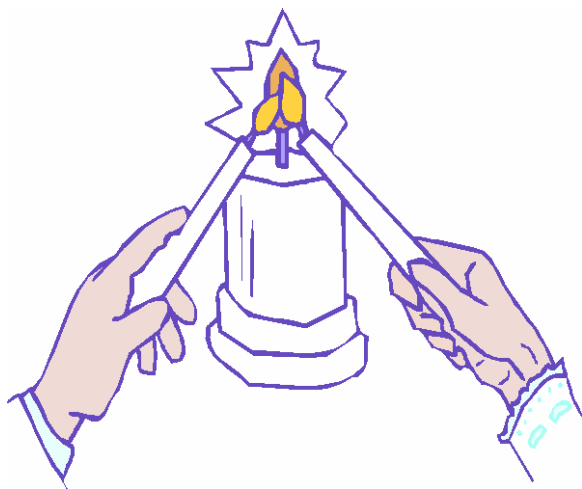
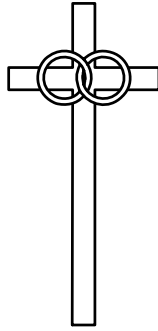


What God
has joined together,
let no one put
asunder...



Westminster Presbyterian Church
1100 Jeffras Avenue
Marion, IN 46952
765-662-2775
westminsterchur@nxco.com

Westminster Weddings A Christian Covenant



Presbyterians along with other Christians hold that “[m]arriage is a gift God has given to all humankind for the well-being of the entire human family. Marriage is a civil contract between a woman and a man. For Christians, marriage is a covenant through which a man and a woman are called to live out together before God their lives of discipleship. In a service of Christian marriage, a lifelong commitment is made by a woman and a man to each other, publicly witnessed and acknowledged by the community of faith” (*Book of Order*, W-4.9001).

Westminster Church's Wedding Policy is based on the beliefs of the Presbyterian Church (USA).

The Ceremony

“As service of Christian worship, the marriage service is under the direction of the minister and the supervision of the Session.

The marriage ordinarily takes place in a special service which focuses upon marriage as a gift of God and as an expression of the Christian life”

(Book of Order, W-4.9003).

The Music

“Music suitable for the marriage service directs attention to God and expresses the faith of the church.

The congregation may join in hymns and other musical forms of praise and prayer”

(Book of Order, W-4.9005).

Flowers and Decorations

“Flowers, decorations, and other appointments should be appropriate to the place of worship, enhance the worshipers’ consciousness of the reality of God,

and reflect the integrity and simplicity of Christian life”

(Book of Order, W-4.9005).

Arranging Your Wedding at Westminster Church (Presbyterian Church USA)

Reserving the Church

Contact the church office (662-2775). The administrative assistant can indicate the availability of dates, but the confirmation of dates for the wedding and the rehearsal must be made in consultation with the Westminster Wedding Committee (WWC) (page 5). A member of the WWC will contact you to confirm the date within a week. A security deposit (page 11) is required to reserve the church. Wedding dates are placed on the church calendar on a first-come, first-served basis.

Meeting with the Pastor

Normally, the minister of Westminster Church is to officiate at weddings in the church. Other ministers may be invited to participate in the service only at the invitation of the minister.

The couple is expected to meet with the pastor to fulfill the directives of the Presbyterian *Book of Order*. It states that in preparation for the marriage service, the minister shall provide for a discussion with the woman and the man concerning:

- ◆ the nature of their Christian commitment, assuring that at least one is a professing Christian,
- ◆ the legal requirements of the state,
- ◆ the privileges and responsibilities of Christian marriage,

- ◆ the nature and form of the marriage service,
- ◆ the vows and commitment they will be asked to make,
- ◆ the relationship of these commitments to their lives of discipleship,
- ◆ the resources of the faith and the Christian community to assist them in fulfilling their marriage commitment” (W-4.9002).

The pastor and couple will engage in conversation about marriage as a life-long commitment. In cases where the pastor believes additional counseling would be beneficial, he will suggest names of qualified counselors.

The Ceremony

The couple may choose to follow the traditional Presbyterian wedding service, or, with the minister, they may develop their own service. The minister shall always approve the service to be used.



The Music

It is expected that the organist and/or pianist of Westminster Church will play at weddings in the church. (Exceptions to this must be approved by the WWC.) It is the responsibility of the wedding party to contact the organist and/or pianist soon after the first conference with the minister. Choice of music will be decided by the organist and/or pianist and the wedding party with final approval given by the WWC. In addition, musical selections of soloists and other musical accompaniment shall be approved by the WWC.

Westminster Wedding Committee

The WWC, composed of the pastor, and church wedding coordinators, will assign you a church coordinator. The church coordinator (CC) will meet with you once the dates of your wedding and rehearsal are confirmed to discuss availability and limitation of church facilities, fees, responsibilities of the church and of the wedding party, and church security. The coordinator must be present during the rehearsal and wedding to oversee the use of the facility. This person is your liaison with the church and will be valuable in assuring your wedding will be a beautiful and memorable ceremony.



Wedding Bulletins

The Administrative Assistant is available to print standard bulletins for the service for a nominal fee (page 11). Arrangements are to be made 30 days prior to the wedding. The bulletin cover is to be provided by the wedding party and given to the Administrative Assistant 30 days prior to the wedding. The order of the ceremony and other details to be included in the bulletin are to be given to the Administrative Assistant 14 days prior to the wedding. Your church coordinator can provide samples of wedding bulletins.



Flowers and Decorations

Your church coordinator can provide pictures of decorations used in the sanctuary in the past and will show you what is available at the church for your use.

Once you have decided on your decorations, they are to be approved by the WWC. If the flowers are to remain in the church for Sunday service, the church office is to be notified so an appropriate announcement can be placed in the worship bulletin.



Policies

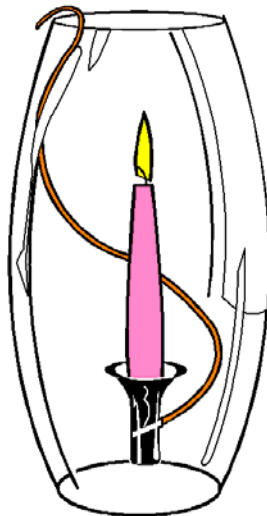
1. Use of alcoholic beverages is strictly prohibited.
2. Westminster Church is a smoke-free building and grounds.
3. Due to safety and environmental concerns, throwing rice or birdseed, releasing balloons or butterflies, and lighting sparklers are not allowed. Acceptable alternatives include bells, flower petals, or bubbles.



Facility and Equipment

- 1.Dressing Rooms: The Youth Room (west of Fellowship Hall) or Room 101 (east of Fellowship Hall) are suitable for the bride and her bridesmaids. Room 201 (east of the Sanctuary) is suitable for the groom and his groomsmen. On both levels, restroom facilities are nearby. Mirrors and clothes racks are available.
- 2.PA System: Westminster's PA system has both tape and CD capabilities. No one will plug into the system. The sound system is on an AM frequency.
- 3.Photography and Videography: Recording of the service is the responsibility of the wedding party.
- 4.Podium for Guest Registry
- 5.Kneeling Benches
- 6.Crosses for the Pews
- 7.Candle Lighters
- 8.Candles: To protect the furnishings, only dripless, ivory or white candles may be burned, and drip catchers are to be used.

9. Brass and Glass Hurricane Candle Holders: These candle holders may be used on the window ledges in the sanctuary. The used candles as well as any decorations added are to be removed before storage.
10. Reserved signs for pews (8 available)
11. Seating Capacity: 40 pews x 7 per pew = 280
12. Length of Aisle: 75 feet



Check List

- Paying the security deposit to reserve the church.
- Meeting with the pastor (6 weeks prior to wedding): 1st meeting _____.
- Meeting with the pastor: 2nd meeting _____.
- Meeting with the pastor: 3rd meeting _____.
- Meeting with the church coordinator: 1st meeting _____.
- Approval of music & service (before wedding bulletins are printed).
- Meeting with organist &/or pianist: 1st meeting _____.
- Final meeting with the church coordinator (at least 30 days prior to ceremony): final meeting date _____.
- Paying of all fees at the final meeting with the church wedding coordinator: date _____.
- Contacting Administrative Assistant for wedding bulletins (no later than 30 days prior to ceremony): due on _____.
- Providing bulletin covers to the Administrative Assistant (30 days prior to ceremony): due on _____.
- Providing information for wedding bulletins (14 days prior to ceremony): due on _____.
- Marriage license given to pastor one week prior to the ceremony: due on _____.

Contact Information

Pastor: David Comstock (765-662-2775)
pastordave@yahoo.com

Organist: Nancy Wright (765-674-9366)

Pianist: Linda Rosen (765-674-4478)
elkrosen@netzero.com

Custodian: Danny Beeman (765-664-0408)

Administrative Assistant: Libby Holloway (765-662-2775)
westminsterchur@nxco.com

CC _____

Fees

	Members	Non-Members	Payee	Due Date
Security Deposit *	\$200.00	\$200.00	Westminster Church	To reserve church
Pastor's Honorarium	Optional	\$150.00	Pastor	30 days prior
Organist	\$100.00	\$100.00	Organist	30 days prior
Pianist	\$100.00	\$100.00	Pianist	30 days prior
Church Wedding Coordinator	\$ 50.00	\$ 50.00	Church Coordinator	30 days prior
Wedding Bulletins	\$ 30.00	\$ 30.00	Administrative Assistant	30 days prior
Use of Church	\$ -0-	\$150.00	Westminster Church	30 days prior
Custodian (Wedding)	\$75.00	\$100.00	Custodian	30 days prior
Custodian (Wedding & Reception)	\$100.00	\$150.00	Custodian	30 days prior

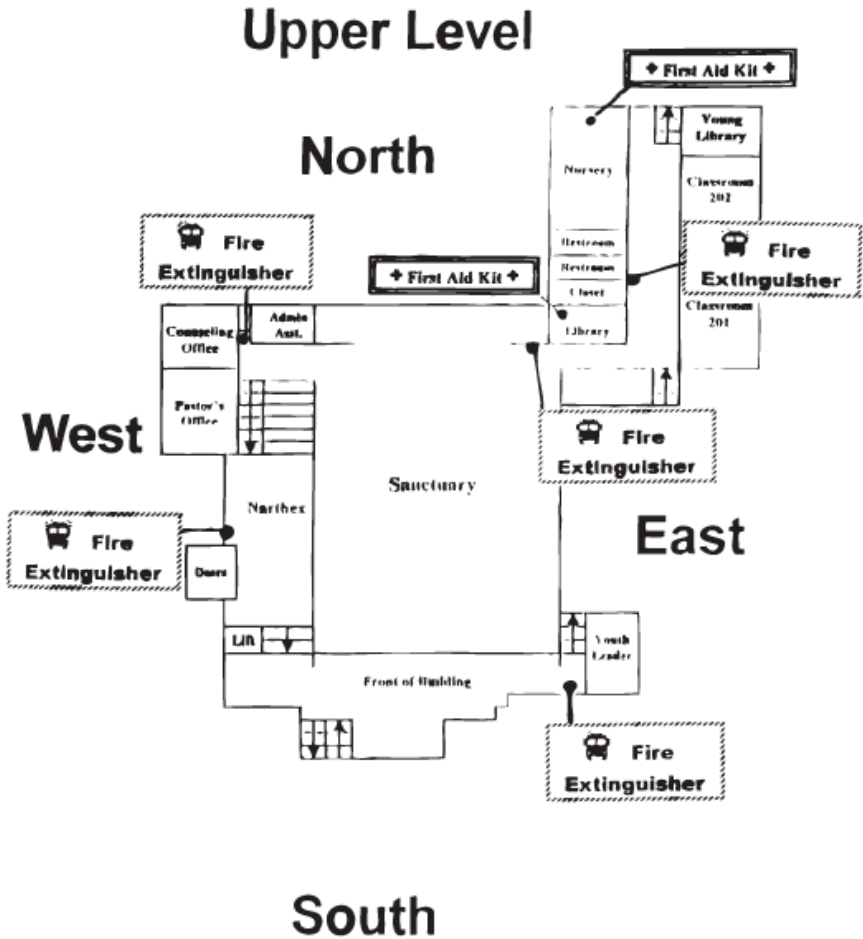
*Note: The security deposit will be deposited in the church account; however, once the church coordinator assesses there are no damages to church property and verifies all fees are paid, the deposit will be returned in a timely manner. Please keep in mind that if there are damages that exceed the amount of the deposit, the person who signs the application to reserve the church is responsible.

It is Westminster Church's policy to return the wedding license to the Grant County Court House once all obligations are met.

Index

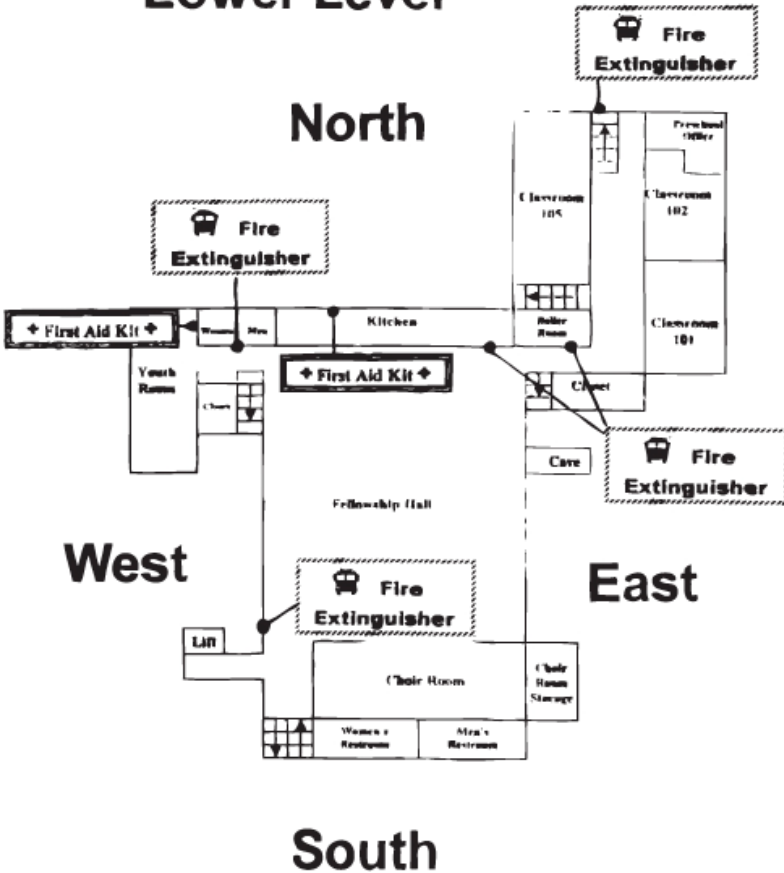
Topic	Page
Beliefs -----	2
Bulletins -----	5
Ceremony -----	4
Check List -----	9
Church Coordinator -----	5
Contact Information -----	10
Decorations -----	6
Equipment -----	7-8
Facility -----	7-8
Fees -----	11
Flowers -----	6
Map, Church -----	13-14
Map, Marion -----	15
Meeting with the Pastor -----	3-4
Music -----	4
Policies -----	6
Reserving the Church -----	3
Westminster Wedding Committee -----	5
Westminster Weddings -----	1

Church Map 1

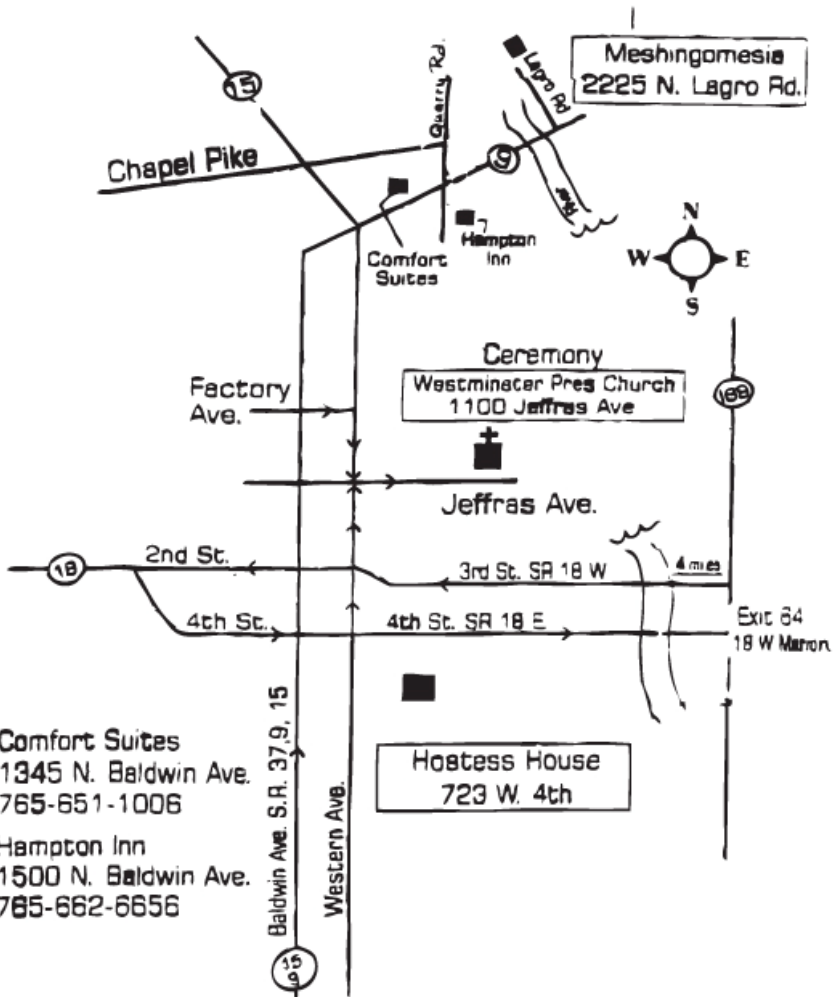


Church Map 2

Lower Level



City of Marion Map





Rev. David Comstock, Interim Pastor
Libby Holloway, Administrative Assistant
Rita Guenin, Director Westminster Preschool
Ellen Schramm, Director of Music
Nancy Wright, Organist
Linda Rosen, Pianist
Danny Beeman, Custodian