**Puckety Presbyterian Church Wedding Information**

*Please return this form to the church ASAP for session approval for the desired wedding date… email to* *kelly@pucketychurch.org* *or mail to Puckety Presbyterian Church, 1009 Puckety Church Road, Lower Burrell, PA 15068*

|  |  |
| --- | --- |
| Wedding Date: |  |
| Wedding Time: |  |
| Rehearsal Date: |  |
| Rehearsal Time: |  |
| Groom’s Name: |  |
| Groom’s Address: |  |
| Groom’s Phone: |  |
| Groom’s Email: |  |
| Member of PPC? |  |
| Bride’s Name: |  |
| Bride’s Address: |  |
| Bride’s Phone: |  |
| Bride’s Email |  |
| Member of PPC? |  |
| Requests Unique to Your Wedding… |  |

*We agree to the PPC Wedding Guidelines (on the following pages) and will provide all necessary information to the pastor/session upon request.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *Groom’s Signature Bride’s Signature*

**Puckety Presbyterian Church Guidelines**

*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. Marriage is a covenant in which God has an active part, and which the community of faith publicly witnesses and acknowledges. – Book of Order 2019/2020 The Constitution of the Presbyterian Church USA W-4.0601*

Pre-Wedding Arrangements:

* Contact church office to review tentative dates (724-339-1323)
* Contact PPC pastor to verify counselling procedures/other concerns
* If requesting an outside pastor, contact PPC pastor to initiate an invitation to preside
* Complete/submit Wedding Information Sheet to church secretary
* Schedule pre-marital counseling with pastor performing the ceremony
* Secure session approval of Wedding Information Sheet and Minister’s Counseling Verification Form

Ceremony Planning:

Facilitates:

* No rice should be thrown in/near church
* Bird Seed can be thrown (see fee schedule)
* No smoking/vaping is permitted in any church building
* No alcohol is permitted on the premises
* Seating Capacity is approximately 210 (14 pews on each side)
* Length of the center aisle is approximately 55 feet
* Notify church office of flower deliveries (night of rehearsal or early on wedding day)
* Make arrangements for all personal items to be removed from church after the ceremony (building will be locked 1 hour after service completes… church is not responsible for personal items/valuables left behind)

Decorations:

* Special wedding candle is permitted on Communion Table (along with cross, Bible and brass candlestick)
* Flowers, bows/decorations must be in place 2 hours before time of ceremony
* Contact office if pew candles attached at the ends of the pews are desired (see fee schedule)
* No nails, tacks, pins can be used to attach decorations

Music:

* Select music to reflect sacred nature of the wedding service (which is a form of Worship which should emphasize our faith as Christians)
* Notify church office to schedule organist/soloist (see fee schedule)
* Schedule orientation for outside musicians with Worship Team
* Notify Church office to schedule AV/Sound manager (see fee schedule)

Photographer:

* Flash pictures are permitted during processional and recessional only
* No flash photography during the wedding service (by guest also)
* Photographer’s position is in rear during the service
* Additional photos can be taken after the ceremony (as long as no rice/bird seed has been thrown on the bride/groom)
* Videotaping is permitted from back of sanctuary only
* Photographer should contact pastor prior to ceremony to clarify expectations

Rehearsal:

* Marriage license and all fees should be brought to the rehearsal
* Leave approximately 1 hour for rehearsal

The Day of:

* Schedule arrival time for groom, best man and ushers (no later than 45 minutes before time of wedding) \_\_\_\_\_\_\_\_\_\_\_
* Schedule arrival time of bride, maid/matron of honor and bridesmaids (may arrive 2 hours before time of wedding) \_\_\_\_\_\_\_\_
* Notify the PPC Wedding Organizer of specific needs

Fee Schedule:

Please make separate envelopes with checks/cash for the pastor, organist, soloist, Sound technician, \*Housekeeping fees.

|  |  |  |
| --- | --- | --- |
|  | Members… | Non Members… |
| Use of Sanctuary… | $0 | $150 |
| Premarital Counseling by PPC pastor | $100 | $150 |
| Organist | $125 | $125 |
| Soloist | $100 | $100 |
| Sound Technician | $50 | $50 |
| \*Housekeeping of Sanctuary | $75 | $75 |
| \*Cleaning of birdseed | $25 | $25 |
| \*Use of Pew Candles | $25 | $25 |
| Use of Faith Hall | $0 | $125 |
| \*Housekeeper fee for Faith Hall | $0 | $50 |
| PPC Pastor | $150 | $200 |
| Other Pastor | Negotiate separate fee | Negotiate separate fee |

Puckety Presbyterian Wedding Information for Pastor

Complete the following information for the pastor.

|  |  |
| --- | --- |
| Groom’s Name: |  |
| Bride’s Name: |  |
| Wedding Date: |  |
| Wedding Time: |  |
| Rehearsal Date: |  |
| Rehearsal Time: |  |
| Best Man’s Name: |  |
| Ushers Names: |  |
| Ring bearer’s Name: |  |
| Maid/Matron of Honor’s Name: |  |
| Bridesmaids Names: |  |
| Flower Girls Name: |  |
| Parents of the Groom Names: |  |
| Parents of the Bride Names: |  |
| Alternative Pastor Contact Info: |  |
| Counseling Dates/Times: |  |
| Double or Single Ring Ceremony: |  |
| Number of Invited Guest: |  |
| Photographer Contact Info: |  |
| Organist Contact Info: |  |
| Soloist Contact Info: |  |
| Florist Contact Info: |  |

Ceremony Format Worksheet

* Processional
	+ Music Choice\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* *Congregational Hymn (optional)*
	+ *Music Choice\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
* Declaration of Purpose / Statement on the Gift of Marriage
* Prayer of Invocation
* Declarations of Intention
* Parental Blessing / Giving of the Bride
* *Blessing of the Grandparents (optional)*
* Scripture/Readings
	+ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Meditation
* *Special Music (Optional)*
	+ *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
* Exchange of Vows
* Exchange of Rings
* Prayer of blessing of the rings
* *Lighting of Unity Candle (optional)*
* *Special Music (Optional)*
	+ *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
* Prayer of Intercession / Lord’s Prayer
* Announcement of Couple
* Recessional
	+ Music Choice\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_