



Covenant Presbyterian Church



Wedding Planning Guide and Agreement

Weddings at Covenant...

At Covenant, we see weddings as an affirmation of God's grace and a couple's desire to commit themselves to each other. The purpose of a church wedding is to acknowledge marriage as a gracious gift from God and to celebrate with joy and gratitude the acceptance of this gift. In this spirit of God's love, we celebrate with you as a couple, your decision to unite in marriage at Covenant Church. Marriage involves a unique commitment between two people to love and care for each other for the rest of their lives. Covenant Church is pleased that you have chosen to celebrate the gift of marriage at our church. We are here to help you plan your day.

Who may be married at Covenant?

Any couple willing to commit to the gift of marriage and to each other. Premarital counseling is provided to each couple as Covenant's way of preparing and blessing them for marriage. Both members and non-members may apply to be married at Covenant.

For wedding purposes "members" are defined as:

- * Those currently on the church's active or affiliate membership rolls
- * Children, grandchildren, or parents of active members
- * Staff of the church and their children

How to schedule a Marriage Ceremony

- * All couples must request, complete, sign and submit a Wedding Agreement form, available from the church office.
- * Weddings scheduled at Covenant will then be reviewed by Session for approval/denial.
- * \$150 deposit fee to be paid upon approval of wedding and will be applied to any balance due. The deposit must be paid within 2 weeks of the approval.

Seating capacity at Covenant

Center floor-Sanctuary	320
East and west alcoves - Sanctuary	60
South balcony - Sanctuary	50
East balcony - Sanctuary	40
Memorial Chapel only	75

Music at Covenant Weddings

The music director at Covenant Church should be contacted promptly regarding the date and time of the wedding. There is a \$50.00 consultation fee for this meeting due at the time of the meeting. The selection of music, soloists, instrumentalists, and rehearsals are all to be discussed with the music director. All final decisions belong to the music director of Covenant.

Wedding Photography

Wedding couples are welcome to have a professional photographer record their special day. The recommended location for video recording is from the east or south balcony. Videography is the responsibility of the wedding party, not the church (both members and non-members), not Covenant. Use of Covenant equipment is not offered to non-members.

Floral Arrangements and Candles

All floral arrangements are to be free standing, placed in the church urns or set on the steps. Flowers may also be attached to the pews, candleholders or candelabra. All candelabras and candleholders are optional, furnished and installed by the church. Double sided tape or nails cannot be used to hang any decorations on wood surfaces. No decorations of any kind are to be used on the communion table. Helium balloons are not allowed anywhere in the church. Nothing is to be thrown at the wedding couple as they depart and no sparklers. Bubbles are ok. ***Please see fee schedule for candles on agreement.***

Additional Information:

- * The wedding couple will provide the Unity Candle Set if desired.
- * The wedding bulletin is the responsibility of the wedding couple.
- * Covenant does not provide a center aisle runner, but if desired, the measurements from the door to the bottom step of the chancel is 76 feet and the width of the center aisle is 58 inches.
- * There is to be no alcohol in the church, including the parking lot.
- * The church will be available for a total of 4 hours on the day of the wedding, including the two hours preceding the ceremony for decorating. Any additional time will be charged to the couple at \$25.00/hour. The church will also be open for 4 hours on the previous day for the rehearsal/decorating. Please arrange these hours with the church office.
- * Upon receipt of your marriage license please call the office with your license number. The marriage license will be given to the minister at the rehearsal.
- * The Fellowship Hall is available for a reception for an additional fee.
Please see the fee schedule for this information.

Weddings at Covenant...

Fees for a Wedding at Covenant (Member)

Sanctuary		Chapel	
_____	\$300 Minister	_____	\$300 Minister
_____	\$150 Co-officiate	_____	\$150 Co-officiate
_____	\$300 Organist	_____	\$300 Pianist
<input checked="" type="checkbox"/>	\$275 Custodial (\$25 additional per hr)	<input checked="" type="checkbox"/>	\$250 Custodial
_____	\$75 Pew Candleholders & Candles*		
_____	Will use the church for reception	_____	Will NOT use the church for reception
_____	\$200 Custodial - Reception		

Fees for a Wedding at Covenant (Non-Member)

Sanctuary		Chapel	
_____	\$500 Minister	_____	\$500 Minister
_____	\$250 Co-officiate	_____	\$250 Co-officiate
_____	\$300 Organist	_____	\$300 Pianist
<input checked="" type="checkbox"/>	\$350 Custodial (\$25 additional per hr)	<input checked="" type="checkbox"/>	\$325 Custodial
_____	\$150 Pew Candleholders & Candles*	<input checked="" type="checkbox"/>	\$250 Building Usage
<input checked="" type="checkbox"/>	\$500 Building Usage		
_____	Will use the church for reception	_____	Will NOT use the church for reception
_____	\$500 Rental fee - reception		
_____	\$500 Custodial - Reception		

All candles are battery operated

Pew Candleholders are for 13 tall candleholders on every third pew.

Center aisle runner from the door to the bottom step is 76'x58"

\$150 deposit to be paid within 2 weeks of wedding approval.

Payment of all wedding fees must be made to the church office 30 days prior to the date of the wedding.

Allow Covenant Presbyterian to use wedding pictures on Covenant's website. Yes No

Weddings at Covenant...

Wedding Couple Checklist:

- ___ Complete, sign and submit wedding agreement form
- ___ Receive confirmation of date and time for wedding. Pay \$150 deposit.
Deposit must be paid within 2 weeks of wedding approval
- ___ Schedule the consultation with the church music director. Fee is \$50.00.
Fee due at time of meeting

Eric Tyler Barga

Music Director

(937) 631-6970

Phone

erictylerbarga@gmail.com

Email

- ___ Schedules dates to meet with the minister.

- ___ Select and communicate with the photographer and florist, soloists and/or instrumentalists. Relay information to the church office.

- ___ Attend all pre-marital counseling sessions with the minister. Must be completed 2 weeks prior to the wedding.

- ___ Communicate with the facilities manager and the church office for any additional decorating or administrative needs. Give marriage license information to church

Greg Veith

Facilities Manager

(937) 831-5237

Phone

greg@springfieldcovenant.org

Email

Amiee Riley

Administrative Secretary

(937) 624-8684

Phone

amiee@springfieldcovenant.org

Email

- ___ Set date and time for rehearsal and communicate to church office and minister. Bring marriage license to the minister at rehearsal.

- ___ Pay balance of fees thirty days before the wedding date.

- ___ Pay any additional fees incurred within 2 weeks of the wedding.

- ___ **Write a separate check for minister, co-officiate, organist and custodial.**

Covenant Presbyterian Church
201 N. Limestone St.
Springfield, Ohio 45503

Telephone: (937) 325-2427
Email: cpc-s@sbgcglobal.net

As a couple, _____ and _____
desire to be married at Covenant Presbyterian Church on _____ at this time _____
Contact information: _____

Weddings at Covenant...

At Covenant, we see weddings as an affirmation of God's grace and a couple's desire to commit themselves to each other. The purpose of a church wedding is to acknowledge marriage as a gracious gift from God and to celebrate with joy and gratitude the acceptance of this gift.

We understand the following are requirements to be married at Covenant:

- * The minister of this church will officiate or co-officiate the ceremony. A guest minister requires permission by the Session and the minister of this church.
- * All wedding requests must be approved by the Session. Upon approval \$150 deposit to be paid within 2 weeks.
- * Pre-marital counseling is required and will be conducted by the minister. This counseling will be completed 2 weeks before the wedding date.
- * A wedding date may be denied due to prescheduled church activities.
- * There is to be no alcohol in the church or the parking lot.
- * The church will be available for a total of 4 hours on the day of the wedding, including the 2 hours preceding the ceremony for decorating. Any additional time will be charged to the couple at \$25.00/hour. The church will also be open for 4 hours on the previous day for the rehearsal/decorating. Please arrange these hours with the church office.
- * The church music director will be notified of the date and time of the wedding as soon as the agreement is signed and will meet with the couple to advise on appropriate music for the ceremony. The music director has the final decision on all music, soloists, instrumentalists and rehearsals
- * Photography is to be as inobtrusive as possible, no flash during the ceremony and all videotaping to be done from the east or south balcony. Videography can be provided for members. Non-members must provide their own videographer
- * All floral arrangements are to be free standing or placed on the steps. Double stick tape and/or nails are not allowed. No decorations of any kind are to be on the Communion Table.
- * The wedding bulletin is the responsibility of the wedding couple.
- * The marriage license will be given to the minister at the rehearsal.
- * The Fellowship Hall is available for a reception for an additional fee. See fee schedule for this information.
- * Helium balloons are not allowed anywhere in the church.
- * Nothing is to be thrown at the wedding couple as they depart and no sparklers. Bubbles are ok.
- * Children are most welcome at Covenant but must be supervised prior to, during and after the wedding.
- * Please check for cell phones, purses, and clothing items before leaving the church. Covenant Presbyterian is not responsible for any items left at the church.

Covenant Church agrees to:

- * Provide custodial service to clean up the sanctuary, Library Lounge, wedding party dressing rooms, and restrooms and entrance areas as needed before and after the wedding.
- * Provide access to the church for 4 hours on the day before the wedding, for the wedding rehearsal/decorating and for 4 hours on the day of the wedding.
- * If desired, candles, candelabras and pew candleholders will be available and installed for an additional fee. All candles are battery operated.
- * If desired, the Fellowship Hall will be available for a reception for no longer than 4 hours and a fee. The church will provide tables and chairs, including set up and take down, trash bags, custodial service to sweep and mop the floors.

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The Wedding Couple agrees to:

- * Pay \$150 deposit within 2 weeks of wedding approval.
- * Pay all fees to Covenant Church thirty (30) days before the wedding date. (see fee schedule)
- * Pay any additional fees incurred within 2 weeks of the wedding.
- * Bring the marriage license to the rehearsal for the minister's review. Call church office with marriage license information.
- * Communicate with the florist, photographer, and others of the requirements of this agreement.
- * Contact to arrange the consultation with the music director.
- * Review and communicate with the church office times for deliveries or visits previous to the wedding date.
- * Provide if desired the Unity Candle set and the aisle runner.
- * Communicate to the facilities manager any needs for decorations.
- * Communicate immediately to the church office and the minister of any change in plans or dates.
- * Abide by all requirements of this agreement.
- * The wedding couple will allow Covenant Presbyterian church to use weddings photos on the Covenant website. Please indicate your answer below.

___ Yes ___ No

Signature

Date

Signature

Date