



Your Wedding



FOURTH
PRESBYTERIAN CHURCH



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A photograph of a church interior. In the foreground, a large green plant with heart-shaped leaves is partially visible. The background shows a church sanctuary with a high ceiling, arched windows, and a central aisle leading to an altar area. A semi-transparent white box is overlaid on the right side of the image, containing text.

Welcome

We rejoice with you in this special time of preparing for your wedding and trust the following information will be helpful to you. May the Lord bless you both as you begin a new life together in him!

Wedding Preparations

Preparing for Your Marriage

The officiating pastor will guide you through preparation which may include counseling, classes, or meetings with a mentor couple.

Wedding Coordinator

The wedding coordinator will assist you with planning and managing logistics and will be present at the rehearsal and wedding. If your reception is at Fourth Presbyterian Church, she will help with that as well. Outside coordinators are not permitted for weddings or receptions at Fourth Presbyterian Church. The wedding coordinator, in consultation with church operations, has the final say on all logistical decisions.

Marriage License

Contact the Montgomery County Circuit Court's License Department at 240-777-9450 for licensing details. Please bring your license to your rehearsal, and the wedding coordinator will send it back to the court after the officiating pastor has signed it.



Facility Use

Building Access on Your Wedding Day

- Access to the building, including two rooms for the wedding party, are available up to two hours before the ceremony.
- A wedding reception in the Upper Room may last up to four hours, starting immediately after the ceremony.
- You are allowed one hour for cleanup after the ceremony or the reception.
- The total building use (arrival, ceremony, reception, and cleanup) is limited to eight hours.

Wedding Preparation Rooms

- Rooms are provided for the bride and bridesmaids and the groom and groomsmen, up to two hours before the ceremony.



Cleanup

- The bride and groom and the wedding party are responsible for removing all personal items, equipment, and supplies not belonging to the church.
- Items brought in by the family, wedding party, guests, or outside vendors must be removed before leaving the church.

Additional Information

- We kindly ask that there be no alcohol or smoking on church property.
- To help keep the church beautiful, we ask that sparklers, rice, birdseed, confetti, or similar items not be used, either inside or outside the church.
- Please note only silk petals may be used during the wedding ceremony.
- We also ask that dancing not be part of the celebration at the church.

Wedding Rehearsal

Items to Bring

Provide the following items at the rehearsal:

- Payment by check to Fourth Presbyterian Church for the services of the custodians, wedding coordinator, and sound technician
- Payment by check to organist and/or pianist
- Marriage license
- Couple Information Form
- Programs for wedding ceremony

Ceremony Rehearsal

- Rehearsals are generally in the late afternoon or evening the day before the wedding and last 60-90 minutes.
 - The officiating pastor will conduct the wedding rehearsal with the assistance of the wedding coordinator.
 - All who are participating in the wedding service should be present at the rehearsal.
 - Plan to arrive 15 minutes prior to your scheduled rehearsal time.
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Rehearsal Dinners at Fourth Presbyterian Church

Room 007 is available for rehearsal dinners with the following guidelines:

- Custodians: minimum \$150 (may increase with additional hours)
- 64 guests maximum
- All food must be prepared by a licensed and insured caterer. No kitchen or refrigerator access is available.
- The room must be vacated by 9 p.m.
- Rehearsal Dinner Request Form must be submitted to the wedding coordinator.



The Ceremony

Music

Organ, piano, and additional instruments

- Contact Ted Bickish, Director of Music, at 301-320-1326 or tbickish@4thpres.org to arrange an organist/pianist.
- Fees are paid directly to the musician.
- Coordinate with Ted Bickish if you plan to use other instruments.

Music guidelines

- Only sacred and classical music is allowed.
- Pre-recorded music is not permitted.
- The Pastor has final approval over all musical selections.



Order of Worship

- Work with the officiating pastor to determine the order of worship. The pastor oversees all elements of the ceremony.
- If you'd like to include a program, you're more than welcome to design and print one to your liking.

The Ceremony

Photography

At Fourth Presbyterian Church, a wedding ceremony is considered a worship service, like a Sunday morning worship service, so we therefore ask photographers to observe the following restrictions.



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- Upon arrival, the photographer must check in with the wedding coordinator.
 - No flash or roving videography is allowed during the ceremony itself.
 - Flash is permitted for the processional and one quick photo after the bride reaches the front (while the organ is still playing).
 - Flash may be used again at “you may now kiss the bride.”
 - Photographers/videographers must stay behind or to the sides of guests—never between guests and the wedding party. We can help find appropriate positions that respect the worship setting.
 - Discreet movement is allowed along side aisles and between the Sanctuary floor and balcony, as long as guests' views are not blocked.
 - Balcony use is permitted.
 - If a videographer wishes to request an audio feed, submit a written request at least two weeks before the wedding. Approval is not guaranteed and may involve a fee.
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The Ceremony

Ceremony Audio and Recording

An experienced sound technician will handle the audio needs for your wedding ceremony. Within a week of the ceremony, you will receive a link to a downloadable audio file. A copy of the audio file on USB is available upon request. The sound technician is available to provide audiovisual support at the reception for an additional fee.

Video of Ceremony

Fourth Presbyterian Church will provide you with a stationary balcony view video of the chancel area.

Fourth Presbyterian Church does not livestream weddings. If you would like a livestream of your wedding, please discuss with the wedding coordinator about the use of an outside vendor. Note outside vendors cannot plug into the church's sound system; they must be completely independent.



Wedding Reception

Room Setup

- The wedding coordinator will help with the room setup in line with church guidelines.
- Reception setup is allowed the day before the wedding between the hours of 2 and 5 p.m.
 - Deliveries for the reception by vendors or by friends and family should be scheduled during the hours reserved for the reception setup.
 - If circumstances require earlier times, you can work with the wedding coordinator to consider other options.
- Linens and all dinnerware should be provided by a licensed caterer.
- Open flames are not permitted.
- A setup diagram will be agreed upon at least two weeks prior to the wedding.
- There is a maximum of 150 guests for a seated meal or 250 guests for a cake reception.

Caterer

Seated wedding receptions must be catered by a hired licensed and insured caterer approved by Fourth Presbyterian Church.

Cleanup of Reception

- The wedding party or family is responsible for ensuring the Upper Room and kitchen are cleaned and restored.
- Any damage to church property will be charged to the couple.
- All reception cleanups must be completed by 8 p.m. All non-church items must be removed by that time.

Audiovisual Support

- Audiovisual support for your reception can be provided by the sound technician for an additional fee, subject to their availability.
- Provide an audio playlist (MP3) and slideshow (MP4) to the wedding coordinator two weeks before the wedding.



Rates

Costs Payable To Fourth Presbyterian Church

- **Building Use**
 - No charge
- **Wedding coordinator**
 - \$325 for wedding and rehearsal
 - \$450 for wedding, rehearsal, and reception
- **Sound technician**
 - \$350 for wedding only
 - \$450 for wedding and reception
- **Custodial staff**
 - \$350 for wedding only
 - \$450 for wedding and reception
 - The total cost may be higher depending on hours worked; additional hours will be billed separately at \$50/hr.
- **Rehearsal dinner**
 - Custodial: \$120 minimum.
 - Total cost may be higher depending on hours worked.
 - Additional hours will be billed separately at \$50/hr.



Costs Payable Directly

- **Organist**
 - \$350 (rehearsal and ceremony)

Additional Fees

- Any additional fees incurred will be billed after the wedding.
 - In the event there is a final invoice due to unexpected costs, the name and address of the person(s) responsible for paying this invoice should be clearly indicated on the Couple Information Form.
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Forms

Wedding Application

Rehearsal Dinner Request Form

Couple Information Form



Questions?

Contact Jennifer Horst, wedding coordinator
at jhorst@4thpres.org or 301-320-3600 x211

5500 River Road, Bethesda, Maryland 20816 | 4thpres.org