



## CPC Wedding Guide [on-site]

**C**hrist Presbyterian Church has established the guidelines outlined in this booklet in the interest of making your wedding ceremony a memorable and meaningful occasion with care and attention given to every detail. We are happy to serve you and to share in your very special day!

The marriage ceremony is a sacred service and should be approached with reverence. Weddings do not need to be elaborate affairs to be lovely. The important thing is the marriage itself and the sincerity and love that are brought to it.

Please read through this booklet carefully. The information should be used as a resource throughout the wedding planning process to ensure the marriage preparation process and wedding ceremony plans are completed in a timely manner.

The CPC pastors and staff wish to assist you so your wedding is as lovely and meaningful as possible. May you be blessed during the preparation process and throughout your marriage.

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*Once the CPC marriage preparation process outlined in this booklet is completed, the bride and groom will receive a notarized Pre-Marriage Educator's Statement. The notarized statement qualifies for a reduced marriage license fee if presented at the time of license application.*

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*Checklist to complete prior to leaving CPC after your wedding*

# CONTACT INFORMATION

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## Officiating Pastor Contact Information *(to schedule pastor meetings)*

<u>pastor name</u>	<u>contact name</u>	<u>phone</u>	<u>email address</u>
Petey Crowder	Petey Crowder	952.920.8515 x205	peteyc@cpconline.org
Rich Phenow	Christine Schultze	952.920.8515 x246	christines@cpconline.org
Debbie Manning	Debbie Manning	952.920.8515 x275	debbiem@cpconline.org
James Madsen	James Madsen	952.920.8515 x308	jamesm@cpconline.org
Melissa Schaser	Melissa Schaser	952.920.8515 x214	melissas@cpconline.org

## CPC Musicians

<u>name</u>	<u>role</u>	<u>phone</u>	<u>email address</u>
Heather Hood	organ, piano, vocals	952.920.8515 x204	heatherh@cpconline.org
Rich Larson	guitar, vocals, band leader	612.910.1686 cell	richl@cpconline.org
Sara Lightbody	piano, vocals, band leader	651.269.6134 cell	ligsar@gmail.com
Heather Moen	piano, vocals, violin	952.221.5031 cell	heather.moen1026@gmail.com
Jane Nienaber	organ, piano	952.920.8515 x240	janen@cpconline.org
Becky Waters	vocals, band leader	952.426.1209 home	beckylew2@hotmail.com

## CPC Wedding Coordinators

<u>name</u>	<u>phone</u>	<u>email address</u>
Kate Mathison	612.695.1555 cell	kemathison@gmail.com
Ashley Mulliken	612.388.2367 cell	ashley-mulliken@bethel.edu
Lexi Skoog	612.718.6926 cell	lexiskoog@gmail.com

For matters regarding wedding logistics or the Pre-Marriage Weekend, please contact:

Michelle Durrett, Life Events Coordinator  
weddings@cpconline.org  
952.920.8515 x225

# CPC'S MARRIAGE PREPARATION PROCESS

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It is our desire to not only help you prepare for your wedding but to prepare you for a Christ-centered and joyous marriage by providing resources and a church community that can support you as you begin your life together. The CPC marriage preparation process requires each couple to participate in the following experiences prior to their wedding day:

## **Membership**

The membership requirement is met by one of the following conditions:

- The bride and/or groom are already members of CPC
- The bride's or groom's parent(s) or grandparent(s) are members of CPC
- The bride and/or groom have completed the CPC New Member Process

*To learn more about membership at CPC, contact Cathy Wood at 952.920.8515 x210 or at [cathyw@cpconline.org](mailto:cathyw@cpconline.org).*

## **Pastor Meetings**

Couples will meet with the officiating pastor to discuss marriage preparation and expectations as well as to plan the wedding ceremony.

- The number and timing of the meetings with the officiating pastor are determined by the officiating pastor.
- At the first meeting with the pastor, the couple will be asked to sign a Pre-Marriage Agreement form agreeing to meet all of the CPC pre-marriage requirements. Reservations for the wedding date are not finalized until the form is signed and the pastor confirms he/she will officiate the wedding ceremony.

## **Pre-Marriage Counseling**

Each couple will be referred to a CPC-approved counselor and will be responsible for scheduling appointments with the counselor. Couples must complete three to four counseling sessions at least ninety days prior to their wedding date. The estimated total fee for the counseling sessions is \$350.

## **Pre-Marriage Weekend**

Designated weekends are scheduled throughout the year for a Friday mentor dinner (6:00-9:00PM) and a Saturday finance seminar (8:30AM-1:00PM). There is a \$25 fee for the finance seminar materials; there is no cost for the mentor dinner. Details regarding the dinner and seminar will be sent to you approximately one month prior to the weekend for which you register. The life events coordinator will contact you to provide date options and registration information.

## **Wedding Coordinator Meetings**

Couples will have one to two meetings with the assigned wedding coordinator approximately four to eight weeks before the wedding date to confirm details for the wedding ceremony. The wedding coordinator will communicate the ceremony set-up needs to appropriate staff members and will be present at the wedding rehearsal and on the day of the wedding to ensure that all CPC-related details are handled properly. Please note that it is not the responsibility of the wedding coordinator to consult in wedding plans that do not pertain to CPC (e.g. florists, photographers, decorations, etc.).

## **Musician Meetings**

One or two meetings with the musician(s) to discuss music selections will be required if CPC musicians are hired. If non-CPC musicians are hired, the music selections must be approved by the officiating pastor.

# COUPLE'S CHECKLIST

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- CPC membership requirement is met.**
- Contact the life events coordinator (refer to contact list on page 1) to secure a date and time for the Sanctuary or Chapel.**

Note: the latest start time for a Saturday wedding in the CPC Sanctuary is at 2:00PM during September-May and at 4:00PM during June-August.
- Contact the life events coordinator to confirm the officiating pastor.**
  - A specific pastor may be requested; his/her availability will be confirmed by the life events coordinator.
  - A pastor may also be selected by the life events coordinator based on availability.
- Schedule your first meeting with officiating pastor (refer to contact list on page 1).**
- Schedule pre-marriage counseling sessions.**

The assigned counselor's contact information will be sent to you by CPC.
- Have the wedding ceremony music approved.**
  - If you are hiring a CPC musician, he/she will assist you in selecting appropriate music.
  - If you are hiring non-CPC musicians, see page 4 for the approval process of that music.
  - If you are planning to show a PowerPoint Slideshow any music accompanying it must also be approved.
- Pre-marriage counseling completed ninety days prior to your wedding date.**

The counselor will send a written report to the officiating pastor.
- Register for the Pre-Marriage Weekend (Marriage Mentor Dinner and Pre-Marriage Finance Seminar).**
  - The life events coordinator will contact couples to provide date options and registration information.
  - You will be asked to select one weekend for both events.
- Attend Marriage Mentor Dinner and Pre-Marriage Finance Seminar.**
- Meet with the assigned wedding coordinator.**

Contact the wedding coordinator six to eight weeks before your wedding to schedule a meeting.
- Attend second meeting with officiating pastor.**

Additional meetings may be scheduled at the officiating pastor's discretion.
- Bring marriage license/certificates and wedding payment to the life events coordinator at least two weeks prior to wedding date.**
  - An invoice will be sent to you approximately one month prior to your wedding.
  - If you will be married by a non-CPC pastor, you must provide the pastor's name, title, church name/address, and the name of the county and state in which he/she obtained a license to officiate weddings.
- Provide post-wedding names, home address, phone numbers, and email addresses to CPC.**

Complete and return the Post-Wedding Contact Information form included in this booklet to CPC, ATTN: Life Events Coordinator, 6901 Normandale Road, Edina, MN, 55435 or email the contact information to [weddings@cpconline.org](mailto:weddings@cpconline.org).

# MUSIC

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Music gives joy and depth of meaning to the important occasions in our lives. Since the wedding ceremony is considered to be a service of worship, the role of music in the wedding ceremony is to inspire, uplift, and illuminate Christian truth. CPC strives to maintain a high standard of music and sacred texts for the marriage service. Therefore, you are encouraged to work with your musicians to select music that supports the worship experience with Christian sacred texts, and that does not detract from the celebratory worship of God. CPC musicians want to work with you in these music selections, but reserve the the right to decline inappropriate music for the wedding ceremony and make alternative suggestions.

CPC staff musicians are highly-skilled professional musicians who can assist with music selection and are familiar with the instruments and sound systems of the church. Therefore, you are encouraged to hire of our CPC musicians for your wedding. Contact the musician directly (contact information on page 1).

Please note:

- The order of service and musical selections must be approved by the officiating pastor and/or CPC staff musician providing music for your wedding.
- If you would like a slideshow, you are encouraged to do so at your reception or during your receiving line, but not in the ceremony. Exceptions must be approved by the officiating pastor.

## **CPC Musicians**

For a list CPC musicians and their musical roles, see page 1.

All fees for CPC musicians are determined by the musician based on the musical needs of the ceremony, preparation, and time involved. Fees will be discussed with you, and payment should go directly to the musicians involved in the ceremony.

## **Non-CPC Musicians**

If you are hiring non-CPC musicians for your wedding, you will need to work with your officiating CPC pastor on acceptable music and placement of that music in the wedding ceremony.

Non-CPC organists need to contact Jane Nienaber for information on access to the organ and rehearsal time outside of the wedding rehearsal. All fees for non-CPC musicians are determined by the musicians, and payment should go directly to them.

# CPC BUILDING USE GUIDELINES & INFORMATION

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- **Additional rooms at CPC may be reserved at an additional charge based on availability for the following purposes:**

- **Receiving Lines**

Couples may be required to reserve a room specifically for a receiving line if another event is scheduled immediately after the wedding ceremony. For example, the Westview Room may need to be reserved for the receiving line if the Great Room needs to be set-up for another event immediately after the ceremony.

- **Rehearsal Dinners and Receptions**

- Couples who wish to have their rehearsal dinner or wedding reception at CPC need to email [rooms@cpconline.org](mailto:rooms@cpconline.org) or call 952.920.8515 x236 to determine room availability.
- Rooms may be reserved to allow time for decorating. There will be a fee for both the room preparation reservation and for the event reservation.
- Kitchens may also be reserved (fees noted on the sample invoice in this booklet) with the understanding that the bride and groom must arrange for kitchen clean-up after the event.

- **All event guests must leave the building by 9:15PM** to allow time to secure the building by 10:00PM. A \$65 per hour rate will be charged to the wedding couple if a staff member needs to stay past 10:00PM to secure the building.

- **No alcohol possession or consumption is allowed on CPC property.**

- **No animals allowed in the building with the exception of guide dogs.**

# FLORAL ARRANGEMENTS & DECOR

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The following guidelines must be observed if flowers or other decorations will be used in the Sanctuary/Chapel or any other CPC rooms. ***The bride and groom are responsible for providing this information to the florist and others who may be involved in decorating.***

- Each couple is responsible for any and all arrangements that are made with their florist.
- Use of nails, screws, or wire to secure decorations is not permitted under any circumstances.
- Flowers should be delivered the day of the wedding, at least two hours before the ceremony. CPC does not have a cooler with the appropriate temperature range in which to store flowers overnight.
- The bride and groom must make arrangements with the florist or others to have all decoration and floral arrangements removed following the ceremony and to ensure that the rooms are left in good condition.
- Aisle candelabras, chancel candelabras, and a unity candle holder are available upon request; the wedding coordinator will review options with the couple. Fees for these items are listed on wedding invoice sample in this booklet.
- Plant stands of varying heights are available at no charge.
- An aisle runner can be provided by CPC (fee noted on the wedding invoice sample in this booklet) or the couple may provide one. The aisle runner should be the type that can be rolled out. It should measure 70 feet long for the Sanctuary and 40 feet long for the Chapel. CPC will provide the means for securing the runner.
- Certain restrictions apply if you choose to have a wedding toss following the ceremony. Use of balloons, bird seed, rice, confetti, and streamers are prohibited. Flower petals, lavender, bubbles, or the release of butterflies are approved alternatives.
- Reservations to allow time for decorating rooms can be booked with the life events coordinator but may require additional room rental fee.
- The couple will be responsible for any repair costs or maintenance fees required to repair any and all damages that occur from decoration set-up and/or clean-up. The following guidelines must be observed if flowers or other decorations will be used in the Sanctuary /Chapel or any other CPC rooms.
- Florists are welcome to tour the church prior to the wedding without an appointment. He/she should stop in the office to let the receptionist know the purpose of the visit and/or call ahead to ensure that the rooms will be available.



# PHOTOGRAPHY & VIDEO RECORDING

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The bride and groom are responsible for providing the following information to the photographer, videographer, and wedding guests.

A wedding ceremony is a solemn and holy service and, therefore, professional and amateur photographers and videographers must not distract any members of the bridal party or the wedding guests during the service. The guidelines below are stated emphatically because of the importance placed on allowing the couple, the bridal party, their families, and the wedding guests to be solely focused on the ceremony.

- The couple should discuss the timing of photography or video recording with the wedding coordinator. If the wedding coordinator has concerns about the timing based on other events scheduled at CPC, the couple will be directed to contact the life events coordinator to avoid any potential problems.
- Photos may be taken in the Sanctuary or Chapel before guests arrive or after the wedding ceremony. Photos for Saturday afternoon weddings held in the Sanctuary should be taken prior to the wedding as the preparation and rehearsal for the weekly 5:15PM worship service begins promptly at 3:00PM.
- CPC recommends that all photography before the ceremony be completed at least one hour prior to the scheduled ceremony start time.
- Photos may be taken in other areas around the church. If taking photos in the Memorial Prayer Garden or the Sanctuary, keep in mind that these are both considered sacred spaces and, therefore, certain behaviors and actions are not allowed (e.g., sitting on the piano or altar, standing on the columbarium, or moving any items like planters).
- Any wedding furnishings and items (e.g., kneeler, candles, floral arrangements, etc.) that are moved for the photos need to be returned to the original location before the ceremony.
- The large granite-top table in the Great Room is not to be moved.
- **No camera flash or noise is allowed in the Sanctuary from the time the processional ends until the benediction ends.**
  - Non-flash photos may be taken by the photographer from behind the back pew on the main floor of the Sanctuary or from the Sanctuary balcony *providing the photographer and the camera are quiet and do not disrupt the service or distract wedding guests*. The photographer may resume using a flash as the couple recesses up the aisle after the ceremony providing he/she remains *15 feet behind the back row*.
  - The photographer may *not* move around the Sanctuary or Chapel during the ceremony and must remain in back of the congregation whether on the main floor or in the balcony—taking photos from the sides rather than the back creates distractions and is, therefore, not allowed during the service. Again, the solemn ceremony requires focus on the service, not on someone moving about the Sanctuary.
  - The photographer may *not* be seated among the wedding guests to take photographs.


# PHOTOGRAPHY & VIDEO RECORDING (continued)

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- Video recording of the ceremony is permitted if the camera is set-up before the prelude music begins in either the Sanctuary balcony or the back of the Sanctuary/Chapel providing that the recording process will not disrupt the ceremony or distract the wedding party, the pastor, or wedding guests.
- Wedding guests are to refrain from any photography during the wedding that would disrupt the ceremony or distract the wedding party, the pastor, or other wedding guests (e.g., use of a flash, movement/noise to a position or use a camera, etc.).

# WEDDING INVOICE SAMPLE

The invoice below lists the fees for wedding personnel, room reservations, and decorative items. An invoice will be mailed to the bride or groom approximately one month before the wedding date. The payment is due two weeks before the wedding and should be brought or mailed in with the marriage license/certificates.



**CHRIST  
PRESBYTERIAN  
CHURCH**

## Invoice

6901 Normandale Road  
Edina, MN 55435  
Phone: 952.920.8515

Date:  
Reservation #:  
Bill To:

*If you have questions regarding your invoice contact  
the life events coordinator at 952.920.8515 x225*

EVENT NAME:		PAYMENT DUE BY:	
EVENT DATE:		upon receipt	
DESCRIPTION	PRICE	QUANTITY	TOTAL
<b>DESCRIPTION Wedding</b>			
Ceremony Fees			
Sanctuary & Great Room	\$250.00		\$ -
Chapel	\$165.00		\$ -
Women's Dressing Room	Included		
Men's Dressing Room	Included		
Aisle Runner	\$130.00		\$ -
Aisle Candelabra (includes 12 total)	\$25.00		\$ -
Chancel Candelabra (includes 2 total)	\$30.00		\$ -
Pastor/Officiant	<small>€ Honorarium enclosed € Honorarium will be given to the officiant</small>	Honorarium to be paid with a separate check payable to the pastor. Suggested honorarium minimum of \$350.	
<b>Personnel Fees</b>			
Wedding Coordinator	\$250.00		\$ -
Sound Technician	\$150.00		\$ -
Video Screen Technician	\$75.00		\$ -
Slide preparation fee	\$50.00		\$ -
Video Switcher (recorder)	\$50.00		\$ -
<b>TOTAL AMOUNT DUE (make check payable to CPC)</b>			<b>\$ -</b>

\*A separate check payable to the pastor for his/her honorarium should be given to the wedding scheduler when the invoice amount is paid and the license/certificates are delivered or may be given directly to the pastor at the rehearsal or wedding.

\*Please contact the life events coordinator to make arrangements to drop off the payment at the church by the due date along with your marriage license/certificate.

# POST-WEDDING CONTACT INFORMATION

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We are glad CPC could be part of your special day and hope we can continue to play a role in your new life together! Please complete this form and return it to CPC—ATTN: Life Events Coordinator once decisions are made about your post-wedding names, address, and phone numbers.

**Record your post-wedding names and contact information.**

**Do you plan to be active at CPC and wish to receive mailings?**

**Circle one: Yes No**

### Couple

Couple's Address: \_\_\_\_\_  
Home Phone Number: \_\_\_\_\_

### Groom

Groom's Name: \_\_\_\_\_  
Cell Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### Bride

Bride's Name: \_\_\_\_\_  
Cell Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

# POST-WEDDING CEREMONY CHECKLIST

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Checklist of Items to be done *prior to leaving CPC* after your wedding:

**Leave the Sanctuary/Chapel as it was found:**

- Remove all decorations from candelabras.
- Remove all candles used (e.g., unity candles, tapers).
- Clean any wax from plates belonging to CPC.
- Return any items moved from their original location (e.g., any items removed from the Communion Table to be put back in place).
- Alert the Wedding Coordinator to any wax drippings on floor, tables, etc.

**Leave the Bride's Room as it was found.**

**Leave the Groom's Room as it was found.**

**Remove all florist items:**

- Take all floral arrangements/vases off the premises.
- All boxes, wrapping, etc. in or near garbage containers.

NOTES:

- Since the bride and groom are busy before and after the wedding ceremony with photographs, greeting guests, etc. you may want to designate a family member or friend to ensure that this checklist is completed. Introduce the designated person(s) to the Wedding Coordinator so they know who to contact if they have questions.
- Please take any/all precautions to ensure that wax does not drip onto surfaces or the floor. Any and all candles used on a table or stand must have a plate or another type of protective material under the candle.