



(Clip and return with check.)

Janitorial Service	_____
Fellowship Hall	_____
Sound System	_____
Prepare/Enrich	_____
Music	_____
Church Wedding Director	_____
Total	_____
Less deposit	_____
Balance remaining	_____

weddings
at
WESTMINSTER



**WESTMINSTER
PRESBYTERIAN
CHURCH**

**3906 w Friendly Ave.
Greensboro, NC 27410
336-299-3785
westpreschurch.org**

Church Facility

Designated rooms are available for use by the couple and their attendants. Although every precaution will be taken to assure the safety of possessions, the church cannot be responsible for any items lost, stolen, or damaged. All personal items should be removed immediately after the wedding.

Westminster Presbyterian Church is a smoke-free and alcohol-free facility. You are responsible for communicating this policy to members of the wedding party.

Fees

Fees should be submitted along with your reservation forms to the church office in order to secure your reservation. A single check in the total amount may be made to Westminster Presbyterian Church. Please note on your check “_____” Wedding and remit with form below.

Janitorial Service (required)	\$ 40
Fellowship Hall (each time used)	\$ 80
Sound System (each time needed)	\$ 75
Prepare/Enrich— counseling program (required) (fee paid separately online)	\$ 35
Music (additional fees based on instrumentalist)	\$ 300
Church Wedding Director (required)	\$ 250

Flowers & Decorations

The Sanctuary and Chapel have been carefully planned and furnished with the symbols for our Christian faith so that it may be a place of worship. Please be advised and make your florist aware of the following guidelines:

1. Be certain that the decorations will not damage floors, rugs, or furniture.
2. Decorations may not be hung or suspended from the lighting fixtures, walls or placed on the lectern, pulpit, communion table, organ, or piano.
3. The paraments (decorative panels) are seasonal symbols of Christian Faith and may not be removed or changed. Information can be given as to the color of paraments at the time of your wedding.
4. Nails or screws may not be driven into any part of the building or furnishings.
5. When candles are used, provisions should be made to catch wax so that it does not drop on the floors or carpet. An additional charge may be assessed if wax needs to be cleaned from carpet.
6. Decorations must be removed from the church immediately following the service.
7. If your wedding is on a Saturday and you wish to leave chancel flowers for use for the weekend, please indicate on your Reservation Form so that it can be noted in the church bulletin. You may also indicate if you would like to donate the flowers to be taken to shut-ins or if you will remove them after Sunday worship services.
8. Rice or confetti may not be used.

Planning a Wedding

The ministers, staff and congregation of Westminster Presbyterian rejoice with you as you begin making plans for your wedding and your life together.

A wedding is one of the greatest worship services of the church. Because it takes place in the context of Christian worship, it reminds us that the good news of forgiveness, reconciliation and love in Jesus Christ serves as the best foundation for any relationship – and especially marriage. And when two people pledge themselves to one another in the presence of God, they are asking God's help in fulfilling the covenant they make.

Marriage is a gift God has given to all humankind for the well-being of the entire human family. For Christians, marriage is a covenant through which two people are called to live out together before God their life of discipleship. In a service of Christian marriage a lifelong commitment is made by two people to each other, publicly witnessed and acknowledged by the community of faith.

Your wedding will be a witness to your faith in God and a celebration of your love for each other. We look forward to working with you to insure that your wedding will be a joyful expression of happiness and thanksgiving.

In considering couples to be married in our facilities, Westminster Presbyterian does not discriminate based on characteristics such as race, color, national origin, age, sex, sexual orientation, or disability. However, our ministers exercise their discretion in determining a couple's adequate preparation and suitability for entering into this covenant relationship.

Finally, remember that your wedding does not have to be elaborate to be meaningful and beautiful. True meaning and beauty lie in the spirit and attitude of those who take part.

To help you in planning your wedding, the Worship Committee of Westminster Presbyterian Church has outlined in this booklet the facilities available to you as well as the church's wedding policies and procedures.

Marriage Covenant

Westminster asks all couples to participate in premarital counseling. This includes several meetings with a minister and one evaluation program such as Prepare/Enrich. Counseling may be done with another professional with the approval of a minister from Westminster. This counseling is equally important in the case of a first marriage, a marriage after the death of a spouse, and a marriage following divorce.

Preparation and Planning

The following guidelines are for the preparation and conduct of the wedding service:

- A. Schedule your wedding date with church's Wedding Coordinator. All weddings are tentative until approved by the requested minister for the specific date. The church policy directs that one of the ministers of Westminster must be in charge of any worship service conducted at the church. If there is a preference for a guest minister to assist or officiate in the ceremony, the minister-in-charge must approve and issue a written invitation to the guest minister from the Session of Westminster.
- B. Carefully review the guidelines and procedures in this booklet and the reservation forms. Please sign the agreement of the church's policies and return with a deposit of \$200 due within one month after the final approval of the wedding date. Please put to the attention of the church's Wedding Coordinator. The remaining balance is due one month before the date of the wedding. (See Fees)
- C. When reservation forms are received, a Wedding Director will be assigned to you and will contact you within three months of the wedding to discuss plans.
- D. A Minister will contact you to schedule counseling sessions.

Music

Westminster's music staff will be happy to assist with music for your wedding service. To ensure availability of musicians, we suggest that you begin this process as soon as the wedding is scheduled. To plan the music for your service, please contact Clint Whitlow, Director of Music Ministries (336-299-3785 ext. 117) for help in selecting music and/or musicians. Prerecorded music is not permitted before or during the service.

Photography

The couple is asked to communicate the church's photography policy with the wedding photographer. The signed policy must be returned at least one month before the date of the wedding. Flash pictures may not be taken during the wedding service. The equipment of the videographer may be placed in designated places in the Sanctuary and Chapel. The Wedding Director can assist by showing you the specific locations for photography equipment. Prerecorded videos are discouraged before or during the worship service.

Wedding Directors

A Wedding Director associated with Westminster will be assigned by the church's Wedding Coordinator. The Wedding Director will help organize your rehearsal and be present on the day of your wedding to assist with all activities before the worship service.

Sound System

A Sound System Operator is required if you wish to have a microphone for the minister, soloists or guest musician. Only Westminster Sound Team Members may operate the sound system.