

## **Booking**

Inquiries regarding wedding dates and times may be made by contacting SMCC's business office at (626) 282-4181 or [Weddings@smccpby.com](mailto:Weddings@smccpby.com) . To secure a date, a nonrefundable down payment of \$500 is required. At the time of booking, a folder of wedding materials is provided which includes the "Wedding Contract." A signed contract is due in the church office within 5 working days of booking a date. Weddings are not scheduled the Saturday before Palm Sunday, during Holy Week, the Saturday before Mother's Day, Thanksgiving weekend, or most of December. Other dates may also be unavailable due to church programs.

## **Fees**

Fees are included in wedding folder provided at the time of booking. Our wedding fee covers:

- 90 minute rehearsal
- 3.5 hour wedding time block
- Pastor (minister) including premarital counseling
- Organist and soloist
- Wedding coordinator
- Dressing rooms
- Candelabrum and candles
- Unity candle
- Custodial services

The wedding fee does not include:

- Photographer/Videographer
- Instrumentalist(s)
- Florist

All fee balances are due thirty (30) days prior to the wedding date.

## **Clergy**

San Marino Community Church's pastors officiate at all weddings. The Rev. Jeffrey V. O'Grady, Pastor, the Rev. Janice Y Cook, Senior Associate Pastor, and other members of SMCC's pastoral staff bring creativity, enthusiasm, and a personal touch to the planning of each wedding service. The pastors are often involved in the rehearsal as well as the wedding ceremony and meet several times with the couple prior to the wedding. In instances where the bride and groom have a relationship with another clergy person, they may request his/her participation in the wedding service as a co-officiant. Guest ministers participate at the discretion and invitation of the officiating SMCC pastor. Requests for the participation of co-officiants should be made during the initial session of premarital counseling or upon booking the wedding.

## **Wedding Coordinator**

SMCC's wedding coordinators assist in the planning and completion of each wedding service. Beginning with a consultation 6-8 weeks prior to the wedding, wedding coordinators help with a wide variety of details from the planning stages of the service to the rehearsal to the final photographs after the ceremony. As church staff members, wedding coordinators, in consultation with the pastor, represent the "final word" on what is appropriate for SMCC's sanctuary.

## **Dressing Rooms**

SMCC provides dressing rooms for both men and women. The dressing rooms are available to the wedding party up to 90 minutes (bride) and 60 minutes (groom) prior to the start of the service. The church is not responsible for lost or stolen items.

## **Receptions**

SMCC does not provide a venue for wedding receptions. Our business office can make referrals to suitable locations in the area.

## **Other Notes**

In order to preserve the facility, maintain the service's dignity, and/or comply with Presbyterian Church regulations, the following items apply:

- No use of rice, confetti, or birdseed.
- Inclusion of live music only (no prerecorded music) in the service.
- No flash photography during the service.
- Video cameras must be unobtrusive and stationary.
- Only cloth aisle runners are allowed.
- Communion is not allowed as per the Presbyterian Book of Order.
- No alcohol may be served or consumed on church property.
- Smoking is not permitted on church property.
- Sanctuary holds 500 comfortably. 550 maximum capacity.

### **Contact:**

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