

Your Wedding at First Presbyterian Church of the Covenant

Please follow this checklist in the order in which it is written. This will assist your planning to assure your wedding service is what you desire it to be within the policies of this church.

1. Call the Administrative Coordinator to “pencil in” a wedding date and to set up an appointment with the pastor. 456-4243
2. Read the booklet, *A Guide to Wedding Policies and Practices*, and complete what you can of your information form prior to meeting with the pastor. Bring this form with you to meet with the pastor.
3. Meet with the pastor to discuss a marriage service in our church and to:
 - ❖ set up dates for premarital counseling
 - ❖ sign the contract on the back of the information form
4. Give your signed information form along with your \$100 deposit to the church secretary to secure your wedding date.
5. Contact the church organist , bachfan1956@gmail.com, to discuss and approve all musical selections for your wedding. Please note: pre-recorded music is not permitted in a worship service in our sanctuary.
6. Meet with the wedding coordinator six to eight weeks prior to your wedding to discuss details of the wedding.
7. You will receive a billing statement approximately thirty days prior to your wedding. Checks should be written to the individuals for the amounts as noted on the statement and should be received by the Administrative Coordinator ten days prior to the rehearsal. Please note: the rehearsal will not be held if the billing statement has not been satisfied.
8. Alcohol is not permitted on the church grounds or in the church building.