Your Wedding

First Presbyterian Church

302 West Church
Champaign, Illinois 61820

217-356-7238 (phone) 217-356-7242 (fax) fpcc@firstchurchchampaign.org

Congratulations!

We are delighted you are interested in First Church as the community of faith in which to make your covenant promises in marriage.

Christian marriage is a time for worship and celebration. Our desire is to assist you in making your wedding a significant, sacred and joyful event.

Most important is the love and commitment that you have for each other. Thoughtful preparation, the meaning you will find in the vows you will be exchanging and the sincerity with which you invite God to be a party to your life together are expressions of your love.

This booklet will provide you with information concerning weddings at First Church. It is important that you read it carefully and refer to the information provided when discussing other elements for your wedding at the church.

We wish God's blessings for you at this important time in your life.

Planning for the Wedding...

Please begin planning for your wedding as early as possible. A wedding reservation/application form needs to be completed by the bride and groom and returned to the church office for approval as soon as possible. It is equally important you return the acknowledgment you have read, understand and will follow the policies for weddings at FirstChurch.

FirstChurch employs a Wedding Coordinator who will assist you in reserving the date of your wedding and answering any of your questions throughout the planning period. An on-site consultation will be scheduled two weeks before your wedding to go over final details. (The Wedding Coordinator will also be on hand the evening of the rehearsal as well as the day of the wedding to see that all goes as planned for your special day.) Once the date and plans are approved, arrange an appointment with the minister. The minister will confirm your date and discuss the service with you.

Acolytes: It is not necessary that you ask someone to light the candles; candles, if used, are generally lit by the ushers prior to the start of your service.

Aisle Runner: Aisle runners are discouraged at FirstChurch. An aisle runner creates a hazard to the wedding party as well as the guests.

Candles: FirstChurch has two different types of candelabra which you may use. The brass candelabra are placed on either side of the pulpit area and hold seven candles each. There are aisle candelabra which hold a single candle covered by a glass globe; these candelabra are appropriately spaced down each aisle. The church provides the candles for either candelabra at a minimal cost.

A unity candle arrangement is optional. It requires two identical, tapered candles as well as the wedding candle. Either you or your florist should provide these three candles. Candle holders are usually necessary for the tapers. A table is provided to hold the unity candle and tapers. It is suggested that your florist provide either greenery or a small floral arrangement for the unity candle to tie it in with your entire floral arrangements. The unity candle along with the tapers and holders should be brought to the rehearsal.

Christian Marriage: Marriage is a gift that God has given to human kind that we might find joy and happiness. He has created us as male and female, and by His word has expressed how we are to live. For Christians, marriage is a lifelong covenant through which a man and a woman are called to live out, before God, their lives of discipleship. Thus, we understand four basic truths about marriage:

1. Both parties should have confessed Jesus Christ as their personal Lord and Savior. God has created marriage and it is only His people who are able to fully comprehend what Christian marriage means.
2. Christian marriage is a service of worship before God, asking His blessing upon the relationship.
3. Christian marriage is understood to be a lifelong commitment.
4. Christian marriage is a three-way relationship between God and a husband and wife. If God is not involved in the relationship, we can expect neither His blessing nor guidance.

In Christian marriage, sacred vows are given before God and a gathered congregation. Such vows are not to be entered into lightly. Since the marriage is a service of worship, there should be some proclamation of the Word of God -- a message relating to the biblical understanding of marriage. Music should direct attention to God and express the faith of the church, although songs of special meaning to the couple may be used if they are consistent with a Christian view of marriage.

First Presbyterian Church joins in this celebration of God's love. We desire to assist you in designing a service that is both personal and dignified. God's people will be happy to pray for you that you experience all that God has in mind for you. It is expected that you will find a church home and so your faith can continue to grow. If you are without a church home, we extend an invitation for you to join our fellowship.

Co-Officiants: If you wish to have another minister take part in your wedding service, you are welcome to do so but it needs to be at the invitation of one of our ministers and with the approval of the Session of FirstChurch, our governing body. If the minister is from another denomination other than Presbyterian, one of our ministers must participate at the service. Please discuss this when you meet with FirstChurch's minister or the Wedding Coordinator.

Custodian: You will need to make arrangements through the Wedding Coordinator on how the church is to be set up for your wedding. Custodial fees are included in the wedding fees listed in this booklet.

Date of Wedding: We have found it increasingly difficult due to our close proximity to the University of Illinois to host a wedding on a home football weekend. It is necessary to consider the University calendar as well as the church calendar when planning the date for your wedding.

Dressing Rooms: If the bride and attendants would like to dress at the church, they are welcome to do so. FirstChurch has a space available for this purpose. (Groomsmen are asked to come ready for the wedding.) Larger wedding parties have at times requested to dress in our Mae Chapin Parlor. Please note in providing this area for dressing, it is necessary to hold the bride and/or her family responsible for any damage or extra cleaning required during this special usage. Any extra charges for damages or cleaning will be reported immediately to the family following the wedding.

The wedding dress and attendant's dresses may be brought to the church before the wedding and locked in the assigned dressing room. Please make arrangements with the Wedding Coordinator to be certain the room is not being used prior to the wedding.

You may wish to bring a nonalcoholic beverage and snack for the wedding party to share before the service. You may set up your food in our fellowship hall (Westminster Hall) or our dining room (Centennial Hall). Food and beverages are not permitted in the sanctuary.

Fees: All fees are listed on the last page of this brochure. The church fee is due when your wedding is confirmed on the church calendar. All other fees are due two weeks or fourteen days prior to the date of the wedding and are payable to the appropriate individuals. Soloist/instrumentalist fees are arranged between you and your soloist(s)/instrumentalist(s) and given directly to the musicians.

Florist/Flowers: A beautiful sanctuary such as ours requires simple decoration for a wedding. We earnestly request the cooperation of the family and florist in making plans regarding decorations that are in harmony with church policy.

Decorations should be appropriate for a worship setting and focus attention on the wedding party. The following is an important list to keep in mind:

- Furniture or furnishings should not be moved.
- No tacks, pins, glue, nails or masking tape may be used to attach decorations to church property.
- Any decorations and equipment will be removed from the sanctuary immediately following the ceremony unless otherwise instructed through the Wedding Coordinator.
- Aisle runners are discouraged.
- Church property must be left in the condition in which it is found.
- Weddings scheduled during December will make use of decorations planned by the church's flower committee for the season.
- The minister/Wedding Coordinator will make the final decisions regarding decorations for weddings at First Church.

Hours: The church is available to you the day of your wedding prior to the ceremony. Times must be arranged through the Wedding Coordinator as to your arrival and your florist's arrival. You may begin taking photographs ninety minutes prior to your service but you must be finished thirty minutes before the ceremony. Any pictures scheduled after the ceremony must be completed in thirty minutes after the guests have left the sanctuary. After thirty minutes, our custodians need to begin setting up the sanctuary for our worship services.

License: Remember to check on the marriage license requirements! FirstChurch is located in Champaign County and the license must come from the Champaign County Clerk located in the courthouse annex in Urbana. The marriage license must be obtained in the county in which the wedding is to take place...i.e. Monticello/Allerton Park is in Piatt County, etc.

The license must be given to the Wedding Coordinator two days before the day of your rehearsal. The license is signed by the minister, maid or matron of honor and the best man following the service. The church office will record your license for the church records and then mail the official copy of the license to the County Clerk the week following your wedding. Your best man is given your copy of the license following the ceremony. (This is only a commemorative copy; a certified copy of the license is required from the County Clerk in order to officially change a name, etc.) You cannot be married unless the license has been received prior to the service.

Miscellaneous Policies: FirstChurch does not permit:

- smoking anywhere on the premises
- liquor on the premises
- the use of rice
- the use of birdseed anywhere inside the church—birdseed must be wrapped in individual packages for distribution

Music: You have chosen a beautiful church for your wedding. Music for the occasion should be appropriate for the setting and the context of Christian worship. Our policy is that FirstChurch's church musician plays at all weddings that are using an organist/pianist. When an organist/pianist

is used, music for the service is chosen in conference with the church musician and is approved by him/her. Bridal couples should pick up a music planning pack from the church office as soon as possible, fill in the forms and return it to the church musician immediately.

Music is a large part of your wedding. The music begins approximately twenty minutes prior to your service and is concluded fifteen minutes following the service. The choice of this music is usually left to the discretion of the church musician. The processional and recessional are important times of the service. The church musician can make suggestions for this music as well as solo selections for the service. It is possible to have more than one solo at your wedding, although one is just fine. The same standard for choosing processionals and recessionals should apply to the selection of solos.

Traditionally the pipe organ plays the major role in music for a wedding. However, other instruments such as string, woodwind or brass instruments, either solo or in ensemble, may be used. Harp, guitar or piano may be used. If the church organist/pianist is involved, music must be approved through the church musician. Details pertaining to the hiring of additional instrumentalists can be found in your music planning pack.

The congregational singing of a hymn may be a valuable addition to your service.

Parents: If at all possible, parents of the bride and groom should attend the rehearsal.

Photographs/Photographers: Since the wedding ceremony is first and foremost a worship service, all photographers, both amateur and professional, are asked to dress and act accordingly.

Photographers often need to be reminded this is a worship service. Once the processional starts and until the service ends, nothing will be staged. Photographers should remain as unobtrusive as possible!

The photographer may take pictures before the processional and after the recessional in any part of the building. The sanctuary will be available for photographs ninety minutes prior to the ceremony. The photographer must cease taking pictures in the sanctuary thirty minutes before the ceremony. The photographer is permitted to take one picture of each of the bridal party proceeding from the back of the sanctuary. Once the bride begins down the aisle, no further pictures are permitted except non-flash photos from the back of the sanctuary. The photographer is cautioned to make certain that no noise is involved in making time exposures, changing film, etc., during the ceremony.

Photographs of the recessional are permitted if the photographer remains in the back of the sanctuary. The bridal party may reassemble in the sanctuary after the ceremony to re-pose for any part of the ceremony. Photographers should be alerted that the bride and groom, best man and maid or matron of honor as well as the minister will sign the marriage license immediately following the ceremony on the back table of the sanctuary.

No flash pictures by either guests or professional photographers will be allowed during the ceremony. This request should be printed in your wedding bulletin/program.

Thirty minutes will be allowed following the service for additional pictures. After thirty minutes, our custodians will begin preparing the sanctuary for our worship services.

It is important that you as well as your photographer understand the church's policies on wedding pictures. The minister/Wedding Coordinator will make the final decisions regarding any photography questions.

Printed Programs: Printed programs are not required. Should you choose to have one, the minister and the Wedding Coordinator can help with the order of service. You are responsible for typing and duplicating your printed program.

The correct title for listing the minister is The Reverend, or, if appropriate, The Reverend Dr.

Please bring the pre-folded printed programs to the rehearsal.

Processional: In a two-aisle church, one big question is always "How is the processional handled?" Traditionally the minister and the groom's party enter from the north door together and process down the north aisle. Once the men are in place in the front of the sanctuary, the women will process singly down the south aisle followed by the bride. The entire wedding party recesses down the north aisle following the ceremony. All of this shall all be practiced at the rehearsal. The Wedding Coordinator is present to pace the processional with signals to the church musician, minister and members of the wedding party.

Variations are certainly possible. Please discuss these suggestions with the Wedding Coordinator and the minister.

Readers: You may choose to have a friend to participate in the service by reading either a scripture or a special reading approved by the minister. Readers should be at the rehearsal to receive seating instructions, go over the reading and practice with a mic. The reader(s) should be here the day of the wedding 45 minutes before the start of the service and check in with the wedding coordinator when he/she arrives.

Receiving Line: It is better to hold your receiving line at your reception. With two aisles and a sanctuary on the second level, FirstChurch does not work well for receiving lines.

Receptions: FirstChurch does not provide for receptions at the church.

Rehearsal: Your rehearsal will take approximately 45 minutes to one hour. Please encourage everyone to be on time. It is very important that ushers, parents and all members of the wedding party attend the rehearsal.

Please bring your candles for the unity candle (unless your florist is delivering them), printed programs, guest book and any additional payment for the church fees to the rehearsal.

Note: Please be certain everyone in your group knows to enter the church through the south alley door and that the sanctuary is on the second level of the building. The Wedding Coordinator can help you provide a map to those coming from out of town to find the location of the church as well as the correct entry.

The Wedding Party will need to leave the church following the conclusion of the rehearsal. No extra time will be allowed the evening of your rehearsal for decorating or to pass time until your dinner reservations.

Ring Bearer/Flower Girls: You may invite small children to participate in your wedding. The ring bearers will not be expected to carry the actual rings to be exchanged during the ceremony. Please make sure the children participating are present at the rehearsal. You need to be prepared for the unexpected when children participate in the ceremony. If a child becomes overly anxious on the day of the wedding, it may be necessary for the child(ren) not to take part. The Wedding Coordinator will work with you to decide what needs to happen in this instance.

Seating Capacity: The sanctuary seats approximately 500 people; however, weddings of any size can be suitably conducted in the sanctuary.

Ushers: It is important to have ushers; they are not only helpful but in a two aisle church they are also necessary. Please plan on one usher for every fifty guests. Ushering assignments may be given to groomsmen and should be worked out before the rehearsal. It is important for ushers to attend the rehearsal. Ushers need to be available to seat guests 30 minutes prior to the service.

Wedding Service: Some things to consider when planning your wedding service:

Do you want:

- to memorize your vows?
- to have the church bell rung before and/or after the service?
- the language of the service to be traditional or modern?
- the service to be formal or informal?
- the minister to wear a robe?

In addition, the service may have several options. These include:

- Congregational hymns to be sung together.
- The offering of roses to the mothers.
- The asking of a question of support from the parents or gathered congregation.
- The lighting of a unity candle.
- A service of Holy Communion.
- The congregation reciting The Lord's Prayer.
- Special music/solos.
- Special scriptures or readings that have meaning to you. Suggested scriptures include one or two of the following:

1 Corinthians 13; John 2:1-11; 1 John 4:7-12; Ruth 1:16-17; Selections of Song of Songs; Genesis 2:19-25; Ephesians 5:22-23; Colossians 3:12-17

The typical service, excluding the above options, usually is as follows:

Processional
Statement of the Meaning of Marriage
Prayer of Thanksgiving
Scriptures
Possible Solo
Declaration of Intention
Exchange of Vows
Exchange of Rings
Pronouncement of being husband and wife
Homily
Unity Candle

Prayers
The Lord's Prayer
Benediction and Blessing
Recessional

You may have other ideas about additions to the service.

The vows may be either written personally (if given to the minister in advance), recited line by line, or worded so that the couple simply has to say "I do!"

Some familiar vows which many couples use follow. Others may be found in the booklet of wedding services provided to you.

I _____ pledge to you _____ my constant love in the years ahead. I promise to stand beside you in good times and in bad, in sickness and in health, in joy and in sorrow, as long as we both shall live. I promise to seek your best, to support you as we grow together and to rely upon God to help us through life. I love you, and will cherish you as my husband/wife.

Video Photography: It is possible for you to videotape your wedding providing you as well as your videographer observe the following conditions. The camera must be on a tripod either in the choir loft or at the rear of the sanctuary and remain stationary throughout the entire ceremony.

Please be certain the videographer understands he/she must arrive and have all equipment in place 30 minutes before the service, dress appropriately and remain stationary and as unobtrusive as possible throughout the service.

Wedding Coordinator: The Wedding Coordinator's role is to help make your wedding go smoothly, to see that the rules and procedures established by the church are observed and to ensure the church's integrity and your ongoing joy in remembering your wedding day. Any matters of decorum or etiquette should be discussed with her. She has the right and responsibility to state and interpret the church's policies and procedures to photographers, video photographers, florists and any others involved with your wedding in keeping with the standards set by the church.

She is available by telephone or appointment throughout the planning process and can assist you with names of florists, photographers and video photographers who have worked at First Church.

You need to schedule your rehearsal time and dressing room space with her. Generally there are many conversations, and this contact is welcome.

Two weeks before the wedding, please contact the Wedding Coordinator to schedule an on-site consultation to go over final plans and arrangements for the ceremony.

The Wedding Coordinator is present for your rehearsal and receives and prepares your license for final signatures, candles, printed programs and guest book. She directs the processional coordinating signals with the church musician, minister and wedding party, instructs the ushers in their role and assists your group in feeling comfortable with the process. She will also

go over with you the fees owed to the church and will collect the appropriate payments prior to the wedding.

On your wedding day, she checks the setup with the custodians, checks the florist's work, is available for the bride and groom and wedding party, photographer, video photographer, directs the ushers in the seating of your guests and the lighting of any candelabra. She directs the seating of the grandparents, parents, stepparents, directs and coordinates the processional, processes the signed license for the state and assists ushers in the dismissing of the guests. The Wedding Coordinator will step in where needed and make decisions if circumstances on the day of the wedding warrant it.

Again we at FirstChurch wish you God's blessings at this important time in your life. In order for your wedding to go as smoothly as possible, it is important that both the bride and groom have read and understand the guidelines provided. Now is the time to ask any questions you may have. Please complete the following and return it to the church office for a copy to be made and placed in your wedding file.

We have read the above guidelines set by the First Presbyterian Church of Champaign, Illinois in planning our wedding at the church. We understand the standards set forth and will ensure that anyone we have contracted with for our wedding at the church (florist, photographer, videographer, etc.) will also follow these guidelines.

We also understand that with the church making certain allowances at our request that we and/or our families will become responsible for damages incurred during the time of our wedding.

_____ _____

Signed Date

_____ _____

Signed Date

Application Form for the Wedding...

First Presbyterian Church 302 West Church Champaign, Illinois 61820
217-356-7238 (phone) 217-356-7242 (FAX) fpcc@firstchurchchampaign.org (e-mail)

Wedding Date:_____ Time:_____ Location:_____

Rehearsal Date:_____ Time:_____
Rehearsal Dinner Time:_____ Location:_____

To be completed by couple...

Bride's Full Name:_____ Preferred Name:_____
Address:_____
City/State/Zip:_____ Birthdate:_____
Home Phone:_____ Work Phone:_____ Employed by:_____
Marital Status: Never married___ Divorced___ Annulment___ Widowed___ When?_____
List children (if any):_____
Church Affiliation:_____ Location:_____
Mother's Name:_____
Please circle appropriate status for mother: Married Divorced Widowed Single Deceased
Stepmother's Name (if applies):_____
Father's Name:_____
Please circle appropriate status for father: Married Divorced Widowed Single Deceased
Stepfather's Name (if applies):_____

Groom's Full Name:_____ Preferred Name:_____
Address:_____
City/State/Zip:_____ Birthdate:_____
Home Phone:_____ Work Phone:_____ Employed by:_____
Marital Status: Never married___ Divorced___ Annulment___ Widowed___ When?_____
List children (if any):_____
Church Affiliation:_____ Location:_____
Mother's Name:_____
Please circle appropriate status for mother: Married Divorced Widowed Single Deceased
Stepmother's Name (if applies):_____
Father's Name:_____
Please circle appropriate status for father: Married Divorced Widowed Single Deceased
Stepfather's Name (if applies):_____

Address after you are married:_____

Because your wedding is a service of Christian worship, it is important we know about your faith journey.

Do you consider yourself to be a Christian, a follower of Jesus Christ?

Bride:

Groom:

Have you been baptized? When and where?

Bride:

Groom:

Are you currently participating in a church or Christian community?

Bride:

Groom:

What is your connection to the First Presbyterian Church of Champaign?

Bride:

Groom:

What are your plans to continue to grow in Christian faith after your marriage?

For staff to complete...

Minister preference:_____ Counseling Sessions:_____

Wedding Coordinator assigned:_____

Music provided by:_____

Other musicians:_____

Soloist(s):_____

Florist:_____ Time of delivery day of wedding:_____

Will flowers be donated for use in sanctuary the following Sunday morning?_____

Photographer:_____ Videographer:_____

Pictures before or after ceremony?_____ If before, are couple seeing each other?_____

Other setup requests/arrangements for sanctuary on day of wedding:_____

_____

_____

Names of attendants:_____

_____

Will children participate in the service?____ In what capacity?_____

Names and ages:_____

Number of guests attending:_____ Reception at:_____

Bridal party will arrive at _____ on wedding day.

Names of guest book attendant(s)/greeter(s):_____

Ushers:_____

Will there be grandparents attending the service? Please indicate names and on whose side of the family:_____

Any special instructions/needs for seating of immediate family members?_____

_____

If candles are used, will they be lit before the service?_____ By whom?_____

Who will ring the bell just before the processional?_____

Who will seat the mother of bride:_____ groom:_____

Will the bride be escorted down the aisle and presented?_____ By whom:_____

Will there be an exchange of rings?_____

Is there a unity candle?_____ Who will light the two tapers?_____

How will guests be dismissed? From sanctuary?_____

From church?_____

Is there special transportation for the bride and groom to the reception?_____

♦ ♦ ♦ ♦ ♦ ♦ ♦

Fees owed:_____ Paid:_____

Application approved_____ Signed:_____

Notes:_____

_____

Date:_____

Fees for the Wedding

Please use the following to determine the cost of your wedding at FirstChurch.

The church fee and damage deposit are due at the time your wedding is confirmed on the church calendar. The payment should be made directly to the church with "wedding" in the memo portion of your check. Damage deposit is returned if no complications within two weeks following the wedding.

All other fees (pastor's gratuity, wedding coordinator, church musician, etc.) are due two weeks (14 days) prior to the date of your wedding. These latter fees should be mailed directly to the minister at the church address, the wedding coordinator and the church musician.

Questions or problems should be directed through the Wedding Coordinator.

Damage Deposit $300.00

Wedding Ceremony Church Fee
- Chapel $140.00
- Sanctuary $300.00

Pastor's Gratuity $250.00

Wedding Coordinator Fee $200.00
Paid directly to the wedding coordinator or his/her substitute
Wedding Coordinator:
Gwen Wilson,
2069 County Road 2900 North
Rantoul, IL 61866

Church Musician Fee $225.00
Extra rehearsals must be negotiated with the Church Musician
Paid directly to the church musician or his/her substitute
Church Musician:
Richard R. Rossi
21 Woodfield Lane
Charleston, IL 61920

Optional
- Brass candelabra candles $20.00
- Aisle candelabra candles $15.00