



## Notes

### ***Ushers***

Ushers should be at the church and dressed one hour prior to the ceremony to be available for photographs. Please be in the Narthex 30 minutes prior to start of ceremony.

### ***Flowers and Decorations***

Details regarding location of flowers and decorations should be worked out with the wedding hostess to minimize difficulties and possible damage to the sanctuary. The sanctuary is accessible during office hours for florists to visit. This must be coordinated with the church office or wedding hostess.

The wedding hostess will provide guidelines for decorations, but will not be assisting in the decorating process. Contact the wedding hostess to schedule the time and day for decoration of the sanctuary and fellowship hall as applicable.

Candles are furnished for the candelabra. In the event you desire to provide special candles for the Unity Candle stand, please discuss this with the wedding hostess.

One arrangement of flowers is customarily left for the worship service the following Sunday. This also needs to be discussed with the wedding hostess.

### ***Reception Arrangements***

Our Fellowship Hall can accommodate NO MORE than 194 people. It is imperative that this number is not exceeded.

All reception arrangements must be approved by the Wedding Hostess. We recommend that the bride and groom have their reception catered by a licensed caterer.

- The church kitchen supplies are not available for use.
- Alcoholic beverages may not be consumed on the church premises, including the parking lot.
- Smoking is not permitted anywhere inside the building or near the entrances. Designated area is by the kitchen side facing Avenida San Martin.

### ***Wedding Expenses***

It is not the intention of the church to profit from special services in our Sanctuary; however, a service charge is necessary for the maintenance of our facility and the services of our staff.

Expenses for wedding and receptions are listed on a separate document. All fees must be paid to the Wedding Hostess at the time of the rehearsal.



## at *Community Presbyterian Church of La Mirada*

### **Wedding Hostess**

Karis Lee  
leekaris83@gmail.com

### **Church Office**

562-902-9035  
office@cpclm.org

### **Community Presbyterian Church**

13701 Hillsborough Drive  
La Mirada, Ca 90638  
Tuesday - Friday 9:00 am - 12:00 pm  
www.cpclm.org

## ***Your Wedding in Our Church***

Welcome to Community Presbyterian Church of La Mirada and congratulations on your upcoming wedding! This church was built to the glory of God and is a witness to our faith in Jesus Christ. It is maintained by our members and friends, but exists to serve this community. Its use, therefore, is not restricted to members. Wedding services here are performed in the context of worship. As such, it is expected that the content of the service be consistent with Christian Theology and practice. Our wedding hostess is happy to guide in these matters. All who desire a church setting, a spiritual foundation for their marriage, and who will use this facility in reverence for God, are most welcome to use our church under the direction of our staff.

## ***Wedding Date Reservations***

All weddings at Community Presbyterian Church must be approved by our Pastor. To initiate the approval process, you will need to fill out a Request form, which can be picked up at the church office or you can download from our website. In addition to the important contact and wedding date information, it is important to indicate whether you would like our pastor to officiate, which would entail at least two premarital counseling appointments, or if you would like your own pastor to officiate. This form must then be returned to the church office. We will then contact you for further information or to officially schedule your wedding date.

## ***Church Accommodations***

Our church sanctuary will seat up to 250 people. There are 12 pews on each side of the center aisle and two outside aisles.

Our Fireside room is available for the women in the bridal party to use as a bride's room and the Choir room is available for the men in the bridal party to use as a groom's room. It is highly recommended that for formal weddings, the wedding party dress at the church to keep your wedding attire looking its very best for the ceremony.

A kneeling bench, two 7-branch candelabras, and stands for flowers are available for your use, as well as 5 pairs of pew end candelabras for the center aisle. We can provide a Unity candle stand, if desired.

No rice, bird seed, or confetti shall be thrown. An additional clean-up fee will be requested should there be any guests that do not comply to this guideline.

Our wedding hostess will be able to answer any additional questions regarding use of our facility and wedding supplies.

## ***Wedding Music***

A wedding ceremony in the church is a service of worship before God and your music should be chosen with great care. The music for your wedding must be discussed with the Organist at least one month in advance of wedding date. Music selections should be presented to the Organist 14 days prior to date of the wedding. Please do not make any last minute substitutions.

Outside musicians and singers are also welcome to participate in your wedding, however this must be discussed with the wedding hostess one month in advance so that proper arrangements can be made for appropriate sound support.

## ***Rehearsal***

Any wedding other than the smallest, requires a rehearsal. All who are to participate in the wedding are expected to be present, and arrive promptly, so that each participant will know exactly what to do to help make the wedding a beautiful experience. The marriage license and all fees are to be given to the wedding hostess at the wedding rehearsal.

## ***Reception***

Reception can only last 3-4 hours and all wedding guests and party members must be off church premises by 9pm. Our facilities must be cleaned and prepared for weekend activities following the reception.

## ***Wedding Pictures***

We want you to have wonderful memories of your special day and encourage you to hire a professional photographer specifically assigned to capture your wedding. We realize that many of your guests will have a camera on hand and will be eager to capture images. Please encourage your ushers to remind guests that no photographs should be taken during the ceremony, except by the assigned photographer. All photographers should please refrain from any flash photography until the recessional has ended. This information is often helpful in the printed wedding program the guests receive when entering.

Pictures of the bridal party must be completed 30 minutes before the ceremony. Photographs may be taken before and after the ceremony as needed. Recording may be done from the back of the sanctuary, if it is cleared by the wedding hostess. A remote controlled camera is permitted in the chancel area if it is located so as to not detract from the wedding ceremony.

## ***Wedding Fees***

### **A. WEDDING:**

Use of Sanctuary and Supplies \$800 or \$1000\*  
Organist/Pianist \$250  
Wedding Hostess \$200  
Sound Tech \$150\*\*  
Custodian \$100

### **B. ADDITIONAL ORGAN FEES**

#### **(optional):**

Wedding Rehearsal \$100  
Rehearsal with soloist \$75

### **C. RECEPTION**

#### **(in addition to Wedding fees):**

note: max. 194 people

Use of Jenks Hall and Supplies \$1000 or \$1200\*  
Wedding Hostess \$225  
Sound Tech \$150-\$250  
(depending on audio needs)  
Custodian \$295  
Setup Crew \$50/person

### **D. HONORARIUM FOR PASTOR:**

The Honorarium for the Pastor is an expression of appreciation and is in addition to the charges above. The honorarium should be brought to the rehearsal and given to the wedding hostess. Suggested amount: no less than \$200.00.

### **Payment of Fees:**

A \$300 nonrefundable deposit is required to reserve your wedding date. If reservation is not cancelled, the deposit will be deducted from balance due.

An additional \$150 Incidental deposit is required when reserving your wedding date. The Incidental deposit will be returned if there are no damages or no violations of the church's wedding policy.

The final payment must be given to the Wedding Hostess the night of the rehearsal. Checks should be paid to the order of Community Presbyterian Church of La Mirada. Please note, the Wedding Hostess must be present and represent the church at all weddings, rehearsals and receptions.

\*Over 100 people including wedding party and guests

\*\*Additional \$75 if Sound Tech asked to come to rehearsal