

TAKING THE VOWS OF HOLY MATRIMONY

YOUR WEDDING CEREMONY AT



THE VILLAGE PRESBYTERIAN CHURCH

1300 Shermer Road
Northbrook, IL 60062-4577
847-272-0900 Fax: 847-509-TVPC
jhopkins@tvpchurch.org
www.tvpchurch.org



**MEMBERS OF STAFF WHO
WILL WORK WITH YOU**

REVISED JULY 2018

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WEDDING CUSTODIAN

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PARKING MARSHAL

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INTRODUCTION TO THE CHRISTIAN SERVICE OF MARRIAGE

The Village Presbyterian Church is governed by the discipline of the Presbyterian Church (U.S.A.). Of the solemnization of marriage, our *Book of Order* states in part:

“Marriage is a gift God has given to all humankind for the well-being of the entire human family. Marriage involves a unique commitment between two people, traditionally a man and a woman, to love and support each other for the rest of their lives. The sacrificial love that unites the couple sustains them as faithful and responsible members of the church and the wider community. In civil law, marriage is a contract that recognizes the rights and obligations of the married couple in society. In the Reformed tradition, marriage is also a covenant in which God has an active part, and which the community of faith publicly witnesses and acknowledges”
Book of Order, W-4.0601

CHOOSING APPROPRIATE SCRIPTURES TO BE READ

Many Scripture readings are appropriate for a wedding. Here are some to read together as you plan:

Genesis 1:26-31
Genesis 2:18-24
Psalm 33
Psalm 100
Psalm 117
Psalm 127
Psalm 128
Psalm 136

Psalm 150
Song of Solomon 2:10-13
Song of Solomon 8:7
Isaiah 63:7-9

Matthew 19:4-6
John 15:12-17
Romans 12:1-2

I Corinthians 12:31-13:13
I Corinthians 13:4-7
Colossians 3:12-17
Ephesians 5:21-33
I John 4

PLANNING THE WORSHIP SERVICE

Christian marriage should be celebrated in the place where the community gathers for worship. As a service of Christian worship, the marriage service is under the direction of the minister and the supervision of the Session. (Book of Order, W-1-4004). Accordingly, the Session of The Village Presbyterian Church has drawn up the following guidelines.

- Weddings may be conducted in the sanctuary of the church building, in the homes of members, or in any place where the arrangements do not diminish the Christian understanding of marriage.
- It is customary for one of the ministers at the Village Church to officiate at all weddings. However, if a family desires to ask another clergy to officiate or participate in the service, please make your wishes known to the Office Administrator. It will be necessary for the visiting clergy to request permission from the church's governing body (The Session) to perform the ceremony at the Village Church and for the governing body (The Session) to grant such permission. This needs to be done in writing.
- If a non-member is being married by an outside clergy it will be required that a custodian be on the premises during the rehearsal for purposes of opening doors and locking the building, etc. See fees for cost of this service.
- Celebration of the Lord's Supper at the marriage service requires the approval of the Session. When the Lord's Supper is celebrated, care shall be taken that the invitation to the Table is extended to all present who are baptized. (*Book of Order, W-4.9004*)
- The marriage service and the rehearsal will be conducted in the Christian Spirit. Out of respect to the Christian community we request that the wedding party not drink alcoholic beverages prior to the rehearsal or the wedding ceremony. **The bride and groom shall be under obligation to make this rule known to all members of the wedding party. No alcohol is allowed in the church or on the church grounds at any time.**

ORDER OF WORSHIP FOR THE SERVICE AND BULLETINS

This is the basic order of the wedding ceremony at The Village Presbyterian Church. The officiating pastor will work with you to personalize the ceremony. There are bulletins in the Parish Office if you would like to get ideas. The pastors also have sample bulletins.

THE CEREMONY

Organ Prelude
The Seating of Grandparents
The Seating of the Groom's Parents
The Seating of the Bride's Mother
The Bridal Procession
Words of Welcome and Wedding
Proclamation
The Wedding Prayer
Declaration of Intent
Presentation of the Bride

Scripture Reading and other Readings
(Move up into the Chancel area of the Sanctuary)

Exchange of Vows

Blessing and Exchange of the Rings

Lighting of the Unity Candle

Prayer of Commitment

The Wedding Benediction

Blessing of the Bride and Groom

Pronouncement of Marriage

Presentation of Bride and Groom

The Recessional



MUSIC FOR YOUR WEDDING SERVICE

The Christian marriage ceremony is a service of worship before God. Reverence shall be expected on the part of all present. Music that accompanies the ceremony should direct attention to God, who sanctified marriage; special care should be taken to assure that it is suitable and reverent. Therefore, The Village Presbyterian Church asks that secular music be reserved for use at the reception.

ORGAN MUSIC: There is an abundance of good organ music that fits beautifully in a sacred wedding service. To maintain a high standard of music at The Village Presbyterian Church, only organ literature that is classic or sacred classic in nature may be used.

VOCAL AND INSTRUMENTAL MUSIC: Vocal solos are permitted only if they are sacred classic in nature. Any instrumental music that lends itself to a sacred atmosphere may be used. Many compositions for instrument and organ add to the beauty of a church wedding.

WEDDING MUSIC CONFERENCE: The wedding music conference is an opportunity for the couple to meet with the organist and select all of their wedding music. Please make an appointment with our Organist, at least one month prior to the date of the wedding by emailing her at mimi944@hotmail.com.



FLOWERS FOR THE SANCTUARY AND OTHER DECORATIONS

FLOWERS:

Sanctuary Flowers are provided by the family. Please share the following information with your florist:

Pew bows or bouquets may be placed on the pews along the center aisle. These should be **attached with masking tape or a ribbon loop.**

Corsages and boutonnieres. You may wish to consider wrist corsages. Some women would rather not pin a corsage to their dress. (In fact, corsages pinned to certain fabrics can damage the dress.) **Ask the florist to please label all corsages and boutonnieres with names, such as “Grandmother Smith” or Grandfather Jones” instead of just “Grandmother” or “Grandfather.”**

Confirm with your florist to decorate the sanctuary within the time span allotted to them. Decorations should be in place at least one hour before the ceremony begins.

CANDLES:

We have a pair of brass electric candelabras that hold 14 candles. No candles or candelabra are permitted on the communion table other than the unity candle when used. If you use a unity candle in the ceremony you may choose to purchase the set (one large candle and two small side candles) from your florist, a specialty store, or you may purchase it through the church.

Aisle Candles are available for use in the center aisle. The candles are placed on every third pew and staggered from side to side. There are twenty pew candles in total. There is an additional charge for the aisle candles. Please refer to the list of charges.

AISLE RUNNER:

We provide a heavy white cloth aisle runner fitted especially for this aisle which is larger than the standard church aisle runners generally rented for weddings. In addition, the runners offered by florists often are paper and are not safe on our waxed parquet floors. Fees are listed in the Appendix.

NO ROSE PETALS (real or otherwise), RICE, CONFETTI, BIRD SEED OR BALLOONS: These items create hours of clean-up time; therefore we ask that you refrain from supplying your guests with such items. Rice and birdseed can create hazards when walking. Balloons are hazards to the fish in Lake Michigan and also to birds. If you desire to use bubbles, we ask that it be limited to when the bridal party is outside the church building. Also, flower girls may not use rose petals. It is the responsibility of the bride and groom to make the wedding party and guests aware of this.

The use of **scotch tape, nails, screws, and wire** in decorating is strictly forbidden.

No decoration of any kind may be placed on the **pulpit, lectern, or elders' pews.**



**PHOTOGRAPHING/VIDEO TAPING
YOUR WEDDING**

PHOTOGRAPHERS: your photographer may arrive 1 ½ hours before the wedding to take pictures before the ceremony providing the couple chooses to do so. There is also approximately ½ hour after the service to either take pictures or have a receiving line.

For the Processional/Recessional –Photographers may stand no more than seven pews down from the back of the sanctuary when the bridal party is going down/up the center aisle to the front of the sanctuary.

During the Ceremony: - Photographers again can take pictures seven pews down from the back of the sanctuary with a tripod or hand-held camera. Absolutely No Flash photography is allowed during the ceremony. The photographer may go up to the choir loft to take pictures. Again, **No Flash is allowed.** The photographer is asked **not to disturb the organist.**

VIDEO PHOTOGRAPHERS: The Village Presbyterian Church does allow the ceremony to be videotaped providing the video photographer does not interfere with the religious ceremony and agrees to do the following:

1. **only** stand in the corner of the chancel (to the right of the candelabra).
2. **remain** stationary and not “roam around during the ceremony.”
3. **refrain from using bright lights** during the ceremony. Bright lights are very disrupting to the guests and will blind the organist in her mirror.

Your photographer and/or videographer is asked to follow these rules of The Village Presbyterian Church. **If either the photographer/videographer do not adhere to these procedures, there will be disruption during the ceremony.**

If at any time during the ceremony the rules are not being adhered to, the minister will stop the wedding ceremony and the photographer / video-photographer will be asked to leave.

NOTE: Additional copies of this information are in the Appendix. Please tear out and give to the photographer and video-photographer.

THE VILLAGE CHURCH VIDEOGRAPHERS: The Village Presbyterian Church offers couples getting married in the church the opportunity to have their wedding ceremony videotaped by the church's video production crew. The crew video tapes the Sunday morning service for broadcast on cable TV each week. This highly trained crew will provide a high quality video production to those who wish to pay for this service.

The equipment in the church video control room is state-of-the-art digital broadcast equipment with edit suite. There are three permanently placed remote-controlled color video cameras in the sanctuary that are used in all video productions.

The Village Church production crew is available by request only, and will confirm their availability for the date of the wedding.

The production director will attend the wedding rehearsal to ascertain the format and to accommodate any special music consideration. The fees for the video production are listed in the appendix. Copies of the production are available on DVD, and Mini-DV. All fees will be paid to the church in advance with a portion going to the church for rental of the equipment.

Anyone interested in having a wedding video should contact the Office Administrator, who will coordinate the assembly of a crew. *Please make arrangements at least six weeks in advance.*

PARTICIPANTS IN THE SERVICE OTHER THAN BRIDE AND GROOM

WEDDING HOSTESSES: We are delighted and fortunate to provide wedding hostesses to help guide you through your rehearsal and wedding. These women are members of The Village Presbyterian Church who volunteer their time. They have shared in many weddings in our church and have vast experience with which to help you attain a successful wedding event. The following is a list of what the wedding hostess will do the day of the wedding. They will also be at the rehearsal and will talk with the wedding party and families about procedures and do's and don'ts for the wedding day.

1. Set up survival kit in Fireside Room (where bride and party will dress/wait)
2. Review order of service with organist
3. Check wedding candle wick
4. Check to make sure all doors are open
5. Talk to photographer and go over where he/she can and cannot take pictures.
6. Talk to video-photographer and go over where he/she can and cannot stand during ceremony.
7. Pin on boutonnieres and corsages
8. Show ushers how to roll out the aisle runner
9. Answer any questions from the wedding party
10. Lock up any purses/valuables for the wedding party.
11. Tell the ushers when to begin seating the guests
12. Ask the guests to be seated
13. Send grandparents and parents down the aisle at the proper time
14. Tell minister, groom, best man and ushers when to go down to front of church
15. Bring up bridesmaids, bride and father of bride and send them down the aisle at proper time.
16. Send any late guests down the side aisles.
17. After ceremony, stand at the rear of sanctuary and tell wedding party where to wait (if not having a receiving line) or where to stand if they are forming a receiving line.
18. Send the ushers back down the aisle to escort parents and grandparents out of sanctuary
19. Unlock any purses/valuables and return them to the wedding party.
20. Straighten up the Fireside Room and put away the survival kit.
21. The wedding party is responsible for cleaning up and putting away their belongings and trash.



CUSTODIAN: is the person who gets the building ready for the wedding service. Among his/her many responsibilities are setting up and cleaning up the Sanctuary and the Fireside Room where the bride and her attendants dress and/or wait; check and adjust heat or air conditioning in the Sanctuary and Fireside Room; set up aisle candles and light them if they have been requested; check sound system; secure the building following the service, etc.

USHERS: Plan an adequate number: 100 guests – 2 ushers; 150-200 guests – 3 ushers; over 200 guests – 4 ushers maximum.

Decide which usher should be responsible for seating the mother-of-the-groom and the mother-of-the-bride. It is recommended that ushers and groomsmen try on suits and shoes before the day of the wedding to avoid any last-minute disasters.

BRIDESMAIDS: To avoid last minute problems, request that the women try on their dresses and shoes at least one week before the wedding. It's amazing how many dresses arrive with improper hems and zippers that don't work.

RELATIVES OF THE BRIDE AND GROOM: Please ask grandparents or anyone else who is to receive a corsage to introduce themselves to the wedding hostesses before the ceremony. We want to get the right corsage on the right person. Grandparents and other relatives will be seated in designated family pews.

<p>THE THREE R'S</p> <p>REHEARSAL, RECEIVING LINE AND RECEPTIONS</p>
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REHEARSAL: The pastor and your wedding hostesses have only 1 hour scheduled to instruct the bridal party in all the details to assure a smooth running wedding service; so, it is vitally important that everyone is on time. It is helpful if both the bride's parents and the groom's parents are present. As stated in the guidelines, and out of respect for what the pastor and wedding hostesses are trying to accomplish for you, we request that the wedding party do not partake of alcoholic drinks prior to the rehearsal. See final check list in the Appendix.

Call the Office Administrator to verify your rehearsal date and time at least three months before the date. The church number is 847-272-0900 x137.

RECEIVING LINE: When considering where you will have the receiving line, decide whether or not you are having pictures taken in the sanctuary after the ceremony. It is expected that the bridal party and guests be out of the church 30 minutes after the ceremony. Thus, it is impossible to do both a receiving line and pictures after the service. If it is your plan to have pictures taken after the ceremony, you will need to hold the receiving line at the reception. If pictures are not to be taken after the service the receiving line can be held in the narthex as soon as the parents are escorted out of the sanctuary. Decide who from the bridal party you wish to stand in the receiving line with you and your parents, and in what order.

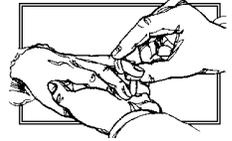
RECEPTIONS AT THE VILLAGE CHURCH - Our reception room is available only to those whose weddings are officiated by a minister of The Village Presbyterian Church.

Each wedding party is responsible for securing its own caterer and making arrangements for food service and decorations. The family of the bride, through the caterer or such other persons as they may delegate, will be responsible for all cleaning of dishes, equipment and the kitchen area following the reception.

All arrangements must be cleared through the Office Administrator. **No alcoholic beverages** may be served at any time in the church building.

MISCELLANEOUS, BUT VERY IMPORTANT ITEMS

PREMARITAL COUNSELING: Premarital counseling is expected as a part of the preparation for all engaged couples, members and nonmembers alike. These sessions are discussion oriented and will include these topics: the nature of love and marriage, in-laws, needs and goals, conflict, roles and responsibilities in marriage, etc.



THE TAYLOR-JOHNSON TEMPERAMENT ANALYSIS OR THE MYERS-BRIGGS TYPE INDICATOR: (psychological testing instruments used to analyze temperaments) may be administered and discussed. Please call the church office to set up an appointment for counseling with the officiating minister. Refer to the Staff list for telephone extensions for the pastors.

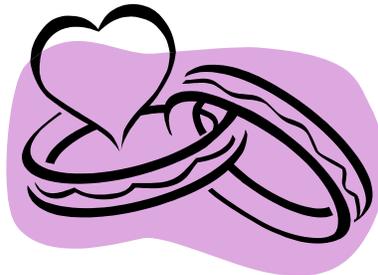
RETURN INFORMATION FORM: Complete and return the information form to the Office Administrator two months prior to your wedding. This is the worksheet for the custodian and hostess for your wedding, and for determining the various fees.

FEES: Please refer to the Wedding Fees list in the Appendix.

Non-members are asked to make a \$150 non-refundable deposit at the time the wedding is scheduled. The date is not secured until the deposit has been received

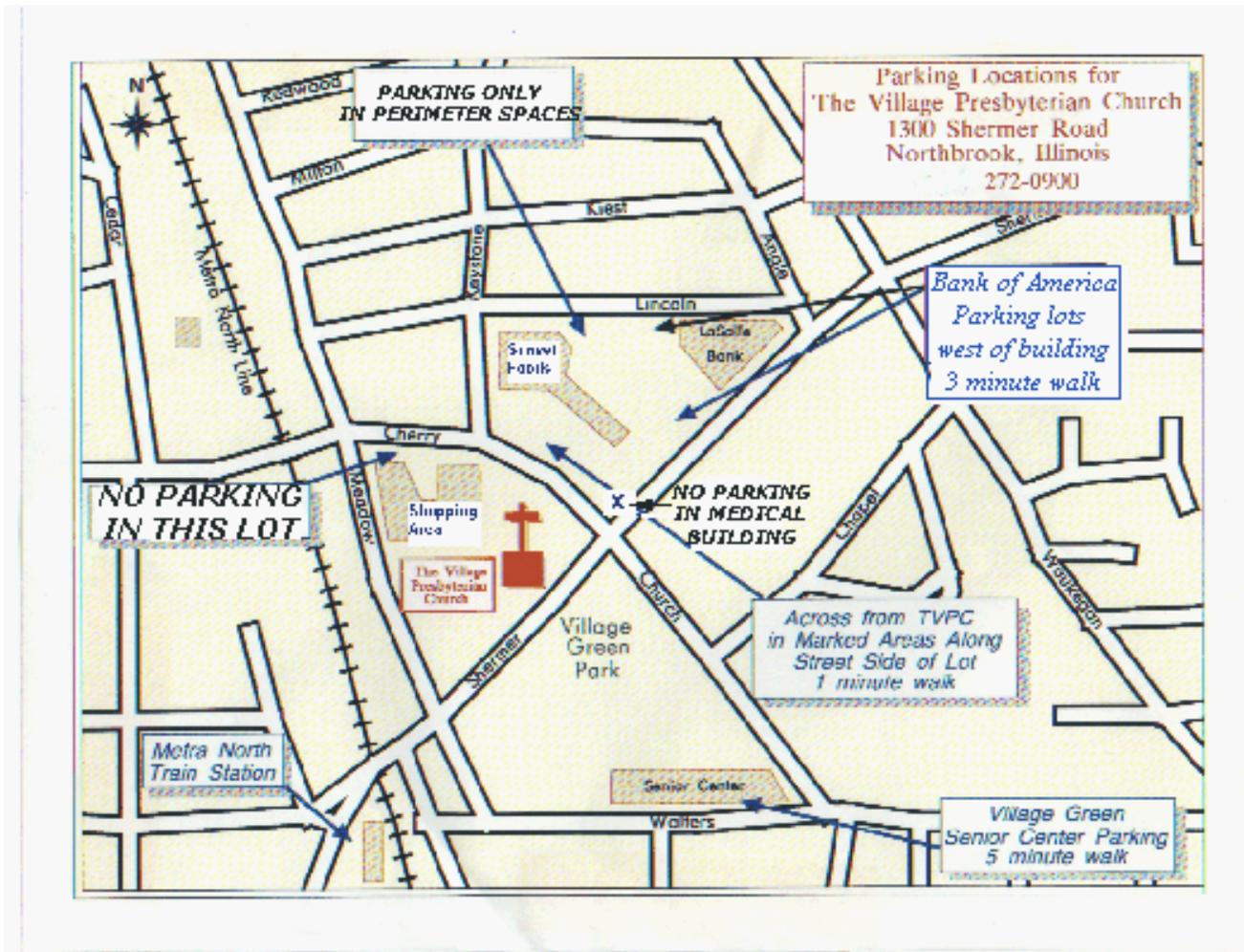
The Office Administrator will send a statement, listing the fees for the services that you have chosen, to you as soon as the Information Form (see Appendix) has been received. All fees should be submitted prior to the wedding. We ask that you mail your fees to the Office Administrator at least 6 weeks prior to the wedding.

YOUR WEDDING LICENSE should be given to the officiating pastor prior to your wedding day. If this is not possible, please give it to a wedding hostess at the time of your rehearsal. If you are bringing in your own minister he/she will be responsible for signing and mailing the license, but you must provide a copy to The Village Church prior to the wedding.



PARKING AND DIRECTIONS TO THE VILLAGE CHURCH

Undoubtedly, you are wondering about parking facilities at The Village Presbyterian Church. Bank of America, across the street, graciously allows us to use their parking lot. This large parking area is accessible from Shermer Road. No parking is allowed by The Professional Building at 1290 Shermer Road and the shopping center next to the church along Cherry. A notice is posted. Should you or your guests park in this area there is a risk of being towed. Please see the map below:



APPENDIX



INFORMATION FORM FOR WEDDING HOSTESSES AND CUSTODIAN

In order for the church's wedding hostesses to coordinate a beautiful and smoothly run wedding, we ask that you read the rules of the booklet sent to you. Please fill out this information sheet in pen and return it to the office administrator no later than two months before your wedding (or sooner if you have all the information). *Please print legibly.*



Wedding of _____

Members of the Village Church (Y/N)? Bride _____ Groom _____

Officiant _____

Wedding Date _____ Time _____ Rehearsal Date _____ Time _____

First Names of Attendants _____

First Names of Groomsmen _____

First Names of Ushers _____

Flower Girl (names) _____ Ring bearer (names) _____

Name of Person Giving Bride Away _____

Bride's Parents Name _____

Groom's Parents Name _____

Grandparents: Bride's _____

Grandparents: Groom's _____

Approximately how many guests will be present? _____

Who will escort the mothers? Bride's _____ Groom's _____

Allowing 6 persons per pew, how many pews should be reserved for immediate family:

Bride's _____ Groom's _____

CEREMONY

Do you desire attendants to walk alone or with groomsmen? _____

Scripture to be read? _____ By Whom? _____

MUSIC: Do you wish the following (please circle and fill in name where appropriate)?

YES NO Organist (must use The Village Church's organist if using any organist)

YES NO Vocalist name: _____

YES NO Instrumentalist(s) name(s) _____

Church Bells: Announcing Bride's Entrance? _____ After Service? _____ When leaving Church? _____

Will there be a receiving line at the Church? Yes _____ No _____

FLOWERS

Name of Florist _____ Phone # _____

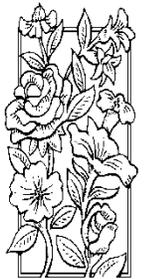
List the names of those receiving corsages: _____

Name of person to assist Wedding Hostesses to identify those listed above _____

Will you take flowers after the wedding? Yes _____ No _____

If yes, who will be responsible for taking them? _____

Will Mothers be receiving a flower during ceremony from bride & groom? Yes _____ No _____



PHOTOGRAPHER (Please give photographer and/or video person(s) a copy of rules & regulations.)

Name of photographer _____ Phone # _____

Do you wish pictures taken before the ceremony? Yes _____ No _____

Do you wish pictures taken with the minister Yes _____ No _____

Will ceremony be videotaped? Yes _____ No _____

If different person than above,

Name of videographer _____ Phone # _____

CANDLES (Two electric brass candelabra are provided)

Do you wish to use a Unity Candle? Church's _____ Your own _____
(2 side candles and holder is provided)

Lighting of the two side candles: Custodian _____ Mothers _____

Do you wish to use the aisle (pew) candles? Yes _____ No _____



MISCELLANEOUS

Please plan to bring wedding bulletins to your rehearsal to help us better organize your ceremony. Print enough bulletins so that the wedding party may have one at the rehearsal.

Will there be a guest book? Yes___ No___. Name of person to attend book_____

Will you use the Church's white cloth aisle runner? Yes___ No___.(TVPC's custom fitted to aisle)

Who will take the runner down the aisle? _____

Will the bride & attendants dress at the church? Yes___ No___
Church will be open 1 1/2 hours before the ceremony.

What time will bride and attendants arrive at church?_____ (If dressing at the church, should be at least 1 1/2 hours before the ceremony. If not dressing at the church, should be at least 30 minutes before the ceremony.).

What time will groom/groomsmen arrive at church?_____ (Should be at least 30-minutes before the ceremony).

What time will ushers arrive at Church?_____ (Should be at least 45 minutes before the ceremony).

Limos or cars in front of church? Yes___ No___. How many? _____
Limo driver(s) must stay with the vehicle(s) as this is a fire lane.

Please do not throw rice, confetti, rose petals or birdseed. These items can be hazardous underfoot. Please do not release balloons. Balloons are an environmental hazard to the fish in Lake Michigan and the birds. We suggest giving the guests bubbles to be blown outside as the bride and groom leave the church.

Address and phone number of bride and groom after the wedding.

Address _____
Street address City State Zip

Phones: Home _____ Cell _____

Bride's Work _____ Groom's Work _____

THANK YOU AND VERY BEST WISHES!!

Please return completed form to the Office Administrator TWO MONTHS prior to your wedding.

**THE VILLAGE PRESBYTERIAN CHURCH
WEDDING FEES FOR MEMBERS**

Wedding fees must be presented to the Office Administrator **6 weeks** prior to the wedding.

Sanctuary	\$150.00
Chapel in the Pines (Small Summer Weddings)	No Fee
Reception Rooms and Kitchen	
Fellowship Hall (175-200 guests)	\$200.00
Kitchen	\$100.00
Westminster Hall	\$200.00
Custodian	
Sanctuary	\$150.00
Aisle candle setup	\$ 50.00
Chapel Among the Pines	\$100.00
Rehearsal Fee *	\$ 50.00
Parking Marshal	\$ 60.00
Organist **	\$350.00
Soloists / other Musicians	various fees
The church can provide a list. The wedding party may contact them and arrange the fees directly with them.	
Village Church Videographers	\$400.00
plus Equipment Rental	\$100.00
Audio Coordinator	\$100.00
Optional – Additional Audio Equipment	\$150.00
Miscellaneous	
White cloth aisle runner rental	\$ 80.00
Unity candle	\$ 35.00
Aisle candles (20 available)	\$ 50.00
Additional Audio Equipment if not using TPVC	
Videographers (includes set-up)	\$100.00
Officiating Clergy	\$450.00

* When the officiating pastor is not on the staff of The Village Presbyterian Church, a custodian must open and secure the building for the rehearsal.

** If you are not using the Village Presbyterian Church Organist, there will be a \$200.00 fee for use of the organ.

**THE VILLAGE PRESBYTERIAN CHURCH
WEDDING FEES FOR NON-MEMBERS**

Wedding fees must be presented to the Office Administrator 6 weeks prior to the wedding.

Sanctuary	\$750.00
Chapel in the Pines (Small Summer Weddings)	\$300.00
Custodian	
Sanctuary	\$150.00
Aisle candle setup	\$ 50.00
Chapel in the Pines	\$100.00
Rehearsal Fee *	\$ 50.00
Parking Marshal	\$ 60.00
Organist **	\$400.00
Soloists / other Musicians	various fees
The church can provide you with a list. The wedding party may contact them and arrange the fees directly.	
TPVC Videographers ***	\$500.00
plus Video Equipment Rental	\$250.00
Audio Consultant	\$200.00
Miscellaneous	
White cloth aisle runner rental	\$ 80.00
Unity candle	\$ 35.00
Aisle candles (20 available)	\$ 50.00
Additional Audio Equipment if not using Village Church videographers (includes set-up)	\$100.00
Officiating Village Church Clergy	\$500.00

* When the officiating pastor is not on the staff of The Village Presbyterian Church, it is necessary to have a custodian open and secure the building for the rehearsal.

** When not using the Village Presbyterian Church Organist, there is a \$200.00 fee for use of the organ.

WEDDINGS AT THE VILLAGE PRESBYTERIAN CHURCH

PHOTOGRAPHER'S WORKSHEET

Since a wedding is a Holy Service of Worship in God's House, The Village Presbyterian Church requests, that the following be observed:

- **FOR THE PROCESSIONAL AND RECESSIONAL** - Photographers may stand no more than seven pews down from the back of the sanctuary when the bridal party is going down or up the center aisle to the front of the sanctuary
- **DURING THE CEREMONY** – Photographers again can take pictures seven pews down from the back of the sanctuary with a tripod or hand-held camera. Absolutely No Flash photography is allowed during the ceremony. The photographer may go up to the choir loft to take pictures. The photographer is asked not to disturb the organist who will be in the balcony. **If the photographer does not adhere to these procedures, there will be disruption during the ceremony.**
- **ARRIVAL TIME** – The photographer may arrive 1½ hours before the ceremony to take pictures. The wedding party will have approximately one-half hour after the service to take pictures and/or to have a receiving line.

If you have questions, please call The Village Presbyterian Church, 272-0900 and ask to speak to the Office Administrator, between the hours of 9:00 am and 4:00 pm.

The church is located at 1300 Shermer Road, Northbrook, IL 60062. It is at the corner of Shermer Road and Church Street, one block west of Waukegan Road between Willow Road and Dundee Road.

WEDDINGS AT THE VILLAGE PRESBYTERIAN CHURCH

VIDEOGRAPHER'S WORKSHEET

Since a wedding is a Holy Service of Worship in God's House, The Village Presbyterian Church requests that the following be observed:

- **DURING THE PROCESSIONAL, RECESSIONAL AND THE CEREMONY** - The video photographers will be asked to stand in the corner of the chancel (to the right of the candelabra). You will be asked to remain stationary and will not be allowed to "roam" around during the ceremony. Bright lights on the video camera will not be allowed. The bright lights are very disrupting to the guests and will blind the organist in her mirror. **If the videographer does not adhere to these procedures, there will be disruption during the ceremony.**
- **ARRIVAL TIME** – The videographer and photographer may arrive 1 ½ hours before the ceremony to set up equipment. The wedding party will have approximately one-half hour after the service to take pictures and/or have a receiving line.

If you have questions, please call The Village Presbyterian Church, 272-0900 and ask to speak to the Office Administrator, between the hours of 9:00 am and 4:00 pm, Monday through Friday.

The church is located at 1300 Shermer Road, Northbrook, IL 60062. It is at the corner of Shermer and Church Street, one block west of Waukegan Road between Willow Road and Dundee Road.

FINAL CHECK LIST

Date _____

Time _____

Keeping to the timeline will eliminate tension for those working on and participating in the wedding.

BEFORE THE WEDDING

ORGANIST

Contact Organist early and have selection of the music finalized two months prior to the wedding.

PREMARITAL COUNSELING

Please call the pastor to set up an appointment for counseling with the officiating minister.

APPROVAL OF VISITING CLERGY

If non-TVPC minister is going to officiate, the visiting clergy must request permission in writing from the Session of TVPC.

INFORMATION FORM (WORK SHEET)

Fill out this form for the wedding hostesses and custodian and give it to the Office Administrator in the Parish office two months before the wedding. This will assure that organist, fees, etc. are set.

STATEMENT OF FEES

Receive statement from the Office Administrator as soon as the Information form has been received.

PAYMENT OF FEES

6 weeks before the wedding, pay the fees as stated in the above statement to the church.

FLORIST

Please insure that your florist is aware of the rules & regulations related to decorating the church.

PHOTOGRAPHER WORK SHEET

Please give your photographer a copy of the rules & regulations.

VIDEOGRAPHER WORK SHEET

Please give your video person(s) a copy of the rules & regulations.

DAY OF REHEARSAL

BULLETINS

If you are using them, bring them to the church for the rehearsal. Be sure to make enough so that the participants may have one at the rehearsal.

UNITY CANDLE

If you are providing the unity candle, bring it to the rehearsal.

TIME OF THE REHEARSAL

All participants should be there and please arrive on time. Allow for rush-hour traffic if necessary!

LICENSE

License should be given to pastor at the last counseling session or at the rehearsal.

If non-TVPC minister is going to officiate, a copy of the license must be given to TVPC (Office Administrator or hostesses).

DAY OF WEDDING

CUSTODIAN

Will open the building 2 hours before the ceremony.

YOUR FLORIST

May arrive 2 hours before the ceremony.

OUR WEDDING HOSTESSES

Will arrive 1 to 1 ½ hours before the ceremony.

THE BRIDAL PARTY

Should arrive 1 ½ hours before the ceremony. Go to the Fireside Room where hostesses will meet you. Arrive on time!

YOUR PHOTOGRAPHER

May arrive 1 ½ hours before the ceremony.

CEREMONY BEGINS PROMPTLY

Will take approximately 40 minutes

“Either/Or” — AFTER THE SERVICE

there will be approximately ½ hour to have a reception line or pictures.
