

Your Wedding at Blue Ridge Presbyterian Church

*God is love,
and those who abide in love,
abide in God,
and God abides in them.*

-- 1 John 4:16

Congratulations on your engagement and upcoming wedding! We are delighted that you will be joined in Christian marriage at Blue Ridge Presbyterian Church. We look forward to a service of worship which will be a celebration of the love God has given you. This wedding contract will guide you through some of the important steps you will need to take as together we prepare for your wedding.

CONSULT WITH PASTOR

The first step in your wedding planning at Blue Ridge is to speak with Pastor Pat Jackson to share your wedding plans and to confirm the availability of the church. Rev. Jackson typically performs all weddings at the church or shares in the proceedings with other clergy. A wedding at Blue Ridge Presbyterian Church is a service of worship in which we glorify God and consecrate your marriage union. Rev. Jackson will meet with you to craft a service which reflects your personal wishes and our Christian heritage.

WEDDING SUPPORT

Sharon Wentz is the Wedding Hostess at Blue Ridge Presbyterian Church and will support the pre-wedding planning as well as all the activities at the church at the time of your wedding. After you have made your initial contact with Rev. Jackson, please call Ms Wentz (rather than the church office) to address any wedding related questions.

CONTRACT

Your wedding date is reserved once (a) you have consulted with Rev. Jackson and he has determined that the date you wish for your wedding is available, (b) you have given a wedding deposit of \$250 to the church office and (c) you have signed and submitted the wedding contract. (The Wedding Hostess will complete Building Use Request Form 3.45 and submit it to the Property Committee.)

PRE-MARITAL COUNSELING

Rev. Jackson provides pre-marital counseling for all couples that he marries. Each couple will complete an on-line relationship assessment (cost of \$30 to couple) and then meet with Rev. Jackson for a series of four discussion sessions at the church. The goal of the pre-marital counseling is to celebrate the strengths of your relationship and identify areas where there are opportunities for more growth or the need for greater communication.

MUSIC

All couples who wish to have organ music in their wedding ceremony will need to utilize the services of Blue Ridge's organist, Shelley Cliburn. Please contact her as soon as you have signed the wedding contract so she can assist you in the selection of music. The sound system, if needed, will be operated by a member of the church.

DECORATIONS

The Wedding Hostess will go over with you what decorations are allowed in the sanctuary. Please let the Wedding Hostess know how any flowers are to be disposed of after the ceremony.

FACILITIES & DRESSING ROOMS

Please respect the sanctuary as a place of worship. No food or drinks of any kind are permitted in the sanctuary during the rehearsal or wedding. Dressing rooms are available for the Bride and her attendants, as well as for the Groom and his groomsmen. The Wedding Hostess will help orient you in the use of the facilities.

PHOTOGRAPHS

Flash pictures during the processional and recessional are permitted, but should be taken with discretion. Photographers and other wedding party members can take pictures during the ceremony from their seats. Video tapes of the ceremony may be made from the alcove behind the pulpit or from the choir loft. We suggest that you have your posed pictures taken at least 1 ½ hours before the ceremony. Make sure the photographer is finished in the sanctuary at least 30 minutes before the ceremony. It is recommended that you limit the number of pictures taken after the ceremony so as not to overly delay your arrival at the reception.

REHEARSALS

The wedding rehearsal is a careful preparation for the ceremony and will be scheduled with the minister. Any musical soloist should arrange to rehearse separately with the organist prior to the wedding *and* they should participate in the wedding rehearsal. We strongly encourage all persons involved in the wedding to be at the rehearsal. One hour is planned for the rehearsal so it is important that all participants be on time. Note that the church has available a kneeling bench and two candelabras if you wish to use them during your wedding service.

The couple should bring the marriage license to the rehearsal.

RECEPTION

The Fellowship Hall at Blue Ridge Presbyterian Church can be used for an extra fee for a cake and punch reception. If a reception is held in the Fellowship Hall, the Wedding Hostess will help you make the necessary arrangements for use of the facility. Advise the Wedding Hostess when your caterer will arrive for set-up. No alcoholic beverages in any form may be served at the church, nor are they permitted on the church property. No smoking is permitted anywhere inside the church.

FINANCES

The cost of your wedding will include the fees for all church staff and facilities. The fee schedule is outlined on the contract. A deposit of \$250 is required to reserve the church for a wedding and the balance is due two weeks prior to the wedding. Please make checks payable to the Blue Ridge Presbyterian Church.

Wedding Contract for Blue Ridge Presbyterian Church

Bride: _____

Home Address: _____

Home Tel: _____ Cell: _____

Email: _____

Groom: _____

Home Address: _____

Home Tel: _____ Cell: _____

Email: _____

Officiating Clergy: _____

Wedding Hostess: _____

Date of Wedding _____ **Time** _____

Date of Rehearsal _____ **Time** _____

Wedding Fees:

Minister:	\$ _____
Wedding Hostess	\$ _____
Organist:	\$ _____
Sound Technician:	\$ _____
Custodian:	\$ _____
Facilities:	\$ _____
Reception:	\$ _____
Total Wedding Fees:	\$ _____

<input type="checkbox"/> \$250 deposit received _____ Staff signature Balance due two weeks prior to wedding: \$ _____ <input type="checkbox"/> \$ _____ balance received _____ Staff signature

By signing this contract, we acknowledge that we have read and accept the procedures and policies to be married at Blue Ridge Presbyterian Church. A deposit of \$250 is required with this signed contract.

signature of bride & date

signature of groom & date

Contact Information

Name	Position	Telephone	Email
Pat Jackson	Pastor	(816) 353-2296 (O) (816) 820-4746 (cell)	patjackson@brpchurch.org
Sharon Wentz	Wedding Hostess	(816) 356-4494	blazerette@aol.com
Shelley Cliburn	Organist	(816) 868-9292	cliburnshelley@yahoo.com
Sharon Schroer	Church Secretary	(816) 353-2296	mail@brpchurch.org

Church address: 6629 Blue Ridge Blvd., Raytown, MO 64133

Wedding Fee Schedule

<u>Services</u>	<u>Members</u>	<u>Non-Members</u>
Minister	\$150	\$200
Organist	\$150	\$200
Wedding Hostess	\$125*	\$150*
Sound Technician	\$75	\$100
Custodian	\$75	\$100
Facilities Fee	\$250	\$500
Reception Fees:		
Parlor Reception	\$75	\$100
Fellowship Hall		
Reception	\$100	\$150
Full Dinner	\$150	\$350

Notes:

* Wedding Hostess: Includes time from 2 hours before ceremony to 1 hour after ceremony. Additional time will be charged at the rate of \$50 per hour with a 1 hour minimum.

All plates, flatware, glasses and cups will be disposable items.

Use of oven, stove, dishes, flatware, dishwasher add \$100 to above rates to cover costs of responsible person to operate appliances and dishwasher.