

YOUR WEDDING AT ROSE CITY PARK PRESBYTERIAN CHURCH

MARRIAGE PHILOSOPHY AND OVERVIEW

Congratulations! We at Rose City Park Presbyterian Church are glad you have chosen to be married here. As you plan your wedding, you will be working with members of our staff who are dedicated to making each wedding at Rose City Park a significant and joyous occasion of Christian worship. They will bring to their conversations with you their special skills and training. They will join you in planning a wedding which is true to the Christian faith as well as personally meaningful to you.

WHAT IS A CHRISTIAN MARRIAGE?

The Presbyterian Church understands marriage in this way:

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

In preparation for the marriage service, the officiating minister shall provide for a discussion with the man and the woman concerning:

- The nature of your Christian commitment
- The legal requirements of the state
- The responsibilities of Christian marriage
- The nature and form of the marriage service
- The vows and commitments you will be asked to make
- The relationship of these commitments to your lives of discipleship
- The resources of faith and the Christian community to assist you in fulfilling your marriage commitments

The wedding ordinarily takes place in a special service which focuses upon marriage as a gift of God and as an expression of the Christian life.”

—“Directory of Worship” in *The Book of Order*, of The Presbyterian Church (USA)

THE WEDDING CEREMONY

Christian marriage is a solemn and joyous covenant between a man and a woman in the presence of God. The Christian marriage ceremony is a service of worship, in which they thank God for the gift of love, publicly commit themselves to one another, and seek God's blessing to fulfill the vows which they have made. Like all Christian worship services, the purpose of the wedding ceremony is two-fold: first, to glorify God; and second, to nurture the people who are worshipping—the bride, the groom, and the guests who have gathered for this occasion.

THE PASTORS

All weddings will be conducted by one of Rose City Park's pastors, who will be in charge of the wedding service. The decision to invite another minister to participate will be made in conference with the couple. The invitation itself will come from the officiating pastor.

WEDDING ARRANGEMENTS

If you are a member of Rose City Park Presbyterian Church or worship with our congregation, contact the church office (503-282-0965).

If you are not a member of this church, we invite you to worship with us and then contact the church office to discuss planning a wedding here.

After calling the church office and receiving a tentative date, call the pastor/head of staff to arrange a meeting. A date will be confirmed after the bride and groom have met with one of the pastors.

Once a date is set, contact the church organist and make an appointment to meet and discuss music.

The church wedding coordinator will assist the pastors in directing all the weddings at Rose City Park. The coordinator's experience and knowledge is invaluable. S/he will work with the pastor at your rehearsal and is present at your wedding to ensure that all goes smoothly. S/he is also available by telephone to consult with you prior to your wedding and to help manage any unexpected problems the day of your wedding. S/he will answer questions from your florist, photographer, and videographer.

MUSIC GUIDELINES

Persons to be married at Rose City Park Presbyterian automatically reserve the services of the church's organist. If you do not plan to have organ music in your ceremony, our organist can serve as piano accompanist and can help with any musical recommendations and preparation. Unless an unusual amount of musical preparation is needed, please contact the organist one month prior to your wedding ceremony.

Music that is included in the marriage ceremony should be in the spirit of worship, celebrating and reflecting the joy and solemnity of marriage. There is a wide variety of instrumental and vocal music appropriate to the occasion. The texts of any vocal music should reflect the reverence of the wedding's setting. When there is a question about the suitability of texts, the officiating pastor should be consulted prior to your final selection.

The types of instruments and musicians that can be used for your wedding are nearly unlimited. Friends or relatives of the bride or groom who have been invited to participate musically should be prepared to rehearse with the organist during the rehearsal time. Additional rehearsals, if necessary, are priced at the organist's hourly professional rate.

WEDDING MUSIC

Below are some popular selections for weddings, but *many* others are possible. Whether you have specific requests or general ideas, a consultation with the organist will help to flesh out service music, hymns, and solos.

Prelude/Candles/Mothers entrance:

Jesu, Joy of Man's Desiring.....J.S. Bach
Canon in D Major.....Pachelbel

Processionals:

Ode to Joy from *Symphony no. 9*.....Beethoven
Trumpet Voluntary in D.....Jeremiah Clarke
Bridal Chorus from *Lohengrin* ("Here Comes the Bride")..R. Wagner

Recessionals:

Fanfare from *Water Music*.....Handel
Wedding March from.....Felix Mendelssohn
A Midsummer Night's Dream
Trumpet Voluntary in C Major.....Henry Purcell
Tocatta from *Symphony V*.....Widor

SOME THINGS YOU SHOULD KNOW

The primary use of the sanctuary is for congregational worship. The principal service is on Sunday morning. Liturgical colors or decorations may be in place at the time of a wedding. Weddings should be planned accordingly.

CHURCH ACCESS

The wedding party will have access to the building three hours before and one hour after the end of the wedding ceremony. This time frame must include pictures taken at the church.

If a reception is held at the church, advance access remains the same. Three hours are allowed for the reception after the time of the wedding and one hour for clean-up.

Parking is allowed in the church parking lot and on side streets as designated by City of Portland signage. Please do not park in the Grocery Outlet parking lot, unless you have made arrangements with the store management.

DRESSING ROOMS

The bridal dressing room is the church library. Windows are covered and the room is equipped with mirrors and additional outlets. Gowns and other items may not be left at the church prior to the allotted time for your wedding. An ironing board and iron are available.

The men in the wedding party may dress in the men's choir room behind the chancel.

The women's choir room is also available and can be secured during the service. The library can also serve as a gathering place for all members of the wedding party. Food is allowed in these rooms as long as a clean-up person is designated.

VALUABLES

The custodian will provide security to the building. Please advise all members of the wedding party, including men, to designate someone to look after valuables, purses, and wallets. The women's choir room is available and can be secured during the service.

Rose City Park Presbyterian cannot and does not assume liability for your property and that of your bridal party and families, whatever its location in the church building. Caution should be used.

FLOWERS AND DECORATIONS

Flowers may be placed on the chancel and on tables in the narthex. Small tables and stands are available for use.

Aisle runners may be used but must be provided by the wedding party. Pew bows and standards may be used, but no adhesives (tape, glue, florist clay) and no sharp objects (tacks, pins, nails) may be used on pew ends. 3M Command Strips are a good solution. Standards need to fit over the top of pew ends. (There are 10 rows in the front section of the lower sanctuary.)

Note: City fire code dictates that no ribbon or fabric be draped from pew to pew, blocking access to the center aisle.

The florist may have access to the sanctuary for set-up three hours in advance of the ceremony. It is helpful for florists to leave boxes behind for the pew decorations that are to leave the church with the wedding party. If flowers are to be left for Sunday worship following the wedding, please have the wedding coordinator notify the church office well in advance of the wedding day.

The center aisle is 58 inches wide and measures 58.5 feet from the door to the first step of the chancel floor with one turn and 32 feet from the rear of the center aisle to the first step of the chancel floor.

GIFTS AND GUEST BOOK

There is a table available in the narthex for the guest book and for gifts. If additional tables are required, please make arrangements with the wedding coordinator in advance. The wedding party must provide any necessary tablecloths.

Someone from the wedding party should be designated to oversee the removal of gifts brought to the church.

INVITATIONS

If the wedding is in the main sanctuary, the invitations should read:

Rose City Park Presbyterian Church
N.E. 44th Avenue and Sandy Boulevard
Portland, Oregon 97213

If the wedding is in the chapel, the invitations should read:

Rose City Park Presbyterian Church Chapel
1907 N.E. 45th Avenue
Portland, Oregon 97213

WEDDING BULLETIN

Information available upon request. Contact the church office.

MARRIAGE LICENSE

It is the couple's responsibility to procure the marriage license. The license and any supporting documentation you receive at the County Clerk's office should be given to the officiating pastor *at the rehearsal*.

PHOTOGRAPHY AND VIDEOS

The wedding service is one of worship. For this reason, photography and videotaping in the sanctuary are only permitted up to 45 minutes before the service and immediately after the service. Videotaping and other noiseless photographic media such as time elapse photography are permitted during the service from the balcony only or in consultation with the pastor. This keeps the photographer from being a visible distraction to any wedding guests.

Photography and videotaping elsewhere in the building (including the dressing and waiting areas) must conclude 10 minutes before the wedding in order to give the bride and groom, their families, and their attendants time to prepare themselves in heart and mind for the service.

No flash or photographic equipment sounds are permitted during the service by professionals or guests.

RECEPTIONS

Receptions may be held at Rose City Park Presbyterian and are scheduled through the church office. The fellowship hall or the parlor are available for receptions. Contact the church office to reserve these rooms. Arrange a set-up time and floor plan with the wedding coordinator. Chairs, banquet tables (9'), round tables (60"), and small card tables can be set up to accommodate guests.

The maximum number in the fellowship hall is 220 (as per Fire Marshall). The maximum number in the parlor is 50.

Table coverings are to be provided by the wedding party.

Cake set-up time needs to be scheduled with the wedding coordinator. Only non-alcoholic beverages are allowed at the reception.

The following items are available:

- 3 large coffee urns and 1 hot water urn
- Punch bowls
- Some dishes. If our dishes are used, then there will be a dishwashing fee.

REHEARSAL

Everyone who will be in your wedding party, including groomsmen, bridesmaids, flower girls, ring bearers, candle lighters, ushers, best man, maid/matron of honor, and parents should be present for the rehearsal. Please enter the building through the doors on Sandy Boulevard (the parking lot side of the church).

During the rehearsal, you will have an opportunity to walk through the entire service from beginning to end. Our wedding coordinator will assist the pastor at your rehearsal

and will answer any questions pertaining to the ceremony. It is essential that you and your wedding party be on time for your rehearsal. The rehearsal normally takes one hour.

RICE

For safety and maintenance reasons, we do not allow rice or any other substances (birdseed, rose petals, etc.) to be thrown inside or outside the church. Bubbles are permitted.

SEATING CAPACITY

The lower sanctuary seats 200 in 10 rows of pews. Additional seating is available in the pews under the balcony. Maximum number of guests is 350. The chapel seats 50 people.

SMOKING/ALCOHOL

Smoking or drinking alcoholic beverages is not allowed in any part of the church at any time.

WHEELCHAIR AND ADA ACCESS

Our chancel is ADA accessible and an ADA compliant restroom is located nearby. Please notify the wedding coordinator if guests or wedding participants will need non-stair access to the building. An elevator, accessed from the parking lot on Sandy Boulevard, and a ramp, reached from either the parking lot or N.E. 45th Avenue, are available for guest use. The elevator must be unlocked by the custodian and arrangements must be made in advance.

WEDDING FEES

The following page outlines fees for members and non-members.

The fee structure has been approved by the Session of Rose City Park Presbyterian Church.

For non-members a non-refundable deposit of \$250 for the sanctuary or \$100 for the chapel is required to confirm your wedding date. The staff charges are payable in full prior to the wedding date.

The church will provide you with an itemized billing and names of people to whom the checks are payable in full prior to the wedding date.

STAFF AND BUILDING CHARGES

STAFF CHARGES*

Minister	\$200.00
Organist	\$175.00
Vocalist and Instrumentalists	\$75.00
Wedding Coordinator	\$100.00
Sanctuary Sound Technician	\$25.00
Custodian:	
Parlor/Chapel Wedding.....	\$75.00
There will be no custodian fee if the wedding is in the parlor or the chapel during normal working hours of the custodian, and if the wedding party and number of attendees is small.	
Sanctuary Wedding	\$75.00
Reception.....	\$75.00
Dishwasher	\$25.00
Secretary	\$50.00

BUILDING CHARGES*

	MEMBER	NON-MEMBER
Sanctuary	No charge	\$250.00
Chapel/Parlor	No charge	\$100.00
Fellowship hall	\$100.00	\$200.00
Parlor reception	\$50.00	\$100.00

***Fees are subject to change without notice.**

FLORAL GUIDELINES

Please give your florist a copy of these guidelines.

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Flowers may be placed on the chancel and on tables in the narthex. Small tables and stands are available for use.

Aisle runners may be used but must be provided by the wedding party. The center aisle is 58 inches wide and measures approximately 58.5 feet from the door to the first step of the chancel floor with one turn and 32 feet from the back of the center aisle to the first step of the chancel floor.

Pew bows and standards may be used, but no adhesives (tape, glue, florist clay) and no sharp objects (tacks, pins, nails) may be used on pew ends. 3M Command strips are allowed. Rubber bands and ribbon should be used for securing pew decorations. Standards need to fit over the top of pew ends. (There are 10 rows in the front section of the lower sanctuary.)

Note: City fire code dictates that no ribbon or fabric be draped from pew to pew, blocking access to the center aisle.

Flowers are to be arranged off-site from Rose City Park Presbyterian Church. The florist may have access to the sanctuary three hours in advance of the ceremony.

It is helpful for florists to leave boxes behind for the pew decorations that are to leave the church with the wedding party. Florists may contact the Wedding Coordinator if there are questions regarding decorations for weddings at Rose City Park Presbyterian Church.

CANDLES

The church has two black iron floor standing candelabras (each holds seven, up to 18" tapers and two brass candle lighters/snuffers. Any candles are to be provided by the wedding party. Use only non-drip candles. If a Unity candles is used, it is to be provided by the wedding party.

City fire code forbids any candles along the center aisle.

PHOTOGRAPHY GUIDELINES

Please give your photographer and videographer a copy of these guidelines.

The wedding service is one of worship. For this reason photography and videotaping in the sanctuary are only permitted up to 45 minutes before the service and immediately after the service. Videotaping and other noiseless photographic media such as time elapse photography are permitted during the service from the balcony only, or in consultation with the pastor. This keeps the photographer from being a visible distraction to any wedding guests.

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Note: No flash or photographic equipment sounds are permitted during the service by professionals or guests.