

**West Sunbury United Presbyterian Church**  
215 E. Church St., P.O. Box 106  
West Sunbury, PA 16061  
Office Email: wsupc@yahoo.com

### **Wedding Request & Planning Form**

Thank you for considering West Sunbury Church for your wedding! Weddings are usually performed by the West Sunbury minister on Friday evening or on Saturdays, though other weekdays may be considered: late morning, early or mid-afternoon or early evening. No weddings are held on Sundays, New Year's Day, Palm Sunday through Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving weekend or from December 15th to 31st.

#### **Marriage**

"Marriage is a gift God has given to all humankind for the well-being of the entire human family. Marriage involves a unique commitment between two people, traditionally a man and a woman, to love and support each other for the rest of their lives. The sacrificial love that unites the couple sustains them as faithful and responsible members of the church and the wider community.

In civil law, marriage is a contract that recognizes the rights and obligations of the married couple in society. In the Reformed tradition, marriage is also a covenant in which God has an active part, and which the community of faith publicly witnesses and acknowledges." (Book of Order)

#### **Marriage Approval Policies**

As an expression of Christian hospitality, the session of the West Sunbury United Presbyterian Church will consider all requests for facility use for the celebration of marriage, including requests from both mixed and same-gender couples. As a religious society and private facility, in conformity with the Constitution of the Presbyterian Church (USA), the session reserves the right to allow or disallow any marriage request at its discretion. The minister reserves the right to approve or decline the request to officiate any marriage.

Session approval is required for all marriage services to be held on the grounds, or in the facilities, of the West Sunbury Church. In addition, the minister will need to meet with the prospective couple and agree to officiate the marriage. It is the prerogative of the minister to determine whether or not to officiate any particular marriage service. It is an additional right of the minister, as an extension of pastoral care, to officiate marriage services s/he deems appropriate, without session approval, if the marriage ceremony is conducted at a location off church property.

Approval by session is required for any request to use an officiant other than the installed minister of the West Sunbury Church. Any guest minister is required to contact the minister of the West Sunbury church prior to the wedding date. A guest minister may contact the minister by calling the church office at 724.637.2436.

**Fee Structure: Music**

**Organist** \$250 (Members & Non-members)

The organist will be present at both the rehearsal and marriage service. If another organist will be used, s/he must contact the West Sunbury organist at least one month prior to the wedding date to receive directions on the use of the church organ.

If you do not plan to have organ music, the pastor can speak to you about other potential options.

**The PowerPoint/Sound system** may only be operated by a person designated by the session. Use of PowerPoint during the wedding service requires a fee of \$50 payable to the operator. This may be arranged through the church office at least one month prior to the wedding date.

If a soloist will be rehearsing at a time other than the scheduled rehearsal, there will be an additional organist fee of \$50.

The couple to be married is responsible to contact Dale Rice, the church organist, at least three months prior to the wedding date to confirm his calendar availability and to arrange other details of the marriage service. He can be reached through the church office.

**Fee Structure: Facilities**

Facility use will be offered to the public as a ministry of hospitality by the West Sunbury UP Church without cost or fee.

\$200 Sexton Fee (Covers janitorial services for the sanctuary and social hall, and basic wedding coordinator services for two days)

The couple to be married is responsible to contact Holly Collins, the church sexton, at least three months prior to the wedding date to confirm her calendar availability and to arrange other details of the marriage service. Holly oversees the facilities during rehearsals and weddings and assists wedding parties with the entry and staging of wedding parties for the service. At no time will the wedding party using the church facility need to adjust lights, sound system, heat or a/c, etc. Holly may be reached through the church office.

**Fee Structure: Officiant**

\$100 Officiant Fee (Members & Non-members) The minister will provide one to three meetings with the couple prior to the wedding date, work with the wedding party at the rehearsal and officiate the service of marriage. The meetings between the minister and couple prior to the wedding date may include service planning, pre-marital resources and conversation and general marriage preparation.

The couple to be married may contact the church office in order to make arrangements to meet with the minister in order to schedule pre-marital planning meetings. The officiant fee and guidelines apply whether the marriage service is to be held at the West Sunbury church or at another off-site location. The office phone number is: 724.637.2436.

**All fees must be paid in full at least one month prior to the wedding date. Fees may be paid to the church office. Checks may be made out to: West Sunbury United Presbyterian Church.**

**Alcohol Policy**

Limited amounts of toasting wine or champagne may be used in the social hall for the wedding reception with prior session approval.

**Officiant Only**

If you are requesting only the involvement of the West Sunbury church minister as an officiant of your marriage at a site other than the West Sunbury facilities, you may disregard those fees and guidelines that do not apply to your off-site service.

**Miscellaneous Items**

Only birdseed may be thrown outside of the facilities at weddings. Rice and confetti are not allowed.

The couple must provide their own unity candle, sand or other materials if so desired.

If candles are used, other than those already present in the sanctuary, they must be dripless and/or every candle must have a drip guard of some sort.

The couple should have their marriage license at the rehearsal.

**Wedding Request**

**Person 1 Full Name:** \_\_\_\_\_

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

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

**Person 2 Full Name:** \_\_\_\_\_

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

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

Wedding Location: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_

Rehearsal Time: \_\_\_\_\_

Wedding Date: \_\_\_\_\_

Wedding Time: \_\_\_\_\_

Number in Wedding Party: \_\_\_\_\_

Best Man: \_\_\_\_\_ Maid of Honor: \_\_\_\_\_

Is someone 'giving away' or presenting the bride to be married? (Y/N) \_\_\_\_\_

What is their relation to the bride?  
\_\_\_\_\_

Wedding Colors: \_\_\_\_\_

Will a soloist be used? (Y/N) \_\_\_\_\_

Will you be using a unity candle/sand/other? \_\_\_\_\_

Will you be requesting the participation of WSUPC's organist in your wedding? (Y/N) \_\_\_\_\_

\_\_\_\_\_  
Person submitting form

\_\_\_\_\_  
Date

\_\_\_\_\_  
Session Approval of Marriage & Authorization of Facility Use

\_\_\_\_\_  
Date

\_\_\_\_\_  
Minister Agreement to Perform Marriage

\_\_\_\_\_  
Date