

## **INTRODUCTION**

We at Laguna Niguel Presbyterian Church are delighted that you are embarking on this exciting journey toward marriage. As you begin to plan your wedding, we'd like to share with you the policies that will assist you in making decisions concerning the content of your ceremony.

You have chosen to make your marriage covenant within the context of a church. As such, we gather in the presence of the holiness of God, seeking His profound blessings on your relationship. The ceremony expresses the importance of a covenant between you and God. When you share your vows, you make a covenant commitment to each other and God. That covenant binds you to one another and establishes a strong Christian foundation upon which to build a lasting relationship.

Throughout the ceremony, we will strive to maintain the dignity of worship while rejoicing in the excitement of the occasion. The service of Christian marriage is a celebration of worship. As a holy and sacred occasion, it is guided by the traditions, symbols, and rituals of the church. In your planning, please be mindful of these traditions.

## **SETTING THE DATE**

Laguna Niguel Presbyterian Church permits members and non-members to use the facility for weddings; however, not all dates are available for weddings, and other church events may be scheduled before or after your wedding.

Member weddings are defined as follows: people who have been members of LNPC for at least six months may schedule a wedding up to 18 months in advance of the ceremony date. There is no facility-use fee for member weddings, but personnel and equipment fees do apply (see enclosed fee schedule).

All others interested in being married at LNPC will be scheduled as non-members, and will be subject to non-member facility use fees (see enclosed fee schedule). Non-members may schedule weddings up to 12 months in advance of the ceremony date.

Reservations for the church should be made at least four months in advance of the proposed ceremony date. Please contact the church secretary to determine if your chosen date is available. Your reservation is not finalized until you have met with an LNPC pastor and he has approved the date. Once a date has been set, a non-refundable deposit of \$100 will be required.

## **THE REHEARSAL**

Wedding rehearsals at LNPC take place at 5:00 p.m. the evening prior to the wedding, unless alternate arrangements are made with the officiating pastor, the Wedding Coordinator and the church secretary. A rehearsal is necessary for all weddings, and all participants in the ceremony must be present at the rehearsal. Rehearsals generally last only one hour, so it is especially important to be prompt. This can be facilitated by giving each participant clear directions to the church. A map is included in this packet for your use. The LNPC pastor will direct the rehearsal, along with the LNPC Wedding Coordinator. If you have hired an outside Wedding Coordinator, she is welcome to attend.

## **OFFICIATING PASTOR**

An LNPC pastor will perform the wedding ceremony. A pastor from another congregation may be invited to participate in or perform the ceremony, subject to the discretion and approval of the pastor of LNPC and Session. A copy of his/her Certificate of Ordination must be obtained and filed with the church office within two weeks of booking your wedding date at LNPC. Final decisions about the participation of an outside officiant will be at the sole discretion of the LNPC pastor. You will receive a general order of worship from your officiating pastor. Specific ideas should be discussed early in your planning, and the pastor will gladly help you personalize your wedding ceremony.

## **PASTORAL CONSULTATION**

Because we believe that marriage is intended by God to be a lifelong, faithful union between husband and wife, we require consultation with the officiating pastor. The purpose of the counseling is to assist the couple in exploring marital issues—recognizing the strengths of their relationship and to identify potential growth areas. The pastor, in cooperation with the couple, will determine the number of counseling sessions (typically 3 to 4 sessions). This counseling is included in the pastor's fee.

## **THE MARRIAGE LICENSE**

The marriage license should be obtained from the County Clerk's office, 700 Civic Center Drive West, Santa Ana, CA, 92701. The telephone number is (714) 834-3005. Once obtained, the license is valid for 60 days.

The ceremony cannot begin without a valid marriage license. Please bring your marriage license to the wedding rehearsal. On the day of your wedding, the Wedding Coordinator will make sure your witnesses and the officiating pastor signs it, and will mail it for you immediately following your wedding. Please include the envelope addressed to the County Recorder that comes with your license, as well as a self-addressed, stamped envelope for return of your copies and a check to purchase the number of certified copies you desire.

## **WEDDING COORDINATOR**

LNPC requires that you use our Wedding Coordinator, who will gladly assist you with the plans for your ceremony at the church. She will contact you approximately two months prior to your wedding date to set a date to discuss the logistics of your rehearsal and ceremony. The LNPC Wedding Coordinator will help direct the rehearsal (along with the officiating pastor), as well as the ceremony.

The LNPC Wedding Coordinator is an "on-site" coordinator, meaning she is only responsible for the rehearsal and wedding day details at the church. It is the couple's responsibility to choose all wedding vendors. You are welcome to hire an outside coordinator to help in the overall planning of your wedding and reception, if desired.

Coordinator:  
Sue Gloeckler  
(949) 276-5480

## **MUSIC**

Because the music for your wedding is an act of worship, much thought should be given to the music you will use. All music used during your ceremony should be of a sacred nature, that is, it should be God-centered. Secular music is best used at the rehearsal dinner or reception.

The LNPC organist will play at all weddings when organ or piano music is desired. She will be happy to meet with you and play selections for you to choose your wedding music. (The Wedding Coordinator will secure the church organist if you need her for your wedding.) No guest organist may be used without express consent of the church pastor.

A Sound Technician is available to assist in setting up microphones and any special music you may desire, such as using CDs (see enclosed fee schedule).

## **THE CEREMONY**

LNPC believes that the sacrament of communion is an act of public worship and needs to be open to all in the congregation who profess faith in Jesus Christ. Please consult with the pastor if you would like communion included in your ceremony.

No materials of any kind may be thrown during or following the ceremony, including as the couple leaves the sanctuary. Rice, confetti, glitter or birdseed is not permitted, however blowing bubbles outside is perfectly acceptable.

When a wedding is scheduled, the sanctuary will be reserved for you two hours in advance of and two hours after the wedding time. (For example, if your wedding is set to begin at 4:00 p.m., you will have access to the church at 2:00 and all photos and cleanup will be completed by 6:00 p.m.) No weddings will be scheduled after 6:00 p.m.

## **DRESSING AREAS**

Dressing areas are available for the members of your wedding party (bride's side and groom's side). The Wedding Coordinator will show you these areas at the time of your meeting with her. Food is allowed in the dressing areas only, not in the sanctuary or the narthex. Alcoholic beverages are not permitted at any time in any building or on the grounds of the church.

## **CHANCEL ACCESSORIES**

The church is pleased to offer chancel accessories for your wedding. Decorating the chancel accessories is the responsibility of the florist. The church provides the following pieces:

- (2) 7-branch altar candelabra
- (1) Unity candle stand
- (1) Kneeling bench

The church will provide the candles for the 7-branch candelabra only. It is your responsibility to provide 14" taper candles and a large pillar candle should you desire to use the unity candle stand. The fees for renting these pieces can be found in the enclosed fee schedule.

## **FLORAL DECORATIONS**

We are pleased to work with you and your florist to highlight the beauty of our church. The following guidelines should help you in planning your floral decorations:

Flowers may not be placed on the communion table. The florist must supply vase liners and make certain the arrangement(s) will not leave a water mark on the table.

If potted plants or palms are used, the carpeting must be adequately protected from moisture and possible stains.

Real flower petals may not be strewn inside the church. Artificial petals are acceptable. Confetti, glitter and other materials may not be used.

Aisle runners are not permitted.

Pew clips may be used to attach flowers and/or tulle to the pews. Your florist should provide these.

Nothing may be affixed to the communion table, wall, etc. without prior approval from the Wedding Coordinator.

The florist may deliver flowers no earlier than two hours prior to the ceremony.

If you desire, you may leave a flower arrangement for LNPC's Sunday worship services. Please make these arrangements with the Wedding Coordinator. Otherwise, you may wish to use your floral arrangements as decorations at your reception. If so, please designate a friend or family member to collect the arrangements.

All decorations must be removed immediately after the ceremony (excluding flowers being left for Sunday's worship services).

A form is available from (or will be provided by) the wedding coordinator for you to give to your florist outlining our policies. Your florist is subject to the guidelines of our church. The bride and groom are responsible for ensuring that the florist receives this instruction sheet and follows the guidelines.

## **PHOTOGRAPHY**

Because the wedding ceremony is a worship service and a sacred occasion, we do not allow any flash photography during the ceremony. This includes both professional and non-professional photography. Some things to keep in mind:

Flash photography is permitted only until the entire wedding party has entered the sanctuary.

During the ceremony, photographs may be taken from the rear of the church from the center aisle only. The photographer should always remain in the pew behind the last guest seated. If close-up shots of the participants are desired, the wedding party may return to the sanctuary immediately following the ceremony.

A form is available from the church office for you to give to your photographer outlining our policies. Your photographer is subject to the guidelines of our church. The bride and groom are responsible for ensuring that the photographer receives this instruction sheet and follows the guidelines.

## **VIDEOGRAPHY**

Videos of the ceremony may be taken from the center aisle of the church only, without lights. Additionally, an unmanned camera may be placed on a tripod on the chancel area, hidden by one of the trees. The videographer is allowed to film from the back of the church in the center aisle, or may choose to stand in one of the choir lofts, making sure to stay behind the low wall.

A form is available from the church office for you to give to your videographer outlining our policies. Your videographer is subject to the guidelines of our church. The bride and groom are responsible for ensuring that the videographer receives this instruction sheet and follows the guidelines.

## **FACTS OF INTEREST**

The sanctuary seats 500 people

The center aisle is 65 feet in length

There are 14 pews on each side of the center aisle

Smoking is not permitted inside the church and only in designated areas outside the buildings

Alcoholic beverages are not permitted on church premises

## **FEES**

The Wedding Coordinator will discuss with the bride and groom all of the details of church-related wedding costs. The following fees must be paid in full no later than your rehearsal date. The check should be made payable to Laguna Niguel Presbyterian Church.

<b>Service</b>	<b>Fee</b>
Pastor	\$250
Wedding Coordinator	\$200
Organist	\$200
Sound Technician	\$200
Custodian	\$75
Use of Sanctuary ( <i>includes Standing Candelabra, Unity Candle Stand, and Kneeling Bench</i> )	
(Members)	No charge
(Non-members)	\$600

\* Gard Hall (reception room) fees and rates please see on the following page.

**Room Fees – single use/ subject to increase with 30 days notice**

Room	Room Size	Maximum Number of People (Approximate)		Facilities Usage Donation Amounts (Note 1)				
				Church Event	Member-Sponsored		Non-Member	
		Conference/ Banquet	Auditorium		Room Amt	Set Up/ Take Down (If Req'd)	Room Amt	Set Up/ Take Down (If Req'd)
<b>Gard Hall (Entire Room)</b>	58' x 86'	360 (36 66" round tables)	700	NC	\$450 (Note 5)	+\$100	\$600 (Note 5)	+\$100
<b>Gard Hall (1/2)</b>	58' x 44'	180 (18 tables)	350	NC	\$225 (Note 5)	+\$75	\$300 (Note 5)	+\$75
<b>Gard Hall (1/4)</b>	29' x 42'	60 (6 tables)	150	NC	\$85-125 (Note 5)	+\$50	\$150 (Note 5)	+\$50
<b>Library &amp; Classrooms</b>	19' x 23'	N/A	10 - 15	NC	\$30-\$50	NA	\$100	NA
<b>Conference Room</b>	19' x 19'	N/A	15 - 20	NC	\$60-80	NA	\$100	NA
<b>Kitchen Use (see note 1 &amp; 4)</b>				NC	\$50 - \$150	NA	\$50 - \$150	NA
<b>Sanctuary (Ministry-approved events)</b>			350	NC	\$200-\$500 (Note 10)	\$75	\$500+ (Note 10)	\$75
<b>Sanctuary-Weddings</b>		N/A	350		\$1,000		\$1,500	
<b>Equipment</b>								
<b>Video Projector</b>		N/A	Need Technician	NC	NC	N/A	\$25	N/A
<b>Other</b>								
<b>Late Hour</b>					\$100 per hour (Note 4)			
<b>More than 4 Hours</b>					20% per hour beyond 4 hours			
<b>Assistant</b>					Cost to be determined			

**Notes:**

1. Event Coordinator Fee is included in the Facilities Usage Donation amount.
2. Gard Hall furniture: 35 66" round tables, 8 30"x96" rectangular tables, and 300 stackable ball room chairs.
3. Round tables can seat 8 comfortably, 10 if necessary, at a 66" round table.
4. Fees will depend on the type of event and kitchen usage. LNPC must approve any caterer to be used.
5. **A \$300 deposit is required for reserving 1/2 Gard Hall or all of Gard Hall.** A \$100 deposit is required for all other reservations. Deposit will be refundable if more than 30 days cancellation notice given.
6. Set up and take down service is optional, based on Event Coordinator evaluation. Renter is responsible for light cleaning of room and kitchen following event plus taking out trash generated by event.
7. Events that go beyond 10:00 pm will incur an additional \$100 fee per hour.
8. Prohibited items: Smoking on church grounds, alcoholic beverages, illegal substances, glitter, confetti, rice, birdseed, smoke or fog devices, open-candle flame (subject to approval). **Failure to abide by these prohibitions will result in immediate termination of the agreement you have signed.**
9. No wall decorations or anything that leaves permanent marks or damage - or anything in bad taste.
10. In addition to the room fee, the event sponsor must pay for the following, if required; a) organist or pianist, b) soloist, and/or c) audio/video technician.
11. The Sanctuary is available only for events approved by the Pastor and the LNPC Session (governing body). The room fee does not include organist/pianist, soloist, or audio/video technician.
12. The Event Coordinator may require a paid assistant for large events of 2 or more hours, for which an additional fee may be required.