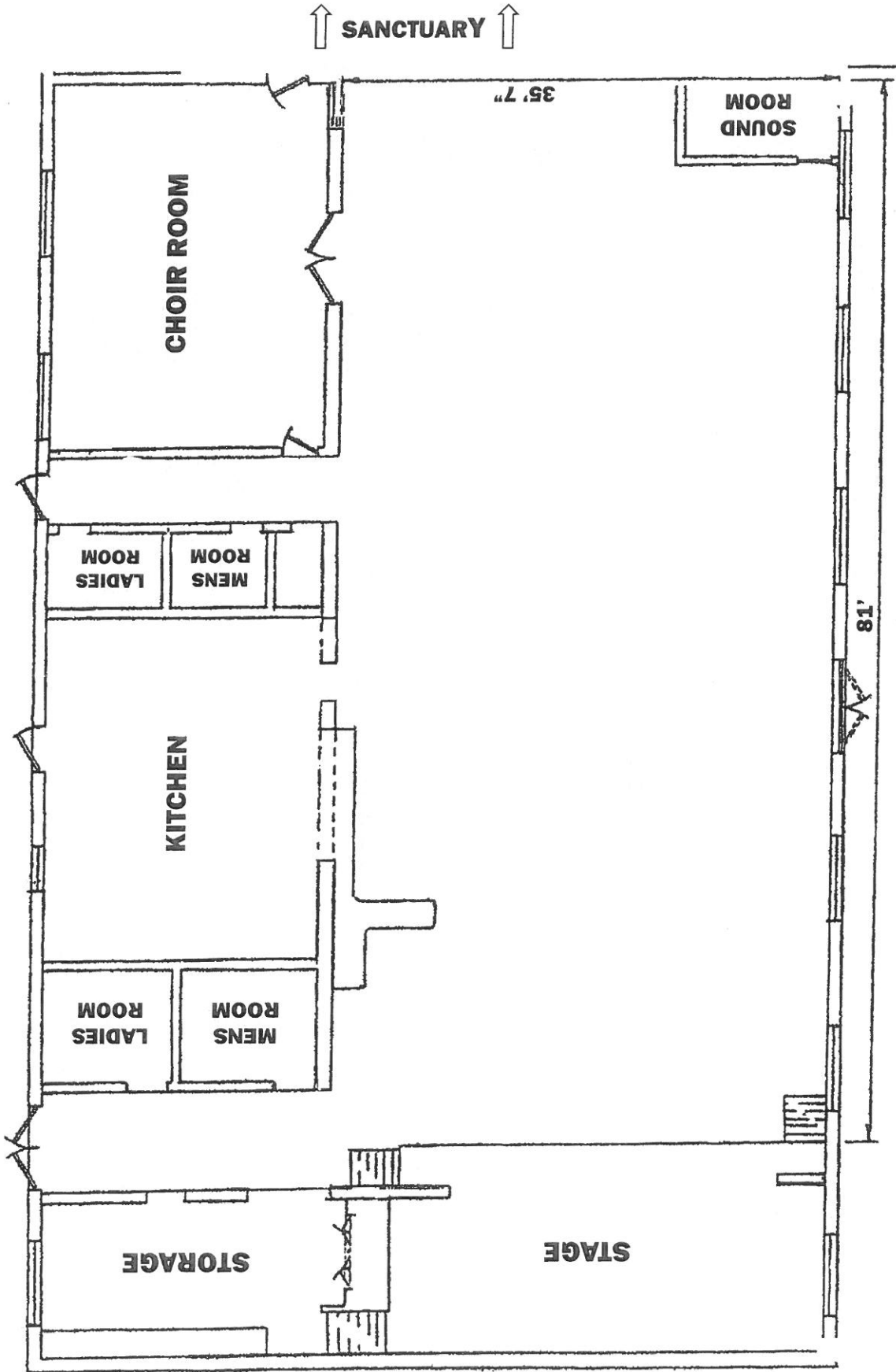
\_\_\_\_ NONE                              \_\_\_\_ CLOTH

WILL ANYONE BE COMING IN BEFORE SCHEDULED TIME TO DO ANY

\_\_\_\_ DECORATING                      \_\_\_\_ TABLE SETTING  
\_\_\_\_ FOOD PREPARATION

IF YES, WHAT TIME WILL THEY ARRIVE? \_\_\_\_\_

**FELLOWSHIP HALL/KITCHEN**





*First Presbyterian Church  
608 West Duval Street  
PO Box 469*