



FIRST
PRESBYTERIAN
CHURCH
San Luis Obispo

Your Wedding

*First Presbyterian Church
of San Luis Obispo*

A Note from our Wedding Coordinator

Congratulations!

At First Presbyterian Church we are committed to providing you with the necessary tools to build a healthy, long lasting marriage. Your Christian wedding is a time for worship, which focuses on Christ and allows you to not only commit yourselves to each other but also to Christ's guidance. We believe that your wedding is a worship service that seeks to glorify God.

We consider it a joy and privilege to be asked to be part of your wedding and take this responsibility very seriously. We look forward to working with you as you make this life long commitment not only to each other but to God. We are excited to begin this walk with you as you grow with God and each other.

Please read through this booklet thoroughly. You will find that it will answer many of your questions.

Looking forward to it,

Jenifer Rabenaldt

Wedding Coordinator of First Presbyterian Church



How to Schedule Your Wedding

1. Take a few minutes to carefully review the guidelines and information in this booklet. You'll find that it answers many of your questions.
2. Call the Church Office at (805) 543-5451. Ask to speak to our Wedding Coordinator, Jenifer Rabenaldt. She can temporarily hold your date on the Church Calendar. (This will not be confirmed until after you have met with the pastor and you have agreed who will perform the ceremony, and your non-refundable deposit for the facility has been paid.) Weddings may be scheduled between 10:00 am and 7:00 pm, Monday through Saturday (subject, of course, to previous commitments of our sanctuary and staff.) We do not schedule weddings for Sundays. In addition to your first scheduling choice, you may request up to two alternatives.
3. Meet with the Pastor (*The Pastor will contact you to set up a date and time*).
4. After your meeting with the Pastor you will be asked to place a **non-refundable deposit of \$100**. If your first scheduling choice has already been requested by another couple or is otherwise unavailable, Jenifer will contact you by telephone to discuss possible alternate dates. It is at this time your wedding date is confirmed.
5. Meet with the Wedding Coordinator to discuss details of the service and to answer any questions.
6. If at any time your plans change, please let us know as soon as possible so your requested date can be made available to other couples.

License & Fees

Information on obtaining a marriage license is available from the County Clerk.

The license and marriage certificate should be submitted to the Church Office, marked to the attention of the Wedding Coordinator, at least two weeks before the wedding.

If there is an unusual circumstance preventing you from submitting the license by this date, you must contact the Wedding Coordinator in advance.

All wedding fees must be received by the Wedding Coordinator 30 days prior to your wedding date.

Please refer to this booklet for Member and Non-member fees.



Guidelines for Your Service

The Minister

A minister of First Presbyterian Church (FPC) will officiate at your wedding. If you have a minister that is special to you and would like them to play a part in your wedding, that minister must be invited by the FPC minister to assist. Please keep in mind that all weddings at FPC are conducted by FPC ministers – and that in the Presbyterian Church, the weddings are worship services under the authority of our Session, the church's governing body.

If you desire another minister to assist in your wedding service, you should discuss this with the FPC minister as soon as possible. It remains solely the FPC minister's decision as to whether another person shall participate in the ceremony, and what form that participation may take.

The Music

Because music lends an important character and ambience to your wedding, please allow enough time to plan appropriate music with the Director of Music. All musical selections, both vocal and instrumental, must be in keeping with the spirit of worship in our church. The first step is to make an appointment to meet with our Director of Music, who with your help will plan all details of the music for your wedding service. Please observe the following guidelines:

- The Director of Music will need to approve any organist other than FPC's current staff Organist.
- When soloists are desired, our Director of Music can recommend several excellent soloists from our church. You can, of course, utilize the talents of close friends and family.
- No soloist or instrumentalists are to be engaged by the wedding party, or specific musical commitments made, prior to the conference with the Director of Music.

Within these guidelines there is a wide range of music which will fit the taste and desires of every couple, and we will have many options for you to consider. If secular numbers are desired, they must be approved by both the Director of Music and our Pastor. Our Director of Music is eager to assist in planning the most beautiful and appropriate music for your service. Remember: Your consultation with the Director of Music must be completed one month before your wedding.



Floral Decorations and Candles

Decorations in the sanctuary must be approved by the Wedding Coordinator. Candelabra and kneeler are available at the church. The church does not provide an aisle runner (the center aisle is 60 feet long).

Florists are not to use wire, nails, tape, etc., that might cause damage to any fixtures within the church. The bride's family will be held responsible for any such damage. Rubber bands, ribbon, or plastic pew clips should be used for securing pew decorations.

All candles must be driplless. Placement of candles/candelabra must be approved by the Wedding Coordinator.

City Fire Code forbids open candles except for a unity candle set-up and the church candelabra. Candlelight may be used if secured properly and is covered by a hurricane globe.

During the Lenten/Easter and Advent/Christmas seasons, the church will be decorated with plants and accessories that cannot be removed for a wedding. Families scheduling weddings during these seasons should plan decorations with this in mind.

All floral decorations should be kept simple and complement the sanctuary décor. Flower arrangements should be discussed with the Wedding Coordinator. Flowers are not to be left for Sunday worship unless approved by our Wedding Coordinator in advance.

Flowers are to be arranged off-site and can be delivered 1 ½ hours prior to the wedding time. Flower standards are not provided.

Florists are responsible for pinning on all corsages and boutonnieres. They are also responsible for set up and clean up within the allotted time.

The florist contract must be signed by the florist and returned to the Wedding Coordinator two weeks prior to the wedding date.



A Few More Guidelines & Important Information

Church Access- The wedding party has access to the church building 1 ½ hours before to 1 hour after the wedding ceremony. This time frame will include all pictures taken at the church. If the reception is held at the church, advance access will be 3 hours prior to the wedding. Three hours are allowed for the reception and one hour is allowed for cleanup.

Dressing Rooms- A Bridal Dressing Room is available for the bride within the Sanctuary. Gowns and other items may be left at the church prior to the allotted time for your wedding if arranged with the Wedding Coordinator. The men in the wedding party may dress in the Library. The church is not responsible for lost or stolen articles. Caution should be used.

Photography/Videography- No flash or lighted photography is permitted during the ceremony by professionals or guests. Non-lighted photography/videotaping is permitted during the ceremony from the rear only. Photography and videotaping elsewhere in the building should conclude 20 minutes before the wedding in order to give the bride and groom, their families, and the attendants time to prepare themselves in heart and mind for the service. The photographer/videographer contract must be signed by the photographer/videographer and returned to the Wedding Coordinator two weeks prior to the wedding date.

Audio/Visual Church Equipment- The Church will provide the technician. Only our Church Technician may operate church equipment.

Gifts- Someone from the wedding party should be designated to oversee the removal of gifts brought to the church.

Seating Capacity- The sanctuary seats 200.

Nursery- Ask our Wedding Coordinator if you would like our nursery.

Rice- For safety and maintenance reasons, we do not allow rice or any other substances (birdseed, rose petals, etc.) to be thrown outside the church. Only silk rose petals may be used inside.

Wheelchairs- The sanctuary is handicap accessible, and there is designated handicapped seating.

Parking- Off-street parking is available. Consult with the Wedding Coordinator regarding additional space.

Smoking- None allowed on church property.

Invitations- Your wedding invitations should read:

Sanctuary of First Presbyterian Church
951 Marsh Street
San Luis Obispo, CA 93401

*For couples seeking to be married at First Presbyterian Church,
at least one person must be a member of First Presbyterian
Church for at least one year to have member rates.*

WEDDING FEES	MEMBER	NON-MEMBER
Sanctuary	<i>Suggested Donation: \$100</i>	\$350
Sound Technician	\$100	\$100
Custodian	\$100	\$100
Minister	<i>Suggested Donation: \$200</i>	\$425
Accompanist	\$150	\$200
Rehearsals for Special Music	\$50 per	\$50 per
Soloist (each)	\$100	\$100
Wedding Coordinator	\$200	\$375
Childcare (min. of two hours)*	\$20/hour	\$20/hour

**Two childcare attendants are required.*

If a reception is scheduled at the church, the following additional fees should be included:

RECEPTION FEES	MEMBER	NON-MEMBER
Dining Room	<i>Suggested Donation: \$100</i>	\$500
Custodian	\$100	\$100
Kitchen Coordinator	\$100	\$150
Reception Coordinator	\$200	\$300

Last Updated: 1/9/18