



PCOL Wedding Guide

Everything you need to plan a wedding at Presbyterian Church of the Lakes

Section 1	Information About Weddings at PCOL
Section 2	Wedding Planning Process Checklist
Section 3	Wedding Guidelines
Section 4	Our Faculty
Section 5	Guidelines for Florists, Photographers, Videographers
Section 6	Summary of Fees
Section 7	Reservation Form and Facilities Use Agreement

Section 1

Weddings at PCOL

Presbyterian Church of the Lakes is pleased to make its facilities available to members and non-members for weddings.

This planning guide has been prepared to help you make your plans for your wedding, to answer questions that you may have about the service and use of the facilities, and to help ensure that your wedding is a very special and meaningful day.

In the Presbyterian tradition, the wedding is understood as a service of worship, during which the couple, “in the presence of God and these witnesses”, come together to exchange their vows, to pray, and to celebrate the love of God, as God joins the couple together in His love and providence. We believe that marriage is “instituted by God, blessed by our Lord Jesus Christ, and is to be held in honor by all people.” It is our intention that your wedding day be a day of rejoicing and celebration.

All aspects of the wedding are under the supervision and direction of the Pastor who is performing the service, and the PCOL Wedding Director, who must be present. The church’s personnel will work closely with those getting married to see that the desires and requests of the couple will be met, as long as those requests are appropriate for worship.

Section 2

PCOL Wedding Planning Process Checklist

- _____ Fill out Wedding Questionnaire on website www.PCOL.org
- _____ The Wedding Director will contact you within one week to set up a meeting. Prior to the meeting, the Wedding Director will confirm that the church and Pastor are available on your selected date/time.
- _____ Meet with Wedding Director to discuss plans, complete forms and reserve date. A \$100 deposit is due at this time to reserve the date. Balance is due TWO weeks prior to the wedding.
- _____ Contact Pastor to set counseling appointments.
- _____ Contact Organist/Pianist (if applicable) to select music.
- _____ Give copy of guidelines to Florist
- _____ Give copy of guidelines to Photographer
- _____ Give copy of guidelines to Videographer
- _____ Arrange for someone to collect items left behind before going to reception place (this includes floral arrangements, decorations, bridal party items, etc)
- _____ The Wedding Director will contact you about a month before your wedding to schedule a meeting in regards to your ceremony. This meeting is necessary to go over the details of your ceremony.
- _____ Rehearsal Day!!!
- _____ Wedding Day!!!

The Wedding Director can be contacted at any time during the process if you have any questions or concerns. Please see "Our Faculty" for contact information. This is a general timeline. Your timeline may vary based on your circumstances.

Section 3

Wedding Guidelines

As previously stated, in the Presbyterian tradition, the wedding is understood as a service of worship, during which the couple, “ in the presence of God and these witnesses”, come together to exchange their vows, to pray, and to celebrate the love of God, as God joins the couple together in His love and providence. We believe that marriage is “instituted by God, blessed by our Lord Jesus Christ, and is to be held in honor by all people.” It is our intention that your wedding day be a day of rejoicing and celebration.

In order to maintain the spirit of worship and facilitate arrangements for all involved, the following set of guidelines has been set forth by the Session. These guidelines may not be modified or waived.

The Wedding Director will go over these guidelines with you. Please mark your initials beside each guideline to verify that you understand and agree to abide by these guidelines.

- _____ 1. Contact the Pastor within **TWO WEEKS** of submitting your deposit to arrange your counseling sessions. If you are receiving counseling elsewhere, please let the Wedding Director know.

- _____ 2. All rehearsals and weddings will be directed by PCOL’s Wedding Director. No outside assistance will be permitted. Other bridal consultants are welcome to assist the bridal party in dressing only.

- _____ 3. All music must be arranged by the couple in consultation with our Wedding Director. The music must be appropriate for a Christian wedding ceremony. If you plan to use PCOL’s Organist/Pianist, please contact her within **TWO WEEKS** of submitting your deposit to set up a meeting to go over your music. If other musicians/soloists are involved, please let the Wedding Director know so she can help with coordinating your needs. Although not recommended, recorded music is allowed. All recorded music must be approved by the Wedding Director no less than **ONE MONTH** before your wedding date.

- _____ 4. The Sanctuary is reserved for your rehearsal for one hour. Please make sure your wedding party arrives **ON TIME**. The rehearsal will begin promptly at the scheduled time. If the rehearsal goes over and beyond the scheduled time, the couple will be assessed an additional \$100 per hour of use. This fee will be due before the church is locked and the couple departs.

- _____ 5. The Sanctuary is reserved for two hours prior to your ceremony and two hours following the start of your ceremony (4 hours total). This allows ample time for photographs, floral set-up/break-down, etc. If preparation and/or post wedding festivities go above and beyond the 4 hour window allotted, the couple will be assessed an additional \$100 per hour of use. This fee will be due before the church is locked and the couple departs for the reception.
- _____ 6. Smoking is not permitted anywhere in the buildings at any time.
- _____ 7. Confetti and/or rice may not be thrown in the buildings or on the grounds.
- _____ 8. No pets of any kind are permitted in the Sanctuary.
- _____ 9. Immediately prior to both rehearsal and wedding, it is expected that members of the wedding party will refrain from the use of alcoholic beverages. ***No rehearsal or wedding will be performed if any member of the wedding party is under the influence of alcohol.***
- _____ 10. It is expected that members of the wedding party will recognize the fact that this is a church and will conduct themselves at all times in a manner befitting the atmosphere of a place of worship. Dress for the rehearsal must be in good taste. No slanderous sayings on shirts, please.
- _____ 11. The Fellowship Hall is available for your reception unless there is a conflict in the church calendar at the time your date is confirmed. The bride is responsible for her own catering, including all necessary supplies. The kitchen prep area may be used for serving and must be left clean. Arrangements for opening the Fellowship Hall during the day of the wedding for preparation should be made through the church office. Set up of tables, etc, is the bride's responsibility and the Hall must be vacated within four hours following the service. The Church custodian is responsible for clean up only. NO alcoholic beverages may be served anywhere on the church property.
- _____ 12. The Narthex prayer room is available so that the bride and her attendants may dress at the church. The groom and his attendants can use an additional room for dressing, if necessary. However, it is preferred to have the groom and his attendants arrive dressed.
- _____ 13. It is the responsibility of the bride and groom, or those whom they designate, to arrange for the care of the property of the wedding party before, during and after the wedding and for the transportation of such items. Since the church cannot be responsible for personal belongings, we request that you remove everything from these rooms immediately following the wedding.

- _____ 14. Flower arrangements may be delivered up to TWO HOURS prior to the wedding ceremony. All decorations must be picked up following the ceremony. If the bride is leaving a flower arrangement in the church, the PCOL Wedding Director will need to be informed. Bows or flowers may be used on pews, but tacks, staples, plastic wire or nails are not permitted to secure them. Adequate precautions must be taken to protect the carpet, woodwork and furnishings. The commercial supplier and/or the couple will be responsible for damage.
- _____ 15. Pictures may be taken of the bridal party in the Narthex preceding and during the wedding processional. At the conclusion of the processional, the photographer may enter the Sanctuary and proceed no more than THREE pews from the back of the Sanctuary. NO flash pictures may be taken during the ceremony. Flash pictures may be taken of the recession from the rear of the Sanctuary. At no time shall a flash/strobe be used anywhere near the Pianist/Organist. Formal wedding pictures may be taken prior to or following the ceremony.
- _____ 16. A video camera may be set up but there can be NO MOVEMENT from one location to another during the ceremony. It is also possible to set up a video camera in the choir loft. Please consult the Wedding Director in regards to placement.
- _____ 17. Please make sure the florist, caterer (if applicable), photographer and videographer all receive copies of the guidelines governing their functions as it pertains to your wedding/reception. A copy of those guidelines is in Section 6 of this guide.
- _____ 18. Only basic sound needs will be provided. Any additional requirements will be subject to appropriate fees. If any changes to the original set up of the sanctuary are requested, the couple will be responsible for having the PCOL Sound Technician attend the rehearsal and the wedding if necessary. It is also the couple's responsibility to have all musical equipment put back into its original place before the church is locked. The PCOL Wedding Director will contact the Sound Technician but the Sound Technician's fee is separate from the fee of the sanctuary.

Section 4 Our Faculty

PASTOR – Ferdi Brits, 407-291-2886

Persons interested in being married at PCOL are expected to meet with the PCOL Pastor for 3 sessions. This is in order to come to a deeper understanding of the meaning of Christian marriage, to share ideas about the service, and for a mutual relationship to develop between the Pastor and the couple. Also, a marriage license needs be given to the Pastor by the evening of the rehearsal. The church will take the responsibility of mailing the license for the couple. Only the PCOL Pastor will perform the ceremony.

WEDDING DIRECTOR – Nicole Gower, 407-902-4079, ngower8875@embarqmail.com

The Wedding Director is required to be at the rehearsal and wedding. Her primary responsibility is to assist the Pastor during the rehearsals and wedding. Also, to offer assistance to the bride and the wedding party—from pinning on corsages; ensuring that the choreography of what person walks down the aisle with what escort at what time; and above all, be available for everyone while remaining “invisible”. Fees for this mandatory service are required of all persons using the church.

ORGANIST/PIANIST – Anna Fagan, 352-242-0380, anna_fagan@hotmail.com

The church Organist/Pianist plays for the wedding unless other arrangements have been made and confirmed by the PCOL Wedding Director. The Organist/Pianist must be contacted within TWO WEEKS of submitting deposit to go over music selections.

VOCALIST/INSTRUMENTALIST

There are several members of PCOL that are available as vocalists if desired. This service is not mandatory, and additional fees will be collected for this service. If the bride and groom have their own vocalist/instrumentalist, the organist/pianist must receive the music prior to the rehearsal. Please discuss this with the Wedding Director as well.

SEXTON

The Sexton will make sure the Sanctuary is cleaned prior to the ceremony. This is a mandatory fee.

SOUND TECHNICIAN

Only basic sound needs will be provided. Any additional requirements will be subject to appropriate fees. If any changes to the original set up of the sanctuary are requested, the couple will be responsible for having the PCOL Sound Technician attend the rehearsal and the wedding if necessary. It is also the couple’s responsibility to have all musical equipment put back into its original place before the church is locked. The PCOL Wedding Director will contact the Sound Technician but the Sound Technician’s fee is separate from the fee of the sanctuary.

Section 5

Guidelines for Florists, Photographers, Videographers

As a wedding is considered a religious service of joy and dedication in the church, we expect photographers and videographers to treat the wedding service with respect and dignity.

The following are the policies of our church:

Florist

- Flower arrangements may be delivered up to TWO HOURS prior to the wedding.
- All decorations must be picked up following the ceremony. If the bride is leaving a flower arrangement in the church, the PCOL Wedding Director will need to be informed.
- Bows or flowers may be used on pews, but tacks, staples, plastic wire or nails are not permitted to secure them.
- Adequate precautions must be taken to protect the carpet, woodwork and furnishings. The commercial supplier is responsible for damage.

Photographer/Videographer

- Pictures may be taken of the bridal party in the Narthex preceding and during the wedding processional.
- At the conclusion of the processional, the photographer may enter the Sanctuary and proceed no more than three pews from the back of the Sanctuary.
- NO flash pictures may be taken during ceremony.
- Flash pictures may be taken of the recession from the rear of the Sanctuary
- At no time shall a flash/strobe be used anywhere near the Pianist/Organist.
- A video camera may be set up but there can be NO MOVEMENT from one location to another during the ceremony.
- Formal wedding pictures may be taken prior to or following the ceremony.
- There is no smoking in any of our church buildings.

*Florists, Photographers and Videographers
should meet with the PCOL Wedding Director upon arrival
to be sure that all guidelines are being met.*

Section 6 Summary of Fees

BUILDING USE*:	
Sanctuary (4 hrs. maximum) REQUIRED	\$300.00
Sanctuary (additional hour cost past 4 hours)	\$100.00
Fellowship Hall (4 hrs. maximum) OPTIONAL (NOT TO EXCEED)	\$100.00/hr \$250.00 maximum
PASTOR	
Pre marital counseling, rehearsal, and ceremony	\$300.00
WEDDING DIRECTOR	\$150.00
ORGANIST/PIANIST	\$150.00
(The couple must contact the organist within TWO WEEKS of submitting deposit)	
CUSTODIAL SERVICE	\$ 50.00
SECURITY DEPOSIT to hold date (The deposit will be applied to the total charge.)	\$100.00

* The fee for building use shall be waived for Members of Presbyterian Church of the Lakes. The use of our church home shall be a gift from the congregation. All other fees shall follow the above schedule.

Section 7 Reservation Form/Facility Use Agreement

Today's Date: _____

Wedding date: _____ Ceremony Time: _____

Rehearsal date: _____ Rehearsal Time: _____

Officiating Minister: _____

Full name of Bride: _____
(Last) (First) (Middle)

(Legal name, if different)

(Baptized name, if different)

Address: _____

Phone: Home _____ Cell _____

Email Address: _____

Member of church (name): _____

Full name of Groom: _____
(Last) (First) (Middle)

(Legal name, if different)

(Baptized name, if different)

Address: _____

Phone: Home _____ Cell _____

Email Address: _____

Member of church (name): _____

Married previously? ___ Children? ___ Names: _____

Wedding size: Invitees _____ Groomsmen _____ Bride's attendants _____

Ringbearer _____ Flower girl _____ Other(s): _____

Florist:/phone _____

Photographer: _____

Organist/Pianist: _____

Soloist/Instrumentalist: _____

Who will dress at the church?

Bride/Bridesmaids _____ Groom/Groomsmen _____

Caterer (if on premises): _____

Reception (if on premises): Time: _____ to _____ (four hours maximum)

Number of people: _____ Number of tables: _____ Hot food _____

Address after marriage: _____

Phone Number: _____

Additional comments:

FOR OFFICE USE ONLY

Date deposit was received _____

Alcoholic beverages are not permitted on the premises of PCOL.

A Wedding at Presbyterian Church of the Lakes

Facilities Use Indemnity Agreement

This Indemnity Agreement is made by and between the undersigned, in favor of Presbyterian Church of the Lakes (PCOL), for the purpose hereinafter set forth:

1. The person(s) / organization(s) making the Agreement is / are:

2. The premises and facilities to be utilized are:

3. The use and enjoyment of the facilities referenced above shall be made entirely at the risk of the undersigned, and its agents, employees, servants, licensees, and invitees. The undersigned shall indemnify and hold harmless PCOL, and its agents, servants, employees, officers, directors, and representatives, from any and all liability, losses, damages, or claims which PCOL may suffer as a result of claims, demands, costs, or judgements made against or entered against PCOL, for any loss or claim whatsoever, whether or not arising from the negligence of PCOL, or its servants or agents, or from any defects in the premises or facilities or otherwise, including any costs or attorney's fees incurred in connection with any such claim, or in the enforcement of this Agreement, including attorney's fees and costs on appeal.

4. The undersigned further agrees to pay for and restore any loss or damage, whether by theft or otherwise, that may be caused as a consequence of such use of the facilities, whether the damage or loss results from negligence or otherwise.

DATED, the _____ day of _____, 20__.

(Bride)

(Groom)

Date and time of event: _____

Presbyterian Church of the Lakes
Wedding Facilities Use Agreement

Bride's Name _____ Groom's Name _____

Wedding Date _____ Time _____ Rehearsal Date _____ Time _____

This wedding agreement consists of:

1. The time and facilities to be used are detailed in the "Wedding Reservation Request".
2. The "Indemnity Agreement" attached.
3. All fees paid at least 15 days in advance of rehearsal date (by check to "Presbyterian Church of the Lakes") for:
 - A. Building use: (Non-Members only)
Sanctuary, 4 hours maximum: \$300 (required) _____
Fellowship Hall (if used) 4 hours maximum: \$100 / hr, up to \$250 _____
Additional fee over time allotment \$100.00 per hour--assessed _____
 - B. Custodial service: \$ 50.00 (required) _____
 - C. Pastor: \$300.00 _____
 - D. Wedding Director: \$150.00 _____
 - E. Organist: \$150.00 _____
 - F. Other: specify _____
 - G. Total \$ _____
 - H. Minus Deposit - \$100
 - I. TOTAL DUE on or before _____ \$ _____

This agreement is finalized upon receipt of the fees in (3) above, and **signature of a representative of PCOL:**

(sign and date)

(position at PCOL)