

OTHER ARRANGEMENTS

The regular furnishings and decorations in the church Sanctuary are to be left in place.

Candles:

Candles may be used with proper precautions. The church owns two wooden candelabras that each hold seven 25" tapers. These candles are available from the church at a cost of \$20.

Photography/Videography:

Flash photography may be taken in the Sanctuary before or after the service by arrangement. Photographs and video are permitted by a professional photographer/videographer during the wedding service. Photographers and videographers should contact the pastor prior to the wedding day to review the policies and procedures for photographing weddings at St. Andrew. It is the couples' responsibility to have photographers and videographers arrange a consultation with the Pastor at least two months in advance of the wedding. Couples are strongly encouraged to ensure this consultation takes place before agreeing to specific photo/video services or packages.

Wedding Gifts:

Persons should be designated to take charge of gifts before and during the ceremony and to take all gifts from the church building after the wedding.

Dressing Rooms:

All rooms used by the bridal party for dressing should be left neat and orderly. Remove all personal items and any leftover food/drink items before leaving the church for the reception.



St. Andrew Presbyterian Church

140 Gathering Place Lane

Iowa City, Iowa 52246

319/338.7523

saintandrew-ic.org

Wedding Services at St. Andrew Presbyterian Church

*God is Love; let us
love one another as
he has loved us.*



INTRODUCTION

This booklet is planned to help couples with wedding arrangements at St. Andrew Presbyterian Church, Iowa City, Iowa. The church, dedicated to the glory of God, is a symbol of the sacredness of the marriage bond. Wedding ceremonies at St. Andrew are acts of Christian worship. The service is taken from our Presbyterian *Book of Common Worship*.

It is the policy of St. Andrew Presbyterian Church that the gift of marriage is open to **any couple who accepts Jesus Christ as Lord and Savior and who commit to living out marriage in a life of discipleship**. We welcome both members and non-members to celebrate their weddings at St. Andrew.

We ask you to read these pages carefully. Some items may not apply to your wedding. These suggestions and guidelines have been developed after experiences with many weddings at St. Andrew. It is intended that they will help every couple and their families plan for a joyous occasion. As with all services in a Presbyterian church, these procedures have been approved by our Session (the official governing board).

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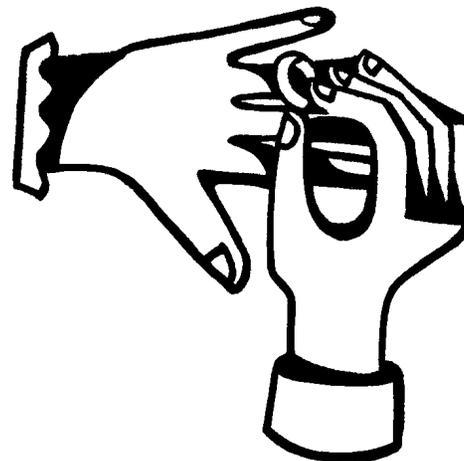
WEDDING FEES

Payment of all wedding fees must be made in the church office at least 45 days prior to the wedding date. Please see the Wedding Request Form for fees.

Please issue checks separately for:

Wedding Coordinator	Payable to LeAnn Otterbein
Pastor's Honorarium	Payable Kyle Otterbein
Director of Music/Organist	Payable to Matthew Penning
Soloist or Other Musicians	Arrange with Musicians
Sound Technician	Payable to St. Andrew
Setup/Take Down Equipment	Payable to St. Andrew
Candles	Payable to St. Andrew
Non-Member Fees	Payable to St. Andrew
Special Arrangements	

It is important to note that for persons with limited finances or for those wishing a more intimate service, special arrangements may be made by conference with the Pastor. All discussion of this, of course, is confidential.



THE WEDDING REHEARSAL

The rehearsal is an important time. Please be sure everyone involved in your ceremony is aware of the time of the rehearsal. Allow approximately one hour for the rehearsal. There will be practice of the processional and recessional and a review of the service by the Pastor. The Wedding Coordinator will instruct the ushers and candle lighters. The organist is not required to be present at the rehearsal.

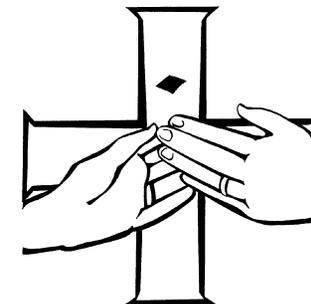
SCHEDULING YOUR WEDDING

It is an easy procedure to schedule your wedding. This should be done as soon as possible.

First, call the church office (319/338.7523) to schedule the date and time for your wedding. You will need to fill out a Building Use Request form and Wedding Information form and return them to the church office within a week of scheduling your wedding for final approval by the Pastor.

After your date has been scheduled:

- Consult with the Pastor that will officiate to schedule counseling sessions.
- Make an appointment with the Wedding Coordinator to discuss the details of the wedding at least **six months prior** to the wedding date.
- Make an appointment with the Music Director to discuss music selections at least **three months prior** to the wedding date.
- Apply for a Marriage License at the Johnson County Recorder's Office. The couple and one witness must appear to apply for the license. There is a three day waiting period before the license can be picked up. Please check the current policy at the Recorder's Office, 319/356.6093. Once the license is picked up, it does not expire. We suggest couples apply for and pick up the license early in the planning process.



THE WEDDING CEREMONY

The Presbyterian *Book of Common Worship* will serve as a guide for the service. The officiating Pastor will discuss the service with you and advise you regarding any additions or adaptations to the service you may desire.

Reminders:

- In dress and manner, the wedding party should remember that the service is in a church and is an act of worship.
- For suggestions for the guests to “celebrate” the couple leaving the church building, consult with the Wedding Coordinator, LeAnn Otterbein.
- The tossing of real flower petals down the aisle is prohibited. Only paper or silk petals may be used.
- In accordance with our church policy, persons are asked to refrain from smoking in the church building.
- Use of alcohol is prohibited on the church building and grounds during church activities.

ST. ANDREW STAFF

The St. Andrew Staff is glad to be of help in planning your wedding.

Interim Senior Pastor:	Rev. Dr. Daniel de Beer, ddebeer@saintandrew-ic.org
Associate Pastor	Rev. Kyle Otterbein, kotterbein@saintandrew-ic.org
Wedding Coordinator	LeAnn Otterbein, leann.otterbein@gmail.com
Director of Music	Matthew Penning, mpenning@saintandrew-ic.org
Office Administrator	Sarah Dyck, sdyck@saintandrew-ic.org

One of the St. Andrew pastors is expected to officiate at all weddings unless other arrangements are approved by the Session and facilitated by the pastor. The invitation for another pastor to participate in or conduct a wedding at St. Andrew must come from an installed pastor at St. Andrew. This is regular pastoral courtesy and custom. Counseling sessions with one of the pastors are to be arranged as far in advance as possible. Time will also be given to deciding details of the marriage ceremony and reviewing its Christian meaning. You will also be able to ask any questions you wish about any aspect of your wedding.



MUSIC FOR YOUR WEDDING

After you schedule your wedding with the church office, you should contact the Director of Music, Matthew Penning, to plan the music for your wedding. An appointment must then be scheduled at least three months prior to discuss the various options for music with the Director of Music. This meeting is best held at the church so that selections may be played on the organ for the couple to hear if desired.

The Director of music must approve any musicians you want to have play at your wedding. If the Director of Music is unable to play for your wedding, he will assist in contacting another competent local musician for your ceremony.

It is the responsibility of the couple to arrange for a soloist, if there is one. The Director of Music will assist in selecting an appropriate soloist if you so desire. One rehearsal will be scheduled with the soloist, preferably immediately before the wedding. If you choose your own soloist, remember that it is not the responsibility of the Director of Music to teach the music to the soloist. All soloists are expected to be well prepared for the rehearsal. Illegal photocopies of music will not be permitted for any weddings at St. Andrew. The couple and/or soloist are expected to provide the Director of Music with appropriate copies of the music.

Remember that you have chosen to be married in a church, and all music selected for your ceremony must be appropriate for a service of Christian worship. Music should be selected two months prior to your service. Complete guidelines regarding music selection will be sent to you following your contact with the Director of Music.

