

A Message from the Pastor

Congratulations on your decision to be married and to celebrate your vows here at Mt Baker Park Presbyterian Church!

I look forward to working with you to make your wedding service a joyful celebration of a life-long commitment. To that end, I will want to spend time with the two of you: getting to know you; exploring your relationship with you; and helping you to plan the details of your wedding.

Because we Christians celebrate marriage as a gift from God, and because the wedding service is a time to ask God to bless you in your marriage, we regard your wedding as a service of worship. It is important to me that you understand how our worship is a joyful thanksgiving in response to God's love for us in Jesus Christ. For this reason, **I ask that you attend at least one regular Sunday worship service here at Mt. Baker Park Presbyterian Church, prior to your wedding day.**

Other Mt. Baker Park Presbyterian Church staff members are ordinarily involved with each wedding ceremony. They are:

Office Manager, Clare Conrad, 206.722.5884
Wedding Coordinator, Susan Daggett 206 723-7838
Organist, Richard Grace, 425.747.2384

The materials in this packet provide complete information on our wedding policy. To begin the planning process, **please read this policy carefully**, then contact the Office Manager as soon as possible. See the wedding checklist, below, for further steps.

May God bless you in these days of preparation, and in your future together.

In Christ,

The Rev. Leland Seese, Jr.

Wedding Policies

Mt. Baker Park Presbyterian Church

In order to ensure that your wedding is the very happiest occasion for both you and Mt Baker Park Presbyterian Church, we ask your cooperation in honoring the following policies and procedures:

Procedures:

1. The session (governing body) of Mt Baker Park Presbyterian Church makes the final determination as to whether a wedding will be held in this facility.
2. All weddings must be directed by the pastor of Mt Baker Park Presbyterian Church or by another Presbyterian minister at the approval of the Church Session (our church leadership board).
3. At least one party must be a professing Christian, and both must be eligible to be married according to state law.
4. First clear the date with the Church Office Manager as soon as possible. Weddings are not scheduled on Sundays, or Christian holidays (Holy Week, Easter, Christmas, etc.), as they are public worship days.
5. After session approval, the following fees are due immediately to the church office (see list of payees below under "Checklist for the Wedding Couple"):
 - \$750.00 building use fee
 - \$300 honorarium for the Pastor
 - Honorarium for the Organist/Pianist. See below for fee schedule.
 - \$150 Honorarium for the Wedding Coordinator
6. Mt Baker Park Presbyterian Church's organist/pianist will play for weddings if available unless prior arrangements have been approved by the Pastor. All requests for music are to be appropriate for a Christian ceremony. **It is the responsibility of the bride and groom to make an appointment with the organist/pianist (if used) at least two months prior to the ceremony.** The organist/pianist will help select appropriate music, which will be available to be heard by the couple immediately following any regular church service. Music provided by the organist/pianist for the wedding may be piano or organ only, or a combination of both. **The church organist/pianist is not available for the wedding rehearsal.** Any rehearsals involving a soloist will be scheduled by the organist/pianist and the soloist. Organist/pianist honorarium: Wedding only/No soloist or rehearsal: \$175.00 (example: prelude; candle lighting music; postlude). **Wedding and Soloist (includes rehearsal with soloist): to be arranged with organist/pianist. Music selected by the couple that is not owned by the organist/pianist must be purchased by the couple and sent to the organist/pianist at least ONE MONTH prior to the wedding. Any additional soloists, ensembles, and/or extra music involving the pianist/organist are subject to time availability and will require an additional fee.**
7. Please choose your wedding party members as soon as possible so that they can avoid conflicting dates and be fully supportive of you at this joyful time. We strongly recommend that participating children be five years of age or older.
8. **Smoking and the use of alcoholic beverages are not permitted in the church building or on the church grounds.**
9. The bride and groom are requested to advise the members of the wedding party to refrain from the use of alcoholic beverages *before, during or following* both the rehearsal and the ceremony. **If alcohol consumption is discovered the user will not be allowed to participate in the wedding.**
10. The bride and groom will be responsible for any damage done to the building, grounds, furnishings or equipment.

11. Seasonal banners (Lent, Easter, Advent, Christmas, etc) in place for church services will remain for weddings, unless wedding banners are used. Wedding coordinator fee is increased by \$50.00 when wedding banners are used.
12. There shall be no throwing of rice or confetti in or around the building. Bird seed or flower petals are permitted *outside only*.
13. Unfortunately, we cannot be responsible for valuables and personal belongings.
14. All fees will be mailed to the church or given to the Church Office Manager prior to final confirmation of the wedding date. Individual payment envelopes (specifying names and amounts) are included with this wedding planner.
15. No flash pictures may be taken during the ceremony; however, they are permitted during the Processional and Recessional, **but are to be taken from behind the seated guests**. Timed pictures may be taken from behind the guests or from the balcony anytime if done quietly. All pictures taken before the ceremony must be completed at least 30 minutes before the services begins; if musicians and soloists need practice an extra 15 minutes must be allowed. The wedding party and family members need this time to prepare emotionally and spiritually for worship. Videotaping may be done from the balcony. No lighting will be permitted. Video set up must be completed 30 minutes prior to ceremony and equipment should not be packed up until the last seated guest leaves. A video camera may be placed behind the chancel area, but no person may be there and the equipment must be hidden from the sight of the congregation.
16. Hurricane-style candles/candelabras or electric candles and a unity candle are to be furnished by the bride, groom or florist. No regular candles may be used (except on the communion table) for safety reasons. Any damage or cleanup expenses due to the use of incorrect candles will be charged to the wedding couple.
17. Aisle runners are not to be used as they provide a safety hazard.

Your Wedding Service

The wedding service at Mt Baker Park Presbyterian Church is first and foremost a service of worship. As such, it is an occasion for glorifying God and celebrating God's good gift of marriage.

This worship service is an expression of the bonds of love and loyalty between you, and we hope you will find it important to reflect on the order of the ceremony set out in the Book of Common Worship.

ORDER FOR THE CELEBRATION OF MARRIAGE

Prelude, during which there will be:

- Seating of guests
- Lighting of candles
- Seating of honored guests (parents and grandparents)
(Special music)

Processional

(Special music)

- Sentences of Scripture
- Words of Welcome
- Statement on the Gift of Marriage
- Prayer
- Declarations of Intent:
 - Man
 - Woman
 - Families
 - Congregation

Scripture Reading and/or Special readings

(Special music)

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Vows

Exchange of rings

(Lighting of the Unity Candle)

Wedding Prayer, followed by The Lord's Prayer

Pronouncement of Marriage

Blessing of Couple

Benediction

Introduction of couple

Recessional

# Checklist for Wedding Couples

Mt. Baker Park Presbyterian Church

3201 Hunter Blvd South

Seattle WA 98144-7029

Tel. 206.722.5884

Email: [mbppc@qwestoffice.net](mailto:mbppc@qwestoffice.net)

**In order to schedule a wedding at MBPPC, please follow these steps in order:**

1. Contact the Office Manager to determine whether the church and pastor are available for your desired wedding date.
2. Await approval of your wedding request by the Session (church board), which meets monthly, every 2<sup>nd</sup> Wednesday, except August.
3. Pay fees and honoraria.

|                         |                                                                                     |
|-------------------------|-------------------------------------------------------------------------------------|
| ___ Sanctuary           | \$750.00 (payable to "Mt. Baker Park Presbyterian Church").                         |
| ___ Minister            | \$300.00 (payable to "Leland Seese, Jr.")                                           |
| ___ Organist            | \$175.00 (or negotiated fee for rehearsal with soloists payable to "Richard Grace") |
| ___ Wedding Coordinator | \$150.00 (or \$200.00 with wedding banner installation, payable to "Susan Daggett") |

If the wedding is cancelled or postponed, all fees are refundable, with the exception of \$50 of the sanctuary fee. Minister's fee is refundable only if the wedding is cancelled prior to beginning pre-marital counseling.

4. Schedule a conference with Minister.
5. Participate in pre-marriage counseling with the minister.
6. Attend at least one Sunday worship service.
7. Entire wedding party present for rehearsal and wedding.

## Prior to Wedding

\_\_\_ Marriage License to Church Office at least three (3) business days prior to the wedding.

# Wedding Registration

Mt. Baker Park Presbyterian Church

Presbyterian Minister: \_\_\_\_\_

Bride's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_

Phone(s): \_\_\_\_\_

Email: \_\_\_\_\_

Groom's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_

Phone(s): \_\_\_\_\_

Email: \_\_\_\_\_

Wedding Date/Time: \_\_\_\_\_

Witness: \_\_\_\_\_

Witness: \_\_\_\_\_

- \$750 Sanctuary Fee Paid To Reserve Date?  Yes  No
- \$300 Officiant Fee Paid?  Yes  No
- \$150 Wedding Coordinator Fee Paid?  Yes  No
- Church Pianist/Organist Contacted?  Yes  No

Rehearsal Date/Time \_\_\_\_\_