

**WEDDING INFORMATION
FOR
SECOND PRESBYTERIAN CHURCH**

4501 Westminster Place
St. Louis, MO 63108

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We are delighted you are considering Second Presbyterian Church for your marriage worship service. We enjoy sharing our staff and facility for this special event in your life and will make every reasonable effort to accommodate your dreams and plans for a wonderful beginning to your marriage.

ARRANGEMENTS

The Pastor of Second Presbyterian Church officiates at all weddings. Any wedding conducted at Second Presbyterian Church is under the sole direction of the Pastor. If a minister other than the Pastor of Second Presbyterian Church is to participate with the Pastor in the wedding service, arrangements need to be made with the Pastor, who will extend an official invitation to the guest minister.

You will need to contact the Wedding Coordinator, as soon as your wedding date is confirmed to the church calendar. The Wedding Coordinator will provide information about decorations, photography, videotaping and other questions related to wedding and rehearsal logistics.

RESERVING THE CHURCH

If you are interested in having your wedding at Second Presbyterian Church, contact the church secretary, Jean Chouquette, to determine if the desired date is available. Couples will then need to meet with the Pastor to discuss the details of the service and to create a plan for premarital counseling.

Weddings are normally held on Saturday with rehearsal on the preceding Thursday or Friday. All weddings must be approved by the Pastor. The time frame allowed for a wedding is two hours before the service begins and one hour following the conclusion of the worship service.

Once a date is established, a \$350.00 reservation and damage deposit must be paid to hold your date on the church calendar. The deposit will not be refunded if the wedding is cancelled. Otherwise, the deposit will be refunded, less any damage or extraordinary cleanup charges, within three weeks after the wedding.

MUSIC

Our Pastoral Musician plays at all weddings, unless he has a conflict. The couple will need to arrange a conference with the Pastoral Musician, who must approve all music for the service. If he is unavailable to play for the wedding, he will suggest an alternate organist or accompanist. Arrangements for vocalists or instrumentalists can be made through him, also. A list of suggested music is available for review. A contract will be signed with the Pastoral Musician for his services.

REHEARSAL

Rehearsal for a wedding service in the sanctuary is usually scheduled the evening before the wedding.. A rehearsal usually lasts about an hour and should be attended by all members of the wedding party, including ushers and parents of both bride and groom. Rehearsals will begin on time. The building entrance will be open 15 minutes before the scheduled rehearsal.

PHOTOGRAPHS

We appreciate the importance of pictures on the occasion of a wedding. No pictures may be taken from the chancel area. Once the worship service begins, only non-flash photographs may be taken from the balcony. The photographer is allotted up to 60 minutes after the service to take pictures. If more time is needed, arrangements must be made with our wedding coordinator.

If you wish the service to be videotaped, you may designate a qualified operator to record the service from the balcony. The photographer and the videographer are to consult with our Wedding Coordinator upon arrival at the church on the day of the wedding.

DECORATIONS

(Please see attached church guidelines)

Decoration of the church may begin 2 hours before the time of the ceremony. Following the wedding all decorations and other equipment must be removed from the premises. If your florist will not be assuming any of these responsibilities, you must appoint a designee to do so in advance of the rehearsal date.

The sanctuary nave seats approximately 310 people. The transepts on either side of the sanctuary can seat an additional 80 people. The sanctuary aisle is 64 feet long. The chancel is accessible for persons of reduced mobility.

FEES

	Member	Non-Member
Use of Building		\$900
Wedding Coordinator	\$150	\$150
Custodian/Security	\$200	\$200
Candle Stands (each)	\$25	\$25
Pastoral Musician*	\$250	\$250
Minister	\$250	\$250
TOTAL	\$875	\$1,775

* Estimated Pastoral Musician fee for wedding and wedding rehearsal only. An extra fee will apply for soloist / instrumentalist rehearsals. A contract will be signed with the Pastoral Musician for his services.

One-half of the church fees must be paid four months before the wedding, with the remainder paid one month before the wedding. Fees for the Minister, Pastoral Musician, and Wedding Coordinator must be paid before the rehearsal.

RESOURCES AVAILABLE

- Seating for 310-390 guests in sanctuary. Smaller weddings may be held in Nicolls Hall that can accommodate up to 130 people.
- The Portrait Lounge, on the same floor as the sanctuary, is made available for female members of the wedding party.
- A designated room for the groom and groomsmen to gather.

- Lectern for bride's registry book.
- "Reserved" signs for family pews.
- Pairs of seven-tier candle stands, if requested. Oil-filled dripless candles, 3/4" in diameter are to be supplied by the bride.
- A kneeler, if requested.
- Handrails for the steps to the chancel, if requested.

GUIDELINES

- No alcoholic beverages or smoking on the premises.
- Church policy does not permit the releasing of balloons or the throwing of rice, birdseed, live or artificial flower petals, or confetti.
- The baptismal font, communion table, Bible, pulpit, lectern, and paraments may not be moved or obscured by flowers, candles or other decorations.
- The wedding coordinator will need the name, address and phone number of the florist, photographer, video operator and bridal consultant.
- The bride will assure that any area used for dressing is cleaned up and that all belongings are removed immediately after the service.
- All decorations will be removed immediately after the wedding.
- No tacks, nails, tape, or other injurious materials are allowed.

MARRIAGE LICENSE

A couple must present their marriage license to the Pastor at the rehearsal. Two witnesses should be designated to sign the license and certificate immediately following the wedding service.

St. Louis City Marriage License Department is located at 1200 Market Street Room 127 (Tucker and Market Streets). Phone 314-622-3257.

St Louis County Marriage License Department is located on the 4th floor of the County Government Building, 41 South Central Avenue in Clayton. Phone 314-615-7180.