

A Note from Pastor Steven

Congratulations on your upcoming wedding! We are happy for you, and for your desire to be married in a church. We pray God's blessing on you and your marriage. We believe that a wedding is a sacred ceremony and a deeply spiritual experience. We want to help make your wedding a rich experience of lasting significance. To this end we offer our services and the facilities of this church to all church members and to others, in accordance with the policies and regulations as approved by the session (officers) of this congregation. Because we believe that marriage is a gift of God, the following procedures have been adopted by the session as the practices to be followed in the performance of any marriage service of the Central Presbyterian Church. We look forward to the opportunity to share in this important step in your life with one another and with God.

God bless you,

Rev. Steven Kurtz

Wedding Procedures

It is the responsibility of the wedding couple to see that these regulations are made known to everyone involved in the wedding.

1. Wedding Application

The couple first speaks with Pastor Steven or the church office to get an application form to reserve the church for the wedding and rehearsal. No wedding shall be scheduled prior to the approval of the officiating pastor and the return of the completed application and the inclusion of the required deposit. The deposit is non-refundable, and will be applied to cleaning costs.

2. Counseling

For all weddings performed by Pastor Steven, the couple will receive premarital counseling. It is necessary that the pastor be notified at least 60 days prior to the date of the wedding to arrange for the counseling sessions. The pastor is under no obligation to perform any wedding except those that, in his judgment, are appropriate.

3. Assistance

The minister is responsible for the conduct of the wedding and rehearsal, even when a wedding consultant is present. Wedding assistance from the congregation will be available. Music and readings should be appropriate to a Christian wedding, and should be discussed with the pastor. If organ music is desired, the church organist will be engaged if available. A substitute organist may be secured only if the church organist is unavailable and with her approval.

4. Decorations

For decorating the sanctuary, chapel or parlor, the florist selected will be required to observe these procedures:

- a. The use of nails, screws, and wire is not permitted.
- b. No decorations of any kind may be placed on the Communion Table, pulpit, lectern, organ console, piano, baptismal font or the choir pews. The communion table must remain on the chancel.
- c. No candles or candelabra may be used in the church except in the chancel area or on the floor of the nave immediately in front of the chancel. The carpet must be protected from candle drippings.
- d. All decorations are to be removed immediately following the wedding unless prior arrangements have been made with the pastor.

5. No rice nor confetti is permitted inside or outside on church property.

6. The church property is a smoke-free zone inside and outside. Alcohol may not be served at receptions held at the church. Neither the rehearsal nor the wedding will be conducted while any member of the wedding party is under the influence of alcohol or drugs. The church facilities may be used between the hours of 9:00 a.m. and until 10:30 p.m.

Central Presbyterian Church
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E-mail office@centralfortsmith.org

Weddings



at

Central Presbyterian Church

Fort Smith, Arkansas

Fees and Charges

**Nonmembers: all fees are due one week prior to the wedding.
No reception facilities available to non-members.**

	<u>Members</u>	<u>Non-Members</u>
<u>Deposit</u> (Non-refundable, to be applied to cleaning costs)	\$250.00	\$250.00
<u>Sanctuary</u>	No Charge	\$1,000.00
<u>Session Room or Parlor</u>	No Charge	\$200.00
<u>Fellowship Hall for reception</u>	No Charge	Not Available
<u>Organist</u>	\$150.00	\$150.00
<u>Minister</u>	Honorarium	\$250.00

(No wedding shall be scheduled prior to the approval of the officiating pastor and the return of the completed application and the inclusion of the required deposit.)

I have read and accept these terms and conditions

Name(s) _____

Date _____

Wedding Reservation Form

Bride's name: _____

Address: _____ Phone: _____

Bride's mother: _____ Phone: _____

Bride's father: _____ Phone: _____

Wedding date: _____ Time: _____

Rehearsal date: _____ Time: _____

Size of Wedding: _____

Groom's name: _____

Address: _____ Phone: _____

Florist: _____ Phone: _____

Wedding coordinator: _____ Phone: _____

Photographer: _____ Phone: _____

Minister: _____ Phone: _____

(if not Pastor Steven Kurtz)

Organist: _____ Soloist: _____

Give a brief description of candles, flowers, decorations, etc., after reading the regulations in the Wedding Brochure.
