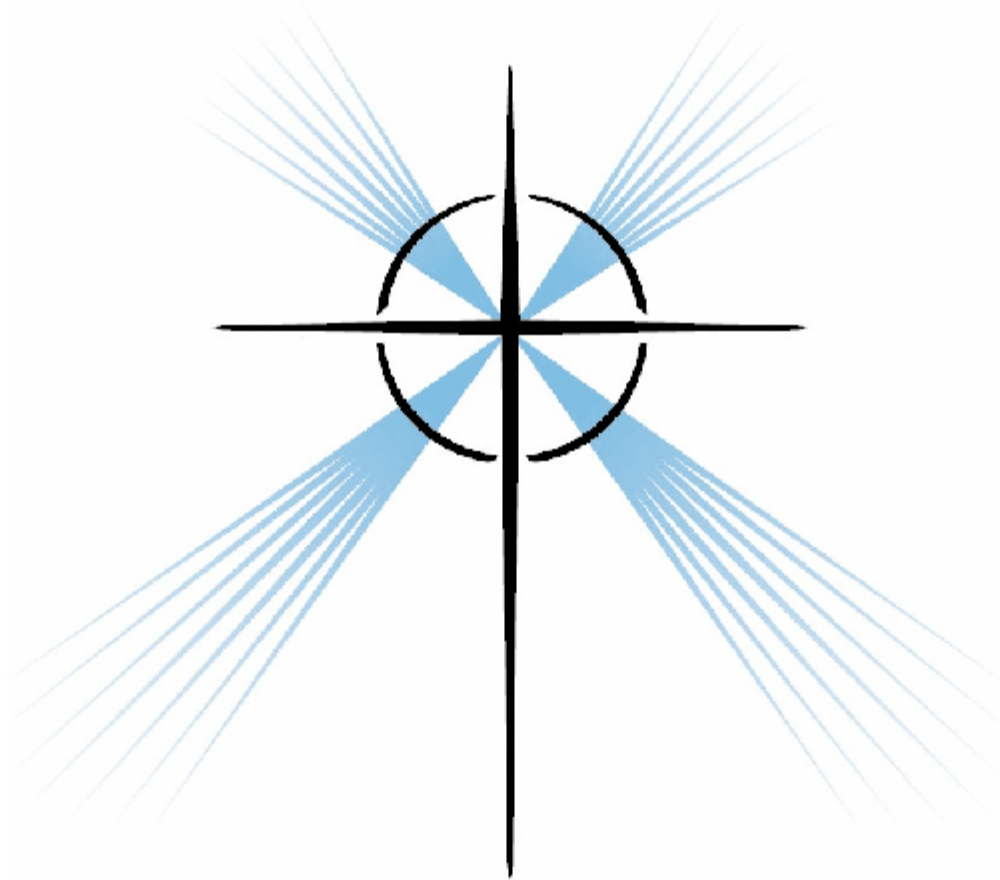


Wedding Policy and Guidelines



The Presbyterian Church of Barrington

Six Brinker Road
Barrington Hills, Illinois 60010
Tel: 847-381-0975
Website: www.pcbarrington.org
Email: info@pcbarrington.org

Wedding Policy and Guidelines

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

The regulations established by the Session of the Presbyterian Church of Barrington reflect the belief that all details concerning the wedding and related arrangements must be consistent with Christian and Presbyterian custom. The policies are also based on consideration for the church staff who are involved in your wedding: the Minister, Organist and Sexton.

While our wedding guidelines have a lot of “do’s and don’ts” we want to assure you our goal is to provide you with a beautiful and memorable wedding.

The Minister

A minister of the Presbyterian Church of Barrington is required to officiate at all weddings and will conduct all rehearsals.

Visiting Clergy

A visiting minister may participate only by invitation of the pastor and Session of our Church. If you would like to have another minister participate in your wedding, please let us know.

Ecumenical Weddings

If your wedding will be an ecumenical wedding, in which the bride and groom are of different faiths, please ascertain as early as possible any special arrangements that will have to be made.

Please note the procedure for Protestant-Roman Catholic weddings. A wedding in The Presbyterian Church of Barrington is a Protestant service; a priest may be invited to participate. The Catholic partner must complete certain “paperwork” requirements, starting with his or her own parish priest. Couples are urged to allow ample time for this process.

Fees

Payment of the entire fee is required before the date and time of the wedding will be reserved. The member fee schedule is for those who have been a pledging/contributing member for at least one year prior to scheduling a wedding.

Members:	\$850.00	Non-Members:	\$1375.00
Minister	\$250.00		\$250.00
Organist	\$200.00		\$200.00
Building use	\$275.00		\$800.00
Damage deposit	\$150.00		\$150.00
Members Total:	\$1725.00	Non-Members Total:	\$2775.00

The holiday fee schedule applies to weddings scheduled for any day that falls within the holiday weekend. The Minister and Organists fees are doubled for services performed during Holidays.

The damage deposit of \$150.00 is refundable if everything is left as found. The Wedding Request Form must accompany full payment.

Scheduling of the Wedding and Rehearsal

Our Church staff is available to assist you with scheduling your wedding. One of our ministers must agree to perform the wedding before it can be scheduled. Weddings are not scheduled for New Year’s Eve, New Years Day, during Holy Week, Christmas Eve, or Christmas Day and weekends where the congregation’s schedule of activities prohibits the use of the facilities. Weddings are not normally scheduled for the Holiday weekends of Memorial Day, Labor Day, or Thanksgiving. The holiday fee schedule will apply to these dates if the staff agrees to perform the wedding.

As soon as the wedding date is selected, the bride should communicate their plans to the minister. The minister will request a consultation with the prospective bride and groom, in order that the Christian meaning of marriage may be discussed.

The date and time of the rehearsal should be established two months before the wedding. The wedding party is urged to be prompt so the minister and sexton may make their plans accordingly. Please complete and return the Wedding Confirmation Form two months before the wedding date.

The Organist and Wedding Music

Because the marriage ceremony is a religious service of deep spiritual significance, special care must be taken in the choice of musical selections. Sentimental ballads, popular songs and tunes from musicals are not consistent with a church ceremony. The Lord's Prayer is a prayer and in the Reformed Presbyterian tradition is not sung but recited by the whole congregation. The organist of our Church must be engaged. If the church organist is not available on your wedding date, the organist will obtain a substitute for you. If you wish to invite a particular friend to play the organ, our church organist must give consent and vouch for the technical ability of the guest musician. A pipe organ is a very complex instrument and demands a high degree of proficiency on the part of anyone who plays it.

Consultation with the organist regarding wedding music should take place at least four weeks before the wedding. This consultation is an opportunity for the bride and groom to discuss ideas, listen to appropriate musical selections, and select music for the wedding.

Pre-nuptial music is left to the discretion of the Organist, although specific requests are welcomed. The Organist will be happy to assist in the selection of such music.

Vocalist and instrumentalists are permitted if the music performed is of a sacred nature. The Organist or Director of Music will assist in the selection of competent vocalists and instrumentalists that meet the high standards for music at our Church. Fees for additional musicians are paid directly to the individual musicians prior to or at the time of the wedding. Because of the extra time involved in making these arrangements and rehearsals, there is an additional organist's fee of \$25 per musician contracted, payable with the wedding fee.

Wedding solos must be chosen in accordance with guidelines established by our Church. Voices vary greatly in color, range, flexibility and interpretative skill. No one voice is suitable for every style of music. This must be considered when selecting vocal music.

The soloist must have adequate professional training, and must have thorough preparation of the particular selection. He/she must meet with the Organist before the service. No one will be allowed to "sight read" material before the ceremony no matter what the level of proficiency.

Use of Church Facilities on the Scheduled Wedding Day

Use of the Church on the wedding day is limited to a maximum of four hours. No member of the wedding party or wedding services (florist, photographer, etc.) will be given entry to the building more than two hours prior to the scheduled wedding time. This allows ample time for set up before the ceremony and photographs following. Any required extraordinary clean up of the facilities or additional usage hours are charged at \$75.00 per hour.

Use of the Church for the wedding is strictly limited to the Sanctuary, Narthex, Parlor, Ladies Lounge and restrooms. No wedding party member, guest, or service personnel are allowed in the Kitchen or Fellowship Hall unless this area has been previously reserved. Wedding party members, guests, or service personnel are strictly prohibited from the lower level of the Church at all times.

Church Capacity

The maximum capacity of the Sanctuary of the Church is 250 people as determined by the Village of Barrington Hills fire ordinance. This number includes the wedding party.

Alcoholic Beverages

No alcoholic beverages are to be brought onto the church property or into the Church buildings. It is expected the members of the bridal party will refrain from alcoholic beverages before the wedding and rehearsal. The bride and groom are responsible for making this rule known to their attendants. The minister reserves the right to refuse to permit members of the wedding party from participating in the marriage service if, in his/her judgment, they are intoxicated.

Smoking

Smoking is strictly prohibited inside the Church building.

Bird Seed, Rice, Confetti, Balloons, and Glitter

Due to ecological, safety, and clean-up issues bird seed, rice, confetti, and glitter cannot be used inside or outside the church facility. This includes balloon release outside the facility, although they may be used indoors for decorations. Flower girls may sprinkle rose petals inside, on an aisle runner as they go down the aisle.

Photographs

The taking of pictures is not permitted in the Sanctuary during the ceremony, from processional to recessional. It is not in keeping with a religious service of worship and can be distracting to the minister and members of the bridal party. Prior to and following the ceremony you may pose for as many pictures as time permits.

Video Tape

If you are having the service videotaped, the equipment must be placed in the choir loft. A stationary camera can be placed behind a pillar in the Chancel. No one is permitted to operate the camera on the Chancel. It must run automatically.

Guest Book and Gifts

It is the responsibility of the bride and/or groom to arrange for a person to provide and supervise the guest book. The Church cannot assume responsibility for gifts that are brought to the church.

Flowers and Sanctuary Decoration

Plastic clips or rubber bands may be used to attach decorations to the pews. No flowers or other decoration may be taped or tacked to the pews.

The Church does not provide a white runner for the center aisle. If you desire to use a runner, please consult your florist. If an aisle runner is used, it must be removed the day of the wedding or it will be discarded.

There will be no alteration to the Chancel or moving of any furnishings in the Chancel.

Parking

Special permission is required if church parking facilities are needed beyond the conclusion of the wedding ceremony.

Note

The minister (and spouse) never attends the rehearsal dinner or wedding reception unless invited. These invitations, if you desire to extend them, should not be made the night of the rehearsal or day of the wedding.

The Marriage License

Illinois law requires that a marriage license be obtained. A Cook County marriage license is required for weddings conducted at The Presbyterian Church of Barrington. A Cook County license is not valid in any other county.

Please check with the Cook County Clerk's office for current fee requirement. There is a 24-hour waiting period, and the license is good for 60 (sixty) days.

Where to Apply

Both bride and groom must be present when applying. Locations are as follows:

1. Cook County Marriage License <http://www.cookcountyclerk.com>

Phone # (312) 603-7790

2. Bridgeview Phone: 708-974-6150

3. Skokie Phone: 847-470-7233

4. Maywood Phone: 708-865-6010

5. Rolling Meadows Phone: 847-818-2850

When Applying

Proof of age and proper identification (birth certificate, driver’s license, baptismal certificate, life insurance policy at least one year old, military I.D. card, discharge papers, passports, U.S. Department of Immigration I.D. cards, or U.S. Citizenship papers) are required.

If you have questions concerning the Marriage License, call the office of the Cook County Clerk: 312-603-7790.

When to Give to the Minister

The marriage license must be given to the minister at the wedding rehearsal.

On-Site Receptions

Fellowship Hall and the Kitchen may be used for simple receptions following the wedding service (no dancing, live bands, or “d.j.’s”). Fees are as follows:

a) Member of The Presbyterian Church of Barrington: \$ 75.00 per hour; 3 hour minimum
\$150.00 damage deposit

b) Non-member \$120.00 per hour; 5 hour minimum
\$200.00 damage deposit

Kitchen equipment may be used, but must be cleaned following the event. Any food left must be taken with you; if left in the refrigerator or freezer it will be discarded immediately following the event. The use of the church’s silverware or linen is strictly prohibited. Use of dishes is allowed, but they must be cleaned and stored in the designated cabinets following the event. A damage deposit will be required to recover any cost to the church for additional cleaning or replacement of any damaged or missing property.

All delivery and service personnel should use the kitchen entrance door for delivery of equipment or food to be used in Fellowship Hall.

Audio/Visual Equipment

The Church has the following A/V equipment on site:

Overhead Projector

Screen

TV/VCR

Microphone

Podium

There will be additional charges for the use of this equipment. Please check with the church office for fees.

**THE PRESBYTERIAN CHURCH OF BARRINGTON
REQUEST FOR USE OF THE CHURCH FOR A WEDDING**

Name of Bride: _____

Address: _____ **Home Phone:** _____

Work Phone: _____

Member of What Church: _____

Current Marital Status: Single Divorced Widowed

Name of Groom: _____

Address: _____ **Home Phone:** _____

Work Phone _____

Member of What Church: _____

Current Marital Status: Single Divorced Widowed

Date Desired for Wedding: _____ **Hour:** _____

If neither the bride nor groom is a member of The Presbyterian Church of Barrington, why do you wish to be married in this church?

Do you wish to have another clergy person participate in this service with one of our pastors? Yes No
If so, give that person's name, denominational affiliation, and address or phone number:

PLEASE RETURN THIS FORM PROMPTLY, WITH PAYMENT, TO:

The Presbyterian Church of Barrington
6 Brinker Road
Barrington Hills, IL 60010

FOR OFFICE USE ONLY

Pastor: _____

Session: _____

Organist: _____

File: _____

Sexton: _____

**THE PRESBYTERIAN CHURCH OF BARRINGTON
WEDDING CONFIRMATION AND DETAILS FORM**

Bride _____ Groom _____

Date of Wedding _____ Time: _____

Number of Pews Reserved for Family: Bride: _____ Groom: _____

Approximate Number of Guests: _____

Guest Reader: _____

Aisle Runner (must be provided; 52 ½ feet. We recommend a cloth runner.) _____ Yes _____ No

Unity Candle (Additional charge \$45.00) _____ Yes _____ No

Candelabra (14 candles each) _____ Yes _____ No

Audio Recording (additional \$160, includes 5 CD copies) _____ Yes _____ No

Receiving line at the Church: _____ Yes _____ No If yes, where: _____

Guest Book at the Church: _____ Yes _____ No

Will Bridal Party Dress at Church: _____ Yes _____ No

Arrival Times (Note: no one may arrive more than 2 hours before wedding):

Bridal Party: _____

Photographer: _____ Name of Photographer: _____

Florist: _____ Name of Florist: _____

Videographer: _____ Name of Videographer: _____

Seating of Guests: Ushers: _____ Yes _____ No Groomsmen: _____ Yes _____ No

Names of Wedding Party By Order of Entry into Sanctuary:

(1) Groom's Grand parents: _____

Escort: _____

(2) Groom's Parents: _____

Escort: _____

(3) Bride's Grandparents: _____

Escort: _____

(4) Mother of the Bride: _____

Escort: _____

Bride _____ Groom _____ Date _____ of
Wedding _____

(5) Bridesmaids (in order of entry):

1) _____

2) _____

3) _____

4) _____

5) _____

(6) Maid/Matron of Honor: _____

(7) Ring Bearer: _____ Flower Girl: _____

(8) Bride: _____ Father of the Bride: _____

(10) Best Man: _____

(11) Groomsmen (in order of entry):

1) _____

2) _____

3) _____

4) _____

5) _____

Will Groomsmen Escort Bridesmaids? _____ Yes _____ No

Rehearsal: Date: _____ Time: _____

Address after the wedding: _____

Special Instructions:

Please return two months before wedding to:
The Presbyterian Church of Barrington
6 S. Brinker Rd.
Barrington Hills, IL 60010

