

Faith Presbyterian Church
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Rev. Lou Snead, Pastor

WEDDING SERVICE POLICIES

Wedding services at Faith Presbyterian Church (FaithPC) by any couple desiring to be married are welcomed, and may be arranged by meeting with the FaithPC Pastor and submitting a Wedding Schedule Request to the Building and Resources Committee (BARC). The Pastor will be responsible for working with a couple to fulfill his/her requirement for marriage preparation, as outlined by the Book of Order of the PC-USA (W-4.900). The BARC will be responsible for establishing the date, time, and location for a wedding service on the church campus, including any rehearsal and post-wedding reception times in coordination with the Pastor. Once the date and terms of the wedding are established with the Pastor and BARC, the dates are checked once again with the FaithPC Session (our church's overall governing body) for final approval. Upon Session approval, the wedding services (including rehearsal and reception as mutually agreed) dates and times will be placed on the official FaithPC Calendar in the church office and the couple will be contacted.

Church Facilities Available

Church facilities include the Sanctuary, Fellowship Hall (optionally including tables and chairs), kitchen, bridal/groom changing rooms, and space for childcare. No food or beverages can be brought into the Sanctuary, and no alcoholic beverages or smoking are permitted anywhere on the church campus. Normally the pulpit, communion table, baptismal font, etc. in the Sanctuary can be rearranged (moved around) for a wedding service, when approved by the BARC. The Fellowship Hall can be arranged in a variety of ways, including for the use of food and beverages, music entertainment, and dancing. The Parlor (next to the Fellowship Hall in the same building) can be used in stages for bridal changing room, reception food service, and so on.

Planning, Coordination and Logistics

The FaithPC Pastor, or his/her representative, will be in charge of planning and coordinating wedding services conducted at Faith Presbyterian Church, unless arrangements are made to have another pastor conduct the service. Any request by a couple to have another pastor conduct their service at our church must be coordinated in advance with the FaithPC Pastor.

Wedding Service Policies for Faith Presbyterian Church (continued)

A representative from the BARC will be assigned to provide access to and oversight for the church facilities for weddings, rehearsals, and receptions as needed including: opening and closing the Sanctuary and/or Fellowship Hall; disarming and rearming the security system; turning on & off lights, heat/air conditioning (in advance as needed); arranging for the moving and replacing of the pulpit, communion table, etc. in the appropriate locations; insuring the proper use of the facilities; ensuring proper clean-up after the rehearsal, wedding and/or reception services are completed; and communicating any special needs or issues to the BARC and/or Pastor.

Use of Musical Instruments and Musical Accompaniment for Weddings

Use of the church's musical instruments for weddings will be arranged in advance by the couple through the church's music staff. The church's music accompanist will have the option of first-refusal for playing at wedding services and will be responsible for interviewing and arranging for another musician to use the church's musical instruments when requested by a couple.

Wedding Fee Schedule

The fees for the use of the church facilities are set by the Session on the recommendation of the BARC. The fee schedule is as follows (*includes \$50 cleaning fee per event day*):

- Wedding services for FaithPC members – \$50 cleaning fee only, per event day.
- Weddings for non-members officiated by FaithPC Pastor – \$500.
- Weddings not officiated by the FaithPC Pastor – \$750.
- Rehearsal for non-member wedding – \$100.
- Reception for non-member wedding (4 hours max) – \$200.

These fees are to be pre-paid by the couple to the church when the Wedding Request is approved and no later than 10 days before the wedding service is scheduled. The BARC representative assigned to a particular wedding service will be responsible for collecting the fees for the use of the facilities if not paid 10 days prior to the service.

Pastor and Musician Fees

The fees above are exclusive of Pastor fees. Any fees for the Pastor's wedding services will be negotiated directly by the couple with the Pastor.

Any fees for the musician's services will be negotiated directly with the church musician.

In addition to these terms and conditions for weddings, see Faith Presbyterian Church Facility Use Guidelines, Policies, and Supervised Child Care Policy, available from the church office or by email from FaithChurchAustin@gmail.com. Your signature on the Wedding Service Request Application form indicates your agreement to follow all relevant policies for facilities use and childcare at Faith Presbyterian Church.
