



In preparation for the marriage service, the pastor shall provide for a discussion with the man and the woman concerning:

1. The nature of their Christian commitment, assuring that at least one is a professing Christian
2. The legal requirements of the state
3. The privileges and responsibilities of Christian marriage
4. The nature and form of the marriage service
5. The vows and commitments they will be asked to make
6. The relationship of these commitments to their lives of discipleship
7. The resources of the faith and the Christian community to assist them in fulfilling their marriage commitments

#### THE WEDDING CEREMONY AS AN ACT OF WORSHIP

Because the marriage ceremony is an act of worship within the congregation of First Pres Maumee, care will be taken to maintain the dignity of worship, the high place of the name of Jesus, and the upkeep of the church facility.

The following requirements have been ordered by Session:

- Flowers or decorations should not be attached to surfaces within the facility in any way that may cause permanent damage (i.e. Nails, staples, glues, etc.).
- Rice should not be thrown on church grounds. We suggest bubbles as a substitute.
- Flash photography is not permitted during the worship service. The worship service is understood to begin with the pastor's opening statement and concludes with the blessing. Photographers and videographers should speak with the pastor prior to the rehearsal with regard to positioning for photography during service.
- Smoking is allowed outside of the Gibbs St. entrance only.
- No alcohol is permitted on church grounds.
- Only dripless candles may be used in the church's candelabras or unity candle.
- Aisle runners become a tripping hazard when used on our church's carpeting and are therefore, not permitted.
- Animals with the exception of service dogs are not permitted in the church building.

Though it is difficult to set "requirements" the couple is encouraged to be mindful about the dignity of worship. Final decisions about what will and will not be permitted in a marriage ceremony at First Pres Maumee resides with the pastor officiating the service.



# WEDDINGS AT FIRST PRES MAUMEE

*Wedding Coordinators and Music Selection*

I PRAY THAT  
CHRIST MAY  
DWELL IN  
YOUR HEARTS  
THROUGH  
FAITH, AS  
YOU ARE  
BEING  
ROOTED AND  
GROUNDED  
IN LOVE.  
  
EPHESIANS  
3:17

## WEDDING COORDINATORS AT FIRST PRES MAUMEE

In order to ensure that the wedding ceremony blesses all involved, First Pres Maumee has created the position of Wedding Coordinator. The Wedding Coordinator is a servant to the couple, pastor, and church. Because they work with the couple to ensure that the “details” of the ceremony are given attention, the Wedding Coordinator is integral to the success of a wedding ceremony at First Pres Maumee.

This person is responsible for ensuring that the church’s wedding polity is carried out and the couple’s wishes are honored. If there are any questions about the permissibility of a request, the pastor is responsible for making the final decision.

## MUSIC

Music is a critical element to most wedding ceremonies. It helps to create the mood, provides for transitions in the service and can communicate both truth and emotion. Because music is so important and music tastes are so varied, questions surrounding music selections can be complicated. Because of this, couples should consider their expectations for music in the service early in the planning process.

Our accompanist, Mr. Wayne Whitten, is a very accomplished musician with Both a bachelor’s and master’s degree in organ performance. He is a wonderful resource for planning the music portion of a wedding. Mr. Whitten’s phone number is (734) 854-2583 or he can be reached at [ewmjwhit@aol.com](mailto:ewmjwhit@aol.com).

Whether it is organ, piano, or other live instrumentation, the church highly encourages the use of “live” music during the service instead of recorded music. Please speak to your Wedding Coordinator for more information regarding music choice.



# WEDDINGS AT FIRST PRES MAUMEE

*Decorating, Timing, and Rehearsal*

AND NOW  
THESE THREE  
REMAIN:  
FAITH, HOPE  
AND LOVE.

BUT THE  
GREATEST OF  
THESE IS  
LOVE.

1 CORINTHIANS  
13:13

## DECORATING THE FACILITIES

For many couples, decorating the sanctuary is an important part of the planning. The church will seek to be as permission-giving as possible with regard to decorations as individual tastes vary greatly. First Pres Maumee's Wedding Coordinators should be consulted early in the planning process with regard to decorating the church facilities. They are familiar with what has worked well with our particular worship spaces and have creative ways for overcoming decorating challenges. Please keep in mind that our church is subject to Maumee City fire policies. One policy that frequently comes into play is the requirement that window or aisle candles be "globed." Couples planning to be married during the Advent season should plan to incorporate the church's advent decorations into their decorating plans as they will not be removed.

## TIMING THE CEREMONY

First Presbyterian Church typically conducts wedding ceremonies on Saturday afternoons, but other days and times may be considered at the request of the couple. Wedding ceremonies will not be permitted to begin after 5:00 pm on Saturday evenings, in order to allow adequate time for our custodial staff to prepare for Sunday morning worship services.

Ordinarily, wedding ceremonies are not conducted on national holiday weekends to allow our staff the opportunity to rest and celebrate with their families. If a couple desires to be married on a holiday weekend they should speak to the pastor to see if an exception can be made.

## WEDDING REHEARSAL

Weddings conducted at First Presbyterian require a rehearsal. Ordinarily, wedding rehearsals will be held on the evening prior to the wedding ceremony. This rehearsal will take about one hour. The couple is asked to encourage the wedding party and family members to be on time for the rehearsal so as to honor the time of all involved. Having already learned of the bride and groom's desires for the ceremony, the pastor will lead the rehearsal with assistance from the Wedding Coordinator. The couple should remember to bring all outstanding fees to the rehearsal, as well as their marriage license.

# WEDDINGS AT FIRST PRES MAUMEE

## *Fee Schedule*

BE  
COMPLETELY  
HUMBLE AND  
GENTLE; BE  
PATIENT,  
BEARING WITH  
ONE ANOTHER  
IN LOVE.  
MAKE EVERY  
EFFORT TO  
KEEP THE  
UNITY OF THE  
SPIRIT  
THROUGH THE  
BOND OF  
PEACE.

EPHESIANS 4:2-3

### FEE SCHEDULE

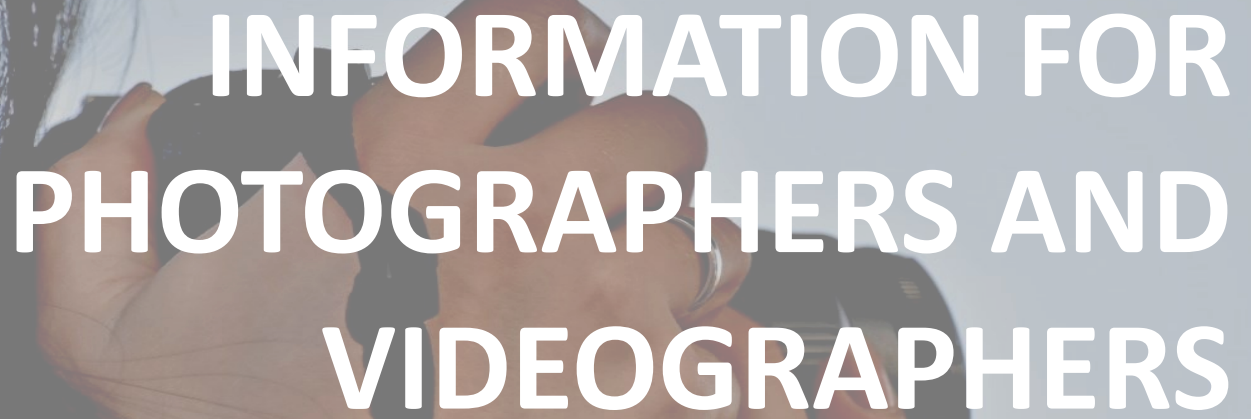
The "Building Use" fee reserves the requested date and should be paid when the wedding application is submitted. Because others will have been denied this date as a result, this fee is non-refundable. Fees paid to the Pastor, Organist, and Wedding Coordinator should be made out to the individual performing the service and given to the Wedding coordinator at or before the wedding rehearsal. If a couple finds that they want to join the church the \$400.00 will be applied to the Organist/Pianist, Wedding Coordinator, and the custodial fee.

Ceremony Fees	Active Member	Non-Active Member
Building Use	No Charge	\$400*
Pastor	Discretionary Honorarium	\$300
Couple Assessment Fee	\$35.00	\$35.00
Organist / Pianist	\$175.00	\$250.00
Wedding Coordinator	\$100.00	\$200.00
Custodial Fee	\$125.00	\$200.00
<b>Total</b>	<b>\$435.00 (plus honorarium)</b>	<b>\$1,385.00</b>

Optional Fees	Active Member	Non-Active Member
Soloist Fee	\$25.00/ Song	\$25.00 / Song
Reception - Hall Rental	No Charge	\$250.00
Reception-Custodial Fee	\$200.00	\$250.00

*All other fees should be totaled, made out to "First Presbyterian Maumee" and given to the Wedding Coordinator at the Rehearsal. The soloist fee should be paid to the organist.*





# INFORMATION FOR PHOTOGRAPHERS AND VIDEOGRAPHERS

To: Photographers and Videographers

We are grateful for the gifts you bring to beautifully document, preserve, and celebrate a wedding at First Pres Maumee. We consider you a valuable partner in this worship celebration! In order that we might work together well, please receive these instructions regarding photography in our sanctuary.

At First Pres Maumee we understand that the marriage service is a service of commitment: first to God and then to each other - man and woman united as one, placing their lives in the hands of God.

Therefore, we ask all photographers to adhere to the following guidelines:

- Flash pictures are not permitted during the actual ceremony. The photographer will be permitted to take a flash picture of attendants and the bride coming down the aisle. These pictures can be taken from the rear third of the church or from the front. The last flash picture is to be taken once the bride has reached the front. Once the pastor begins speaking, photographers are permitted to take pictures from the side aisles, next to the front pews, and also from the balcony. Flash pictures can resume after the pastor introduces the couple to the guests.
- Other photographs may be taken whenever most convenient for the wedding party either after the wedding or before the ceremony. If an additional room is required for portraits prior to the ceremony, a request must be made by the bride to the coordinator to ensure room availability.
- Videotaping of the ceremony is permitted either from the balcony or discreetly from one side of the front of the sanctuary. The videographer is not permitted on the platform. Additional lights in the sanctuary or on the platform are not permitted.

Ideally, photographers and videographers will be present during the rehearsal so that photography plans may be discussed with the wedding coordinator. If this is not possible, the photographer / videographer should arrange to meet briefly with the wedding coordinator prior to the service.

Thank you for your cooperation.

Clint Tolbert, Pastor

Karen Calderone, Wedding Coordinator Supervisor



# WEDDINGS AT FIRST PRES MAUMEE

*Celebrating Weddings, Preparing for Marriage*

We believe that marriage is a gift God has given to all humankind for the well-being of the entire human family. We believe marriage is a covenant through which a man and a woman are called to live out together before God their lives of discipleship. Marriage can be a wonderful and deeply satisfying commitment. A great marriage does not simply happen. It requires much intentional effort, including willingness from both parties to work at fostering relationship, nurture and care. We love walking along side engaged couples in premarital counseling and then celebrating together on our wedding day.

## CONTACT

staff@firstpresmaumee.org  
419-893-0223  
Firstpresmaumee.org

Thank you for your interest in a wedding at First Pres Maumee! At First Presbyterian Maumee, we are very interested in helping couples begin a committed life together that honors Christ and that will bring joy and blessing to society. We recognize that marriage is a serious challenging, life-long commitment. Therefore, premarital counseling is seen as a critically important part of First Presbyterian's commitment to the couple. Couples will ordinarily enter into a counseling relationship with one of our pastors. In exceptional cases, other premarital counseling arrangements may be made with the pastor's approval.

### Description of Premarital Counseling:

- Four to Six sessions with the pastor using results from "Prepare" inventory
- A review of a sample copy of the wedding ceremony bulletin at the last counseling session with pastor and couple.
- One planning session with the pastor and Wedding Coordinator to arrange for the details of the service

First Pres Maumee recognizes the importance of a supportive church family in the life of a marriage relationship. Therefore, couples being married at First Pres Maumee are asked to share in the life of the church during their engagement. For non-members, there is a \$400.00 fee to reserve your date. If through premarital counseling and church attendance, a couple finds that they want to join the church the \$400.00 will be applied to organist/pianist, wedding coordinator and custodial fee.

### Ways to be involved:

- Worship on Sunday mornings at 9:00am or 10:45 am
- Participate in a small group or bible study
- Attend Wednesday Night activities (dinner, classes)
- Participate in a choir (Bell Choir, Chancel Choir, or Modern Band)

We are so glad you are here and look forward to walking with you on this journey