



Covenant Presbyterian Church

Wedding Packet

Revised July 2014

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Preparing for Marriage at Covenant Presbyterian Church

As a part of this Wedding Packet, you will find all Covenant's Wedding Policies and Procedures, as well as all the forms and fee information. It contains everything necessary to reserve your wedding date on the church calendar and help you to plan your special day.



Wedding Policies and Procedures

Wedding Policies and Procedures

INTRODUCTION

We are delighted that you are considering having your wedding here at Covenant Presbyterian Church. We wish to offer the full benefit of the Church's ministry to its members and to non-members in the community who are contemplating marriage. A wedding is a sacred occasion and a service of worship. Everything that is planned as a part of the service should be with this objective in mind and in accordance with the doctrines, beliefs and regular worship practices of Covenant Presbyterian Church.

For weddings the Session (which is the governing body of Covenant Presbyterian Church) has approved the following policies and procedures:

MINISTERS

One of the ministers of Covenant Presbyterian Church shall officiate and the Presbyterian order of service shall be used. If you request an outside minister to assist in the service, the invitation to that clergy should be extended by our pastoral staff with approval by our church elders. The officiating minister is involved in all phases of the plans for the wedding. The date and time for the wedding should be determined in consultation with the minister. As you consider which pastor from Covenant you would like to officiate, be aware that a variety of scheduling issues are involved in their ministries. Thus your first choice may or may not be available.

COUNSELING

Because marriage is a life-long commitment our Presbyterian denomination believes that churches have a responsibility to help prepare marrying couples to face responsibly the challenges of what it means to be married. Pre-marital counseling is mandatory for all couples married at Covenant Presbyterian Church. Normally the couple will schedule for (4) sessions with the pastor officiating at the wedding. These sessions are required but may vary depending on the circumstances. Pre-marital counseling must be completed before the wedding date.

SCHEDULING

The place to begin the scheduling is with Covenant's Scheduling Coordinator to check availability of the date you have chosen for your wedding. Once the date and the pastor's availability are verified all wedding arrangements will begin in a meeting with that pastor. The wedding and use of facilities are not confirmed until a pastor has met with the couple and has agreed to marry them. The couple will arrange that initial meeting by contacting that pastor or their assistant.

All weddings at Covenant Presbyterian Church must be approved by the Session. You need to fill out the Wedding Information Forms and pay your Wedding deposit as soon as possible so that your request can be taken to the next scheduled Worship Committee meeting (the Worship Committee meets once a month) and then presented at the next Session meeting (the Session meets once a month). Your wedding is not officially on the church calendar until your Wedding Information Forms are completed and turned in to the church office and your Wedding deposit is paid.

Members of Covenant Presbyterian Church, or children of members, may reserve the facility up to one year in advance. Non-member couples may reserve the church up to six months in advance. Only one wedding will be scheduled per weekend in our Sanctuary. Due to the full schedule of worship on Sundays, weddings will not be held on Sundays or during Holy Week. The weeks immediately before, during and after Christmas may be scheduled only after the calendar for the Christmas music programs has been finalized (usually by September 15th of that year) hence, we cannot schedule December weddings more than three months in advance. Any December date request must also be cleared by the Director of Music.

WEDDING CORRINATOR

Beyond the guidance of a minister, at Covenant we also have a Wedding Coordinator to help with all the details of your wedding. Please contact her shortly after your first visit with the pastor. It is the responsibility of the church Wedding Coordinator to act as a liaison between the wedding party and Covenant Presbyterian Church. The Coordinator will be present at both the rehearsal and wedding, as a church representative, and is responsible for helping guide all the activities of the wedding.

CUSTODIAN

We will also assign a custodian to help with the set up for your wedding and to provide clean up after the wedding. If you have special instructions about the set-up of the Sanctuary, you will need to submit the Custodial Instruction Sheet to the church Scheduling Coordinator with instructions for the custodial staff at least two (2) weeks prior to your wedding date. These instructions should be written on the custodial form which is available in the Wedding Packet. They will make sure that the facilities to be used are clean and in order prior to the wedding. Following the wedding and/or reception, the custodian is only responsible for vacuuming or sweeping the floors in the facilities used. He/she is in charge of replacing and returning the facilities to normal church set-up. Please remove all of your personal items as soon as possible after your service and/or reception so that clean up may begin. Everything you bring in for the wedding (flowers, bows, candelabra, food, etc.) needs to be removed by you immediately after the wedding/reception.

REHEARSALS

Rehearsals should be scheduled at the time your wedding reservations are made. Wedding rehearsals are normally scheduled at 5:30 pm the Friday before your wedding. You need to obtain your marriage license in advance and bring it to the wedding rehearsal so that you may give it to the officiating minister. For your planning, please be aware that the rehearsal takes approximately one hour. You will want to have the following members of the wedding party present: Bride, Groom, Father of the Bride, Bridesmaids, Groomsmen, Flower Girl, Ushers, etc. Parents and grandparents may also want to attend to know how and when they will be seated. Rehearsals should begin promptly at the time scheduled. Please remind your wedding party of Austin traffic on Friday afternoons.

DECORATIONS

All decorations should be kept very simple in order to preserve the beauty and dignity of the Sanctuary. Decorations should never be used to cover those marks of identity that establish the room as a place of Christian Worship, such as the cross. The communion table is a central symbol of our faith and no decorations may be placed upon it. Your Wedding Coordinator will discuss the church's wedding flower policy with you.

During Advent, Christmas and Easter the Sanctuary is decorated for the season. These decorations shall not be moved or altered in any fashion. Aisle candelabras with candles and a Unity candelabra with side candles only are available from Covenant Presbyterian Church. Any additional candelabra and dripless candles may be ordered from your florist.

MUSIC

The beauty of your wedding is greatly enhanced through the use of appropriate music. It is the policy of the Presbyterian Church (USA) that the music accompanying the marriage service "...should direct attention to God, who sanctifies marriage, and special care should be taken to assure that it is suitable and reverent." It is requested that our own organist play for all weddings unless he will be unavailable on your selected date. Our church organist must be contacted at least one month before the wedding to schedule rehearsal and wedding appointments to plan your music. If it is necessary that a guest organist play for the ceremony, they must be a professional organist and be approved by the Covenant organist. Covenant's organist is Dr. John Schmidt and he may be reached at 512-396-3944 (home) or 512-245-3378 (work).

Songs sung during the ceremony must have religious texts. A couple may wish to consider having favorite secular songs performed at the wedding reception. The pastor has final approval of all music performed before and during the service and you should submit your choices to him/her soon after consulting with the Covenant organist. We request that all music be "live" rather than taped. It is illegal to make photocopies of copyrighted music without permission from the publisher. Please do not use or ask our organist, soloist, pianist, etc. to use any photocopied music unless prior written permission has been obtained from the publisher.

REPRODUCTIONS OF THE SERVICE

Photographer: we know that a photographic record of your wedding is very important to you. Please also remember that the wedding is a service of worship. Due to that recognition, our elders have decided that no flash pictures are allowed once the service begins. The service begins after all the wedding participants have processed to the front of the Sanctuary. The service is over after the benediction by the Pastor. Any pictures of the service other than existing light pictures from the rear of the Sanctuary may be re-enacted at another time. Photographs taken before the service need to be completed at least 30 minutes prior to the service.

Video Reproductions: Videotaping is allowed with these restrictions –

1. No additional lighting may be used.
2. Only one camera operator is allowed.
3. No movement of the camera is permitted in the Sanctuary at any time.
4. The camera must be located in an unobtrusive place pre-approved by the Pastor and the Wedding Coordinator.

FACILITIES

For the Ceremony:

The Sanctuary will seat approximately 400 people. The Chapel seats 100 and can be used for smaller weddings. The use of the Parlor (for the Bride) and Sanctuary Room 103 (for the Groom's Room) for a period of four hours is included. Anything over four hours before the ceremony may be subject to an additional fee. Professional hair styling should be done at another location as we do not have a room adequate for this purpose.

There is a deposit for all weddings. The deposit will be fully refunded if there is no damage to church property and all policies and procedures have been followed. The Church buildings are smoke-free. Alcoholic beverages are not allowed on Covenant's campus except for a single serving of wine or champagne for all guests to toast the bride and groom during a reception.

For the Reception:

Space is available for receptions in the Fellowship and Education Building and Eaton Hall. A kitchen is available for caterers to use for setting up. The caterer must bring all food items prepared in appropriate self-contained equipment, as the kitchen is not available for food preparation. The caterer or wedding party must supply all serving utensils, dishes and equipment. The caterer is responsible for all kitchen clean up. Ice is available, in limited quantities, from the ice machine.

OTHER IMPORTANT INFORMATION

Be aware that the church is open during weddings and the possibility exists that thieves pass through unnoticed. Therefore be careful with all your valuables. The church cannot be held responsible for such items if lost, stolen or damaged. For additional information, such as the names of Custodial Staff, Wedding Coordinator, etc., please contact the church Scheduling Coordinator at 512-454-5231.

FEE SCHEDULE AND PAYMENT

The church facilities have been built and are maintained by members of the church. There are ongoing expenses in providing them for weddings. Non-members are charged a fee for using the facilities.

Member and Non-Member Fee Charges can be found on pages 16 and 17 of this document. Please sign and return the Wedding Information Form with your acknowledgement of Covenant's wedding policies and fees as soon as possible.



Wedding Forms and Fees

WEDDING INFORMATION AND DETAILS

Please fill out and return the information pages to the Church Office as soon as possible. They will be a part of your wedding file.

Bride: _____

Groom: _____

Rehearsal Date and Time: _____

Wedding Date: _____

Wedding Time: _____

WEDDING INFORMATION

Name of Officiating Minister: _____

Place of Wedding Ceremony: Sanctuary Chapel

Place of Wedding Rehearsal: Sanctuary Chapel

Name of Florist: _____ Phone: _____

Reception (if at Covenant):

Date: _____ Time: from _____ to _____

Location: Fellowship and Education Building Eaton Hall

Name of Caterer: _____

Wedding Party (indicate number)

Maid of Honor _____ Bridesmaids _____ Flower Girl _____

Best Man _____ Groomsmen _____ Ring Bearer _____ Ushers _____

CEREMONY INFORMATION

Name of Organist: _____ Phone: _____

Special music request? Yes No

If YES, title: _____

Approximate number of guests: _____

Please check this box if you desire a wedding bulletin for the ceremony to be prepared by the church's Publications Coordinator. The deadline for information in the bulletin is two (2) weeks in advance of the wedding.

Other special requests (unity candelabra, microphones, etc.):

PERSONAL INFORMATION

The Bride

Maiden Name: _____

Name if Widowed or Divorced: _____

Address: _____

Work Phone: _____ Home Phone: _____

Cell Phone: _____ Email: _____

Date of Birth: _____ Occupation: _____

___ Single ___ Widowed ___ Divorced Number of previous marriages _____

Names of Children: _____

Church Membership: ___ Covenant Presbyterian Church Member since _____

Other _____

Mother of the Bride: _____

Work Phone: _____ Home Phone: _____

Cell Phone: _____ Email: _____

Father of the Bride:

Work Phone: _____ Home Phone: _____

Cell Phone: _____

The Groom

Name: _____

Address: _____

Work Phone: _____ Home Phone: _____

Cell Phone: _____ Email: _____

Date of Birth: _____ Occupation: _____

___ Single ___ Widowed ___ Divorced Number of previous marriages _____

Names of Children: _____

Church Membership: ___ Covenant Presbyterian Church Member since _____

Other _____

Mother of the Groom: _____

Work Phone: _____ Home Phone: _____

Cell Phone: _____

Father of the Groom: _____

Work Phone: _____ Home Phone: _____

Cell Phone: _____

Address after Wedding:

Phone after Wedding:

I will honor the rules and requests stated in the Wedding Guide Information Packet. I will also be responsible for any broken or damaged items as discussed in the Wedding Policies and Procedures.

Signed: _____ Date: _____
(Groom signature)

Signed: _____ Date: _____
(Bride signature)

BUILDING USE APPLICATION AND AGREEMENT

A Fee is assessed to offset the cost attributed to a group’s use of our facilities. All fees must be paid in full two weeks prior to the use of the facilities. Please request a copy of the Building Use Policy and Fee Schedule if you have not already received one. If approved by us, this Building Use Application and Agreement forms the basis of a contract.

Date of Application _____

Is the applicant age 21 or over? _____

Name of person paying the wedding deposit: _____

Name of person completing application: _____

Address: _____

City, State, Zip Code: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Date(s) and Time(s) of requested use: _____

Building(s) Requested: _____

Describe the Event: _____

BUILDING USE APPLICATION AND AGREEMENT

(continued)

RELEASE OF LIABILITY

FOR AND IN CONSIDERATION OF THE USE OF ALL OR A PART OF THE PREMISES OF COVENANT PRESBYTERIAN CHURCH (THE "PREMISES"), AND FOR OTHER GOOD AND VALUABLE CONSIDERATION, THE RECEIPT AND SUFFICIENCY OF WHICH IS HEREBY ACKNOWLEDGED; THE UNDERSIGNED APPLICANT DOES HEREBY RELEASE, DISCHARGE AND COVENANT NOT TO SUE THE COVENANT PRESBYTERIAN CHURCH (THE "LESSOR"), THEIR OFFICERS, EMPLOYEES, INVITEES AND VOLUNTEERS, FOR ANY AND ALL PRESENT AND FUTURE CLAIMS, DEMANDS, ACTIONS OR CAUSES OF ACTION PERTAINING TO EITHER DAMAGES TO PROPERTY AND/OR PERSONAL INJURY OCCURRING ON THE PREMISES DURING THE TERM OF THE AGREEMENT. LESSEE APPLICANT VOLUNTARILY WAIVES ANY AND ALL CLAIMS AGAINST LESSOR, INCLUDING CLAIMS RESULTING FROM OR FOR NEGLIGENCE, BOTH PRESENT AND FUTURE, THAT MAY BE MADE BY THE LESSEE, ITS OFFICERS, DIRECTORS, MEMBERS, EMPLOYEES, AGENTS, FAMILY, ESTATE, HEIRS OR ASSIGNS.

PERSONAL GUARANTY AND INDEMNIFICATION

LESSEE APPLICANT HEREBY ASSUMES LIABILITY FOR, AND SHALL INDEMNIFY, PROTECT, SAVE AND KEEP HARMLESS LESSOR, ITS OFFICERS, DIRECTORS, MEMBERS, EMPLOYEES AND AGENTS, FROM AND AGAINST, AND TO PAY LESSOR PROMPTLY UPON DEMAND THE AMOUNT OF, ANY AND ALL LIABILITIES, OBLIGATIONS, LOSSES, DAMAGES, PENALTIES, CLAIMS, ACTIONS, SUITS, COSTS, EXPENSES AND DISBURSEMENTS, INCLUDING REASONABLE LEGAL EXPENSE, OF WHATSOEVER KIND AND NATURE, IMPOSED ON, INCURRED BY OR ASSERTED AGAINST LESSOR IN ANY WAY RELATING TO OR ARISING OUT OF THIS AGREEMENT OR THE POSSESSION, USE OR OPERATION OF THE COVENANT PRESBYTERIAN CHURCH BY LESSEE. THE INDEMNITIES CONTAINED HEREIN SHALL CONTINUE IN FULL FORCE AND EFFECT, NOT WITHSTANDING THE EXPIRATION OR OTHER TERMINATION OF THIS AGREEMENT.

USE FEE AMOUNT FOR THIS EVENT (TO BE PAID TWO (2) WEEKS BEFORE EVENT) IS \$

REFUNDABLE FACILITY DEPOSIT (SEE NOTICE BELOW) IS \$

NOTICE OF CANCELLATION MUST BE GIVEN TO CHURCH NO LATER THAN ONE (1) BUSINESS DAY BEFORE EVENT DATE. A BUSINESS DAY IS CONSTRUED TO MEAN ANY DAY OTHER THAN SATURDAY, SUNDAY OR A LEGAL HOLIDAY. FAILURE TO PROVIDE TIMELY NOTICE OF CANCELLATION WILL RESULT IN THE FORFEITURE OF YOUR USE FEE.

NOTICE: THE APPLICANT IS RESPONSIBLE FOR ANY AND ALL DAMAGE TO THE PREMISES OCCURRING IN CONNECTION WITH THIS EVENT AND APPLICANT'S AND APPLICANT'S GUESTS' USE OF THE PREMISES. THE FACILITY DEPOSIT IS REFUNDABLE TO PAYOR WITHIN TEN (10) DAYS PROVIDED THERE HAS BEEN NO DAMAGE TO THE PREMISES. THE CHURCH RESERVES THE RIGHT TO CREDIT THE FACILITY DEPOSIT TOWARD THE REPAIR OF ANY DAMAGE.

APPLICANT SHALL NOT SERVE, OR PERMIT THE SERVING OF ALCOHOLIC BEVERAGES AT THIS EVENT EXCEPT FOR A BRIDE AND GROOM'S TOASTING CEREMONY AT THE RECEPTION.

I, THE APPLICANT, HAVE READ, UNDERSTAND AND AGREE TO ALL THE TERMS AND CONDITIONS IN THIS AGREEMENT AND, IF EXECUTING THIS AGREEMENT ON BEHALF OF AN ORGANIZATION, I CERTIFY THAT I AM AUTHORIZED BY THE ORGANIZATION TO ENTER THIS AGREEMENT.

APPLICANT:	APPROVED:
	COVENANT PRESBYTERIAN CHURCH
BY _____	BY _____
DATE _____	DATE _____

**FEE SCHEDULE AND PAYMENT
MEMBER/COVENANT MINISTER OFFICIATING**

These fees must be paid at least two (2) weeks in advance of the wedding. *(with the exception of the Wedding Deposit which is due when you submit your initial forms)*

PLEASE RETURN THIS FEE SCHEDULE WITH THE WEDDING INFORMATION FORM AND THE CUSTODIAL SET-UP FORM AS SOON AS POSSIBLE. FAILURE TO DO SO MAY JEOPARDIZE YOUR USE OF CHURCH FACILITIES.

Fees as set by the Session of Covenant Presbyterian Church

_____ \$200 Wedding Deposit
_____ \$300 Wedding Coordinator Fee
_____ \$250 Church Organist/Pianist Fee (additional \$25 per hour for rehearsal with soloist)
_____ \$100 Church Soloist Fee (additional \$25 per hour for rehearsal with organist/pianist)
_____ \$150 Custodial Fee for Sanctuary set-up and clean up
_____ \$75 per hour for A/V Operator for Wedding Ceremony
_____ Facility Use Fee for Reception (varies by location)
_____ \$300 Hostess Fee for Reception
_____ \$150 Custodial Fee for Reception set-up and clean up
_____ \$75 per hour for A/V Operator for Reception
_____ **TOTAL AMOUNT ENCLOSED**

** The minister's honorarium is at the discretion of the family and should be given to the minister the day of the wedding.

NAME OF BRIDE/GROOM: _____

DATE OF WEDDING: _____ DATE PAID: _____

If mailing payment, please enclose a copy of this form with your payment to:

Covenant Presbyterian Church
3003 Northland Drive
Austin, Texas 78757-5099

I have read the Wedding Policies and Procedures of Covenant Presbyterian Church and agree to abide by the policies and procedures contained therein. I understand the fees associated with having a wedding at Covenant Presbyterian Church and agree to pay them at the specified times.

Name: _____ Date: _____

**FEE SCHEDULE AND PAYMENT
NON-MEMBER/COVENANT MINISTER OFFICIATING**

These fees must be paid at least two (2) weeks in advance of the wedding. *(with the exception of the Wedding Deposit which is due when you submit your initial forms)*

PLEASE RETURN THIS FEE SCHEDULE WITH THE WEDDING INFORMATION FORM AND THE CUSTODIAL SET-UP FORM AS SOON AS POSSIBLE. FAILURE TO DO SO MAY JEOPARDIZE YOUR USE OF CHURCH FACILITIES.

Fees as set by the Session of Covenant Presbyterian Church

_____	\$200 Wedding Deposit
_____	\$250 Minister
_____	\$525 Facility Use Fee for Sanctuary
_____	\$300 Wedding Coordinator Fee
_____	\$250 Church Organist/Pianist Fee (additional \$25 per hour for rehearsal with soloist)
_____	\$100 Church Soloist Fee (additional \$25 per hour for rehearsal with organist/pianist)
_____	\$150 Custodial Fee for Sanctuary set-up and clean up
_____	\$75 per hour for A/V Operator for Wedding Ceremony
_____	Facility Use Fee for Reception (varies by location)
_____	\$300 Hostess Fee for Reception
_____	\$150 Custodial Fee for Reception set-up and clean up
_____	\$75 per hour for A/V Operator for Reception
_____	TOTAL AMOUNT ENCLOSED

NAME OF BRIDE/GROOM: _____

DATE OF WEDDING: _____ DATE PAID: _____

If mailing payment, please enclose a copy of this form with your payment to:

Covenant Presbyterian Church
3003 Northland Drive
Austin, Texas 78757-5099

I have read the Wedding Policies and Procedures of Covenant Presbyterian Church and agree to abide by the policies and procedures contained therein. I understand the fees associated with having a wedding at Covenant Presbyterian Church and agree to pay them at the specified times.

Name: _____ Date: _____

CUSTODIAL INSTRUCTION SHEET

Name: _____

Date of Wedding/Reception: _____/_____

Time of Reception: _____

Specific building(s) or room(s) involved: _____

Please make a sketch or give descriptions of the set-up you would like for your wedding (and reception, if applicable). For example, kneeling bench, pew candle holders, pedestals for flower arrangements, podium for guest register, etc.

PLEASE RETURN THIS FORM AT LEAST TWO (2) WEEKS PRIOR TO YOUR WEDDING DATE.

PLEASE GIVE A COPY OF THIS INFORMATION TO YOUR VIDEOGRAPHER

INFORMATION FOR WEDDING VIDEOGRAPHERS

From

Covenant Presbyterian Church

3003 Northland Drive

Austin, Texas 78757-5099

(512) 454-5231

VIDEOTAPING IS ALLOWED DURING THE CEREMONY WITH THE FOLOWING RESTRICTIONS:

1. No additional lighting may be used.
2. Only one camera operator is permitted. (additional with Wedding Coordinator approval)
3. No movement of the camera is permitted in the Sanctuary at any time.
4. The camera must be located in an unobtrusive place approved by the officiating Minister and the Wedding Coordinator

**PLEASE REMEMBER THIS IS A WORSHIP SERVICE AS WELL AS A WEDDING CEREMONY
AND SHOULD BE OBSERVED WITH REVERENCE.**

PLEASE GIVE A COPY OF THIS INFORMATION TO YOUR PHOTOGRAPHER

INFORMATION FOR WEDDING PHOTOGRAPHERS

From

Covenant Presbyterian Church

3003 Northland Drive

Austin, Texas 78757-5099

(512) 454-5231

PHOTOGRAPHERS ARE NOT ALLOWED TO TAKE FLASH PICTURES DURING THE WEDDING CEREMONY. THE PHOTOGRAPHER SHOULD REMAIN INSIDE THE CENTER BACK DOOR OF THE SANCTUARY DURING THE CEREMONY. PICTURES MAY BE TAKEN ONLY FROM THAT LOCATION DURING THE CEREMONY WITHOUT A FLASH.

Photographers may take pictures of the bridesmaids and bride's entry into the Sanctuary from the back six (6) rows. Flash is permitted for these photographs.

Posed pictures may be taken before or after the ceremony. Pictures taken prior to the ceremony MUST be finished at least 30 minutes before the wedding ceremony is to begin.

**PLEASE REMEMBER THIS IS A WORSHIP SERVICE AS WELL AS A WEDDING CEREMONY
AND SHOULD BE OBSERVED WITH REVERENCE.**