

To the Couple

We are pleased that you are considering Northminster Presbyterian Church as the site for your wedding. The information in this brochure outlines the wedding policies of the church. It will also serve as an important reference during your wedding planning.

Christian Marriage

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 two people. For Christians, marriage is a covenant through which two people are called to live together their lives of discipleship before God. In a service of Christian marriage, a lifelong commitment is made by two people to each other, publicly witnessed and acknowledged by the community of faith.

Wedding & Rehearsal Dates

To schedule a wedding at Northminster, you must first contact the Wedding Coordinator. You will be asked to complete a Wedding Request Form which will be forwarded to the pastoral staff for review. If both pastor and building are available on the date you have chosen, your request will be approved and you will be notified. A \$175, non-refundable deposit is required to reserve your date. Weddings will not begin after 5:30 p.m. Rehearsals take place the evening before the wedding and are scheduled to begin no later than 5:30 p.m. No weddings are scheduled on holiday weekends.

Pastors & Premarital Counseling

Marriage ceremonies at Northminster must be performed by one of our pastors. You may request a specific pastor or one will be assigned to you on the basis of availability.

Visiting ministers, priests, or rabbis *are welcome to assist in the ceremony, but the invitation must be issued by a Northminster pastor.*

It is the wedding couple's responsibility to contact their officiating Northminster pastor to schedule the required premarital sessions *at least 6 months before the wedding.* Counseling regarding your personal preparation for marriage and a discussion of the ceremony will take place during these sessions.

Dressing Accommodations

A Wedding Room is available to use on the day of the wedding. There is also a room reserved for other attendants. Please do not leave any valuables in the dressing rooms, rest rooms, cars, etc., before or during the service. Building and grounds security will *not* be available.

Marriage License

The Indiana license, from any county in the state, must be brought to the rehearsal. The officiating pastor will complete the form, making sure that all required signatures are obtained, and will return the form to the County Clerk of jurisdiction.

Selection of Music

When choosing music, please keep in mind that the wedding service is a religious celebration and a form of worship. It therefore follows that the music used should enhance the service with joy, reverence and dignity. Since God is in fact joining the couple, the music used for the occasion should be scripturally based and musically appropriate. Popular favorites or love songs which come out of the entertainment world are not appropriate.

Northminster's Director of Music Ministries or our organists may provide assistance in selecting appropriate instrumental and vocal music. Our music library serves as an excellent starting point in your quest for music that is suitable to the sacred nature of the wedding service.

If you are using one of our organists or pianists, the Wedding Coordinator will provide you his or her contact information so that you can set up an appointment.

If you are using another organist, soloist, or other musicians, *approval must be obtained by the Director of Music Ministries well in advance of the wedding.* No recorded music is permitted.

Parking

Parking is available in two church lots as well as on Kingsley Drive and Ralston Avenue. No parking is permitted on Kessler Boulevard. All vehicles must be removed from the parking lots at the conclusion of the ceremony. A limousine may park in the designated area in front of the church for drop-off and pick-up of the wedding party.

Photography

It is the responsibility of the couple to inform the photographer what time set-up may begin at the church. Photographers must be informed by the couple of the following policies:

- Flash exposures of the wedding may be taken during the processional and until the wedding begins.
- Only time exposures are permitted during the rest of the ceremony, preferably from the balcony.

- The photographer shall not be obviously visible to the guests or to the wedding party during the ceremony.
- Flash exposures may resume at the couple's first kiss.
- Video recording of the ceremony is permitted from the balcony. Video recording from the Chancel or the floor of the Sanctuary must have prior approval from the pastor and must be by remote control.
- Photographs may be taken in the dressing areas, the Sanctuary, the Gathering Place, the Knox Room (formal church parlor) or outdoors.

Decorating the Church

The Sanctuary's center aisle will enhance the entrance of the wedding party, photography and floral arrangements.

No flowers, except for a small, low arrangement in conjunction with the unity candle and mothers' candles may be placed on the Communion Table. It is the responsibility of the couple to inform the florist when flowers may be delivered and that all floral arrangements must be self-contained.

If requested in advance, the church will provide brass aisle candles with glass hurricanes (12 or 24) and two adjustable brass seven-branched candelabras on the altar. Both use oil candles, provided by the church. Only dripless candles may be used, except for the unity candle. The unity candle and family candles are to be provided by the couple.

You may decorate the aisle candles, the candelabra and the pews. However, only ribbon, chenille stems or plastic pew clips may be used to secure these decorations.

A kneeling bench is available. Aisle runners are not permitted and choir chairs may not be removed. The liturgical curtains and banners hanging in the Sanctuary must remain in place. You and your florist should meet with the Wedding Coordinator when making floral plans.

Sanctuary

- Desirable center aisle, 100 feet long.
- Seats approximately 350 on the floor and 75 in the balcony.
- Brass aisle candles are placed every third pew on the floor on both sides of the center aisle for a total of 12 or placed every third pew on all three aisles for a total of 24.
- Two seven-branched brass candelabras.
- Shutters may be open or closed.
- Overhead and side lighting may be adjusted.

Chapel

- Seats 75 in a semi-circular formation.

Receptions in the Church

Church facilities are available for a reception following the ceremony. Calvin Hall, located below the Sanctuary, is equipped with a full kitchen and stage, and will accommodate up to 200 seated guests. The Gathering Place, located on the main floor, will accommodate approximately 100 seated guests. Tables and chairs are available and are included in the rental fee. If you are interested in one of these spaces for your reception, inform the Wedding Coordinator.

A Word of Caution

The use of tobacco products is prohibited inside the building. Alcoholic beverages and illegal substances are *strictly prohibited* anywhere on church property, including the parking lots. The officiating pastor will insist on compliance with this policy.

If the presence or use of alcohol or illegal substances is detected, the ceremony will NOT take place and NO fees will be refunded.

Refreshments for the wedding party may be brought into the building. However, no food or drink is permitted in the Sanctuary or Chapel. Ice water will be available in the dressing areas.

No rice, bird seed or confetti of any type may be used on the church property. Fresh rose petals may be used by a flower girl(s). Bubbles may be used outside the church. Use of other celebratory items must be addressed to the Wedding Coordinator.

Visiting the Church

To take a virtual tour of the inside and the outside of the church, please visit:

www.northminster-indy.org/worship/weddings

To schedule a personal visit, please contact the Wedding Coordinator.

Wedding Fees

The total fee for a sanctuary wedding covers use of the building for an hour for the rehearsal and four hours for the wedding. It also includes the organist's fee, custodial fees, and use of church-provided decorations. *A non-refundable fee of \$175 is due at the time of confirmation of the wedding date. This fee will be deducted from the final payment, expected 30 days prior to the wedding.*

Members and Children of Members

- Fee for a Sanctuary wedding is \$875, plus the presiding pastor's honorarium.

- Fee for a Chapel wedding may be discussed with the officiating pastor.

Grandchildren of Members

- Fee for a Sanctuary wedding is \$1,200 and includes the officiating pastor's honorarium.

Non-Members

- Fee for a Sanctuary wedding is \$1,800 and includes the officiating pastor's honorarium.
- Fee for a Chapel wedding is \$600, plus \$250 for the organist.

Reception

Fee for the use of Calvin Hall or of the Gathering Place is \$300, plus additional custodial fees.

Contact Information

Rev. Dr. Teri Thomas, Pastor and Head of Staff: terithomas@northminster-indy.org

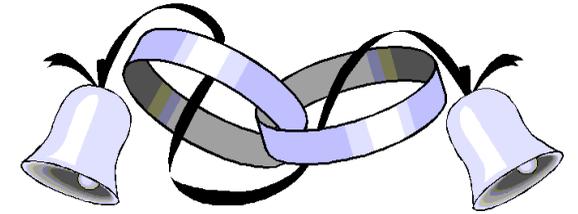
Rev. Ruth C. Moore, Associate Pastor:
ruthcmoore@northminster-indy.org

Judy Thorpe, Wedding Coordinator:
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Your Wedding

at

Northminster

Presbyterian Church

seek, serve and embrace



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www.northminster-indy.org