

APPLICATION FOR WEDDING

CALVARY PRESBYTERIAN CHURCH

217 Fernbrook Avenue

Wyncote, PA 19095

Phone: 215-884-5119 E-Mail: calpreswynoffice@gmail.com

Last Names: _____ / _____ Application Date: _____

(Bride)

(Groom)

Wedding Date: _____

Wedding Time: _____

Rehearsal Date: _____

Rehearsal Time: _____

Reception Location: _____

Brides Full Name: _____

Home Address: _____ Home Phone: _____

Cell Phone: _____

E-Mail: _____

Calvary Membership: Yes/No If no, please indicate religious affiliation. _____

Name of Parent(s): _____ Calvary Membership: Yes/No

Home Address: _____ Home Phone: _____

Cell Phone: _____

Grooms Full Name: _____

Home Address: _____ Home Phone: _____

Cell Phone: _____

E-Mail: _____

Calvary Membership: Yes/No If no, please indicate religious affiliation. _____

Name of Parent(s): _____ Calvary Membership: Yes/No

Home Address: _____ Home Phone: _____

Cell Phone: _____

POST WEDDING ADDRESS:

_____ (Street Address) Home Phone: _____

_____ (City, Street, Zip)

MUSIC: Contact organist for required consultation

WEDDING COORDINATOR: _____ Phone: _____

FLORIST: _____ Phone: _____

PHOTOGRAPHER: _____ Phone: _____

<p>For Office Use</p> <p>Officiating Pastor _____</p> <p>Processing Fee Received _____</p>

CALVARY PRESBYTERIAN CHURCH

**Bent Road and Fernbrook Avenue
Wyncote, PA 19095**

215-884-5119

WEDDING POLICY

We at Calvary Presbyterian Church are happy that you are planning to have your wedding in our church. We pray God's blessing upon you in your new life. Questions are often asked regarding the use of the sanctuary for weddings. These procedures have been established for your convenience. The Service of Marriage is a religious service and must be accorded reverence and dignity. We hope the following information and guidelines will help you in planning your wedding.

1. INITIAL CONTACT

- a. The sanctuary should be reserved as early as possible before the date of the wedding. Please visit the church office to complete an information form and arrange to consult with the church clergy and the church organist. All arrangements pertaining to the service will be made in consultation with the pastor. Meetings with the pastor and organist are required.
- b. The pastor of our church is in charge of all weddings. Qualified clergy other than the pastor of this church may assist or preside at weddings with the approval of our pastor.
A consultation with other presiding clergy is required.
- c. The pastor offers limited premarital counseling for the bride and groom but does not require it. If the couple is interested in receiving premarital counseling, they should express so in their consultation with the pastor.

2. RESERVATION

- a. Members are strongly encouraged to complete and submit their wedding application forms as early as possible. Applications are to be submitted through the church office but will not be considered until signed and all of the requested information is provided. The non-refundable processing fee must accompany non-member applications.
- b. All applications require approval of the church Session and need at least three months for processing.

3. REHEARSAL

- a. A rehearsal is necessary for all weddings. It is usually held on the preceding evening or at a time most convenient for the wedding party, pastor, organist and the sexton. The rehearsal must begin promptly at the appointed time and should be confined to one hour. Experience has shown that confusion at the ceremony can be greatly reduced by taking advantage of the opportunities afforded by a rehearsal.

4. MUSIC

- a. All wedding music and use of the organ is to be coordinated with the church organist. It is the organist's responsibility to ensure the appropriateness of the music to be used in the prelude and during the service.
- b. Please arrange to confer with the organist two months in advance.
- c. Any other musicians who are to participate must contact the organist for approval of music to be used and arrange a rehearsal when necessary. Because of the age and uniqueness of our organ, our church organist will meet with any guest organist to provide support. A bench fee of \$25.00 is required for such support.
- d. Any music used in the church's facilities is ultimately under the direction of the organist.

5. PHOTOGRAPHY AND VIDEOGRAPHY

- a. It is the responsibility of the bride and groom to make sure the photographer and all others who are planning to use cameras know that there are certain rules to be observed.
- b. Please provide your official photographer or videographer with the attached "Guidelines for Photographers."
- c. No flash photography is allowed during the ceremony, please.
- d. Photographers may use the side aisle, but the main aisle is not to be used past the middle crossing aisle of the sanctuary.

6. FLOWERS AND DECORATIONS

- a. The church sanctuary (which seats 230 in the front section and 140 in the back) provides a dignified and beautiful setting for such a sacred service. A chapel seating 35 is also available. A minimum of decorations is needed and these should be carefully planned. All decoration plans should be coordinated with the church secretary.
- b. If a florist is used, it is the responsibility of the bride and groom to provide them with a copy of the attached "Guidelines for Florists."
- c. If desired, we recommend silk rose petals for the flower girl and cloth aisle runners.
- d. The flowers must be in containers provided by the florist.
- e. The communion table can be moved with proper notification.
- f. The church does have a kneeling bench available if requested.

7. SEXTON

The services provided by the sexton involve extra cleaning. The sexton will be compensated for this extra service. The sanctuary, dressing rooms and social hall need extra attention following wedding festivities in preparation for Sunday services and Sunday school. The sexton's compensation is covered under Section 10 in these guidelines.

8. RECEPTIONS

- a. The wedding reception may be held in Den Hall or the Fellowship House. The bride and groom shall reserve the reception location through the church office at the same time that the sanctuary is reserved.
- b. It is the bride and groom's responsibility to arrange for catering. Please ask your caterer to consult with the church secretary regarding the use of the kitchen.
- c. Receptions should be limited to four hours.
- d. No smoking is permitted on church property.
- e. The use of alcohol is prohibited on church property

9. MISCELLANEOUS POLICIES

- a. Facilities available to the wedding party on the day of the wedding for the groom and groomsmen: men's room, Ickier-Weed Room and Board room. Facilities available for the bride and her attendants prior to service are the chapel, the music room and the ladies' room.
- b. It is the responsibility of the couple to remove all items that have been placed in the church facilities immediately following the service.
- c. The use of birdseed is prohibited. If bubbles are used, they must be used exclusively outdoors.
- d. If microphones are used, a Worship Representative will advise on their proper use.
- e. Assisted hearing devices are available and there is handicapped access to the sanctuary level.

10. FEES

Processing fee due within 30 days of notification of approval date for wedding by Session. All other fees are to be paid two weeks prior to the wedding.

Fees Payable to Calvary Presbyterian	MEMBERS	NON-MEMBERS
Non Refundable Processing Fee	not required	\$100.00
Use of Sanctuary	no charge	\$250.00
Altar candelabras	no charge	no charge
Window Candles & Globes Rental	\$ 60.00	\$ 60.00
Reception in Social Hall	no charge	\$200.00
Refundable Security Deposit	no charge	\$200.00

Fees Payable to Individuals (please make separate checks to each person):

Sexton (personal check, cashier's check or cash)		
Sanctuary Only	\$ 75.00	\$75.00
Sanctuary & Social Hall or Fellowship House	\$150.00	\$150.00
Pastor (suggested honorarium)	\$250.00	\$250.00
Organist	\$150.00	\$150.00
Soloist	\$100.00	\$100.00

Your wedding is a sacred occasion. It will be most meaningful to you, your families and friends when it is carefully planned in conjunction with these guidelines.

Please let us know if there is anything more we can do to assist you in having a wedding that will be a dignified, impressive, and memorable celebration. God Bless!!

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GUIDELINES FOR PHOTOGRAPHERS and VIDEOGRAPHERS

1. No flash pictures are permitted by anyone in the church sanctuary once the service begins! Time exposures may be taken during the service but must be done quietly.
2. The official photographer may stand where the main aisles intersect to take pictures of the wedding party processional and of the couple recessing at the conclusion of the ceremony.
3. If close ups at the altar are desired, the bridal party should return quickly when the service has concluded and request the photographer and others to proceed with the photography. Please try to keep this process to 30 minutes.
4. It is requested that the photographer be reminded that this is a religious service. Unnecessary walking and audible conversations are distracting during the ceremony.
5. The above rules also apply to videotaping, which may be done from one position in the choir stall, with natural lighting.
6. The photographer/videographer may use the side aisles and area behind the pews reserved for family. The area in front of the pews and altar area are not to be used.

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GUIDELINES FOR FLORISTS AND WEDDING COORDINATORS

1. There is a charge for the use of all of the church's candles and their holders.
2. No tacks, nails, tape, staples or glue may be used.
3. Delivery of flowers should be arranged with the church office in advance. Church office hours are 9-4 weekdays.
4. Under no circumstances will any of the chancel furniture, altar, cross, wall hangings, or candles be moved!
5. All potted plants, arrangements and candelabras must have protection under them.
6. The flowers must be in containers provided by the florist.
7. If flowers are to be left for worship the following Sunday, please advise the church office at least one week in advance.

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GUIDELINES FOR PARKING AND DIRECTIONS TO THE CHURCH

1. There is no off street parking area.
2. The circle drive in front of the church can be reserved for the bridal party.
3. A local map with directions to the church is available in the office.
4. Coordination with the Cheltenham Police and All Hallows Episcopal Church can provide one way parking on Bent Road with prior approval.
5. Calvary is located in a quiet residential area and guests should be reminded not to block driveways and to drive carefully.
6. Calvary is located four blocks from the Jenkintown/Wyncote train station with easy access to Center City and 30th Street station.
7. Valet parking can be helpful in accommodating your guests at the church and should be hired privately by the bridal party.

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