

Waverly Presbyterian Church
WEDDING POLICY



A Guide for the Couple

Contact information
590 South Braddock Avenue
Pittsburgh, PA 15221
(412) 242-0643
admin@waverlychurch.org
www.waverlychurch.org

INTRODUCTION

We are pleased that you are considering Waverly Presbyterian Church to share in your wedding. Our goal is to support you in your new life together, to reaffirm the sacred nature of your marriage and to deepen the joy and faith of all who celebrate with you.

We will be working diligently to enable you to experience your wedding as a true spiritual celebration. In so doing, we will take seriously your own personalities and experiences and, at the same time, strive to maintain Christian integrity in traditions that have enriched the marriages of countless generations of people before us.

AUTHORITY AND SCHEDULING

The minister of the Waverly Presbyterian Church has the final authority concerning your desires and plans for your wedding service.

Your wedding should not be planned to take place during Holy Week (between Palm Sunday and Easter Sunday), Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day as special services occur at these times and staff is limited. Rehearsals should be planned for the day preceding the wedding or at the convenience of the minister and director of music.

Arrangements for an interview for your wedding should be made with the church office and the minister at which time a wedding date and hour may be reserved. The minister will interview you prior to confirming the wedding date and may require pre-nuptial counseling.

Weddings must be approved by the Waverly minister and Session.

FACILITIES AVAILABLE

The sanctuary seats 250 comfortably. It is not air-conditioned.

On the day of the wedding, there are two rooms available for members of the wedding party for final preparations.

There are two parking lots: the Forbes Avenue parking lot and a smaller lot reached from Briar Cliff Road.

The lounge can also be used for a small reception. It has a limit of 50 people. The social hall can be used for a larger reception. It accommodates 150 people.

CHURCH FEES

	<i>Members</i>	<i>Nonmembers</i>
Sanctuary	No charge	\$500*
Custodial fee	\$100	--
Lounge (reception)	No charge	\$200
Social hall (reception)	No charge	\$400
Organist/pianist	\$300 **	\$300 **
Minister		\$400***
Coordinator (required)	goodwill offerings	\$100
Sound Engineer (to use our equipment)	goodwill offering	\$100

*Nonmember sanctuary fee includes the custodial fee.

**Professional fees may vary by individual.

***may be less if couple does counseling elsewhere

At the time of reservation, a nonrefundable deposit of \$150 paid to Waverly Presbyterian Church is due for all nonmember weddings. This deposit is applied to the total facility fees.

The minister and organist/pianist are paid directly. The facility fees are paid to the church.

All church fees must be paid on or before the time of the rehearsal.

WEDDING COORDINATOR

Waverly Presbyterian Church is blessed to have a wedding coordinator who is willing to assist you in making your wedding ceremony memorable. This person's role should not be confused with that of a professional wedding consultant. The coordinator's job encompasses all the activities surrounding the wedding that take place on the premises of the church. Once your wedding date has been reserved and approved by Session, the wedding coordinator will send you a form used to gather some preliminary information and details about you and your ceremony plans. The completion of this form sets the stage for effective communication between you and the wedding coordinator.

OFFICIATING CLERGY

The clergyperson charged with the responsibility of performing a marriage ceremony probably will require several meetings to counsel with you before the marriage. It is the hope of the faith community that your wedding will be a sacred one, abiding forever. Marriage is a sacrament and not to be taken

lightly nor entered into unadvisedly. The minister will carefully go through the service and vows and help with any questions you may have.

If you desire to have another clergy person participate in the service, there is a certain protocol that should be observed. The host minister will contact the guest minister and issue the invitation. The couple should compensate each minister who participates in the worship service.

MUSIC

The wedding is a service of worship in which a couple comes to unite in the eyes of God and in the company of those dearest to them. The music for your wedding should reflect this profound joy. Our musicians are familiar with a wide variety of music and will be happy to assist you in finding music which reflects your preferences yet upholds the integrity of the worship service.

The sanctuary has a piano and keyboard available. Special permission and training are required to use the pipe organ.

If you wish to have an outside musician participate in the service, please let the host minister know. As is the case of visiting clergy, the host minister decides on issuing an invitation.

The sound system must be operated by a church representative or someone trained and cleared by the church sound team.

DECORATIONS AND CUSTOMS

All decorations and floral arrangements should be in keeping with the church and its decor. No nails, thumbtacks or tape should be used on the church furniture or walls. The florist should contact the wedding coordinator to set up a delivery time and make sure the flowers are clearly marked with the name or title of the person to hold or wear them. If you wish to use unity candles and tapers, you should obtain them. The use of an aisle runner (crash) is not permitted.

The church does not permit natural or artificial flower petals in the sanctuary.

The church prohibits the throwing of rice, birdseed, confetti and other items as well as the release of balloons and birds. Blowing bubbles outside is acceptable. It is up to the wedding party to distribute any bubbles.

PHOTOGRAPHERS/VIDEOGRAPHERS

Cameras with flash attachments will not be permitted once the ceremony has commenced. The wedding party may return to the chancel area for photographs for up to a half hour after the ceremony and receiving line. Video equipment is permitted but must not be a distraction during the ceremony.

Photographers and videographers must be unobtrusive and respectful of the sacredness of the ceremony and place.

Photographers and videographers are expected to meet with the church wedding coordinator before the service for explicit instructions.

TIME ALLOTMENT

Wedding activities typically take place over the course of two days. The church will be open for 15 minutes prior to the scheduled rehearsal time and for up to an hour and a half total for the rehearsal. The rehearsal often takes place the evening before the wedding.

On the wedding day, the wedding party is expected to arrive one hour before the time of the service. The wedding party will be able to stay for a half hour following the service and receiving line, if any, for photographs.

MISCELLANEOUS

The church building throughout is a nonsmoking area. No alcoholic beverages may be consumed on the premises. Wedding parties should not bring anything of value that would be left in the dressing rooms during the ceremony. Dressing rooms are only as secure as in a public building. The church is not responsible for any missing belongings.

BEST WISHES

We hope this has been helpful. If you have any questions, please feel free to ask. We're here to help. We want you to have a joyous, meaningful and sacred wedding day.