

## Policy for Wedding Requests

### For Members:

A member calls in to make a request. The office staff finds out:

1. We check the calendar to make sure the date is open;
2. We OK the date if it is open or let the party know if it is not.
3. We ask that a member of the wedding party come in and fill out the paperwork.
4. We check with the pastor to see if he/she is available and request their signature on the application.
5. Then the request application goes to Worship Committee for their approval; they take it to Session for approval.
6. If approved, we call the parties involved; ask them to pay the fees. When the fees are paid, the date is so noted on the calendar.
7. The fees vary somewhat, but overall, we ask for a check for the whole wedding to be made out to First Presbyterian Church. We also request a separate check to be made out to First Presbyterian Church of \$100 as a deposit for damage, if any. If there is damage, the \$100 deposit is then deposited and we keep it. If there is no damage, make a copy of the check and then return it to the one who wrote it. This makes our bookkeeping simpler.
8. Upon weddings fees being paid, we forward all information to the wedding coordinator, who will then begin the planning.
9. A requisition is made out for: the organist, the sound tech, and the wedding coordinator. And the Pastor
10. Pre marital counseling is required to be married at First Presbyterian Church of Anchorage.
11. Music for the wedding service must be approved by our Pastor and Organist.
12. Non Member must have a sponsor

### **VISITING MINISTER ACKNOWLEDGMENT OF CHURCH RULES FOR WEDDINGS**

1. Smoking is not permitted anywhere in the church.
2. Alcoholic beverages must not be used on the Church grounds or in the building. Bringing alcohol into the church building may result in the wedding not being performed.
3. No wedding or rehearsal will be conducted when any member of the wedding party is under the influence of alcohol or drugs. It is imperative that the bride and groom convey this to each member of the wedding party.
4. The wedding service must be a Christian Service.
5. Music copyright laws must be followed.

The undersigned understands and agrees to abide by the foregoing church rules.

\_\_\_\_\_  
Visiting Minister

\_\_\_\_\_  
Date

\_\_\_\_\_  
Visiting Minister Telephone Number