

Planning Your Wedding at Southminster Presbyterian Church



Southminster Presbyterian Church

799 Washington Road
Mt. Lebanon, Pennsylvania 15228
412-343-8900
www.spchurch.org
info@spchurch.org

Notes

Dear Bride and Groom,

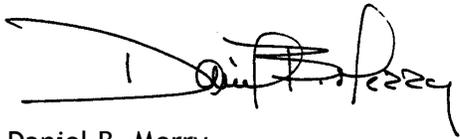
I am delighted that you have chosen Southminster Presbyterian Church for your wedding. A wedding is a Celebration of Worship before God, your family and friends. As such, the purpose is to worship and glorify God as two people are united together as one in the name of Jesus Christ.

This booklet is designed to help you to plan your wedding at Southminster Presbyterian Church. Our wedding coordinators will guide you through the process so that your wedding day can be a true celebration of your love.

Please do not hesitate to contact me or the wedding coordinators with any questions or concerns you may have.

Wishing you God's most abundant blessings at this joyous time, I remain,

In God's Service,

A handwritten signature in black ink, appearing to read "Daniel B. Merry". The signature is stylized with a large, sweeping initial "D" and "M".

Daniel B. Merry
Senior Minister

Additional Information

Church Sanctuary capacity ~ approximately 650

Chapel capacity ~ approximately 75

We require your respect for Southminster Presbyterian Church.

The policies of the church are:

- ◇ No alcoholic beverage of any kind is allowed in the Southminster Presbyterian Church building or premises.
- ◇ The Minister reserves the right to cancel a rehearsal or wedding if any member of the wedding party appears to be inebriated.
- ◇ All areas of the church are **non-smoking** areas.
- ◇ No rice, confetti, birdseed, or balloon releases are permitted on church property.

Wedding Fee Schedule

◇ Minister of Music	\$200.00
◇ Wedding Coordinator	150.00
◇ Custodian	100.00
◇ Aisle candelabra	50.00
◇ Tower Bells*	200.00
◇ Handbells*	200.00

**** Please schedule at least two months in advance with the Director of Music.***

You may wish to give the Minister an honorarium. An appropriate honorarium would be \$200.

Two weeks before your wedding, the Wedding Coordinator will send you a letter indicating that the fees are due. All checks are to be sent to the Wedding Coordinator, Southminster Presbyterian Church, prior to the rehearsal.

A \$50 non-refundable deposit is required at the time of scheduling the wedding.

We look forward to assisting you as you plan your wedding at Southminster Presbyterian Church!

Guidelines for Weddings

Reservations

Southminster Presbyterian Church is available for weddings of church members and their immediate families. If it is your desire to become a member of Southminster, please contact Janet Trombetta in the Church Office at 412-343-8900.

All weddings are scheduled by contacting Mary Cullison, Administrative Assistant to Pastor Dan Merry, at 412-343-8900 or mary@spchurch.org. She will give you the Wedding Information Form for you to complete and return to the church office. A \$50 non-refundable deposit is due when you submit your Wedding Information Form.

When Mary Cullison receives your completed form, she will notify the Pastor, the Minister of Music, the Wedding Coordinator, and the office staff to reserve your requested date and time. The Wedding Coordinator will call you to confirm your wedding and rehearsal dates and times.

Minister Consultation

All of the ordained ministers of Southminster Presbyterian Church perform weddings and you may request any of the ministers. After the Wedding Coordinator contacts you to confirm your wedding date, you are asked to make an appointment with the minister officiating at your wedding. Your minister will guide both of you through several sessions of planning and preparation for a positive and growing lifelong relationship.

Outside Clergy

Clergy from other congregations or traditions may be invited to share in your wedding at the invitation of the Senior Minister of Southminster with the understanding that the guest minister will honor the Southminster policies regarding weddings. The engaged couple will make available the name, address and telephone number of the visiting clergy.

Music

Our Minister of Music, Richard Pinkerton, or a professional organist approved and invited by him, will play at all weddings. After the Wedding Coordinator contacts you to confirm your wedding date, you are asked to make an appointment with the Minister of Music to discuss musical selections. Your special requests will be considered, but the final decisions as to the suitability of the music are made by the Minister and the Minister of Music. Please contact Richard Pinkerton at 412-343-8900 or rich@spchurch.org.

Wedding Coordinator

The Wedding Coordinator will offer guidance and assist you in your plans for the wedding. They will explain the policies and procedures of Southminster Presbyterian Church regarding weddings. They will meet with the bride, her mother, and the groom if he wishes, to discuss the wedding plans, decorations, flowers, and general wedding etiquette. They will assist the minister at the wedding rehearsal. They will also be available the day of the wedding, coordinating the preparations and ceremony.

- ◇ Cheryl Polito, Wedding Coordinator

Photography

A wedding is a Celebration of Worship where a marriage is being performed. Permission is granted for still photography and videotaping during worship, but must be done discreetly from the balcony. Amateur photographs may be taken of the processional and recessional from the pews. Following the Celebration of Worship, the clergy will re-create any of the wedding scenes for your photographer. Southminster's photography policy is available to your professional photographer to review. Questions regarding photographs or videotapes can be discussed with the Wedding Coordinator.

Decorations

Contact the Wedding Coordinator with questions for decorations and floral arrangements. The following items are available at the church and may be used without charge:

- ◇ a pair of stanchion candelabra containing seven candles each
- ◇ unity candle
- ◇ carved wooden flower stands
- ◇ kneeling bench

Aisle candelabra are also available for \$50.

Rice, birdseed, or confetti may *not* be thrown or scattered within or outside the building.

Wedding Rehearsal

The Minister and Wedding Coordinator will conduct the rehearsal, which will last approximately one hour. The wedding rehearsal is scheduled the day before the wedding, to begin before 6:00 p.m. It should be scheduled at a time when all attendants can be present. Please ensure that everyone arrives promptly. It is absolutely necessary that the rehearsal begins on time.

Receptions

We provide an alcohol-free, smoke-free environment for various sizes and types of receptions or dinners. The Parlour is available for stand-up receptions for 40. Southminster House is available for stand-up receptions for 75 or dinners for 40. Fellowship Hall is available for dinners for 175.

- ◇ A Rental Fee of \$75 plus refundable Deposit of \$150 is due one month in advance
- ◇ Custodial fee ~ \$40

Please call the Church Office at 412-343-8900 to discuss these facilities.