



# Weddings at First Presbyterian Church Mankato, Minnesota

First Presbyterian Church seeks to be an open, welcoming, vibrant church. With this in mind, we make our physical spaces available for wedding ceremonies and receptions to members and non-members alike. We look forward to welcoming you to our supportive and inclusive faith community!

## Wedding Information and Policies

- Values
  - First Presbyterian Church remains intentionally Christian and Reformed in its worship and is, first and foremost, a community that worships and does ministry in this building. Therefore, we ask couples wishing to be married here to have a ceremony that includes worship to God, primarily in the Christian and Reformed traditions.
  - We expect that couples marrying in our church agree to certain theological convictions regarding marriage: that marriage is a gift given by God to any two committed individuals as well as a covenant in which God plays an active part.
- Available Spaces
  - There are two spaces available for wedding ceremonies – the sanctuary, which seats approximately 400, or the chapel, which seats approximately 60.
  - The lower level Fellowship Hall is available for receptions.
- Scheduling
  - First Presbyterian Church must have an officiant agree to the ceremony date (see *Officiants*), the Wedding Information Form must be completed, a non-refundable deposit (see *Fees*) must be collected, and the agreement of the session (church governing body) obtained to hold this service of worship, before the wedding can officially be put on the church calendar.
  - The date for the wedding should be announced only after arrangements have been made through the church office for use of the appropriate church facilities.
  - Any changes to times originally scheduled are to be verified through the church office. It is the responsibility of the wedding party to notify the office administrator regardless of approval by a minister, organist, etc.
- Officiants
  - An approved minister or the pastor of First Presbyterian Church must officiate the wedding. Approval of the minister is at the discretion of the pastor and the session. The approved minister will work with the couple on planning and officiating the wedding ceremony.

- Outside clergy may participate in the ceremony but will take a supporting role and will work with the officiating clergy in leadership on all liturgy. Interfaith officiants are welcome.
- A liturgy will be provided to the officiant(s) which must meet certain guidelines, including inclusive, equitable language.
- Music
  - All wedding music will be approved by the clergy and participating music staff.
  - First Presbyterian Church has a list of musicians that can be contacted. Others must be approved through the church session.
  - It is preferred that music be live.
- Premarital Counseling
  - The church session requires that couples marrying in our church take part in premarital counseling prior to the wedding ceremony. We want couples to be prepared to take their vows meaningfully and with a sense of genuine commitment to each other with God as their witness. The couple can schedule counseling sessions with the officiating minister, attend a workshop through Lutheran Social Services, or seek another option in the area.
    - In Blue Earth County, completion of premarital counseling is awarded with a discounted marriage license fee. The minister will provide you with appropriate paperwork at completion of premarital counseling to acquire the discount.
- Rehearsal
  - A rehearsal in the reserved space is necessary before the wedding. The time of the rehearsal will be arranged with our office manager and the officiating minister. Rehearsals must begin promptly and proceed without delay.
- Wedding Liaison
  - All requests and questions must be directed to the First Presbyterian Church (FPC) wedding liaison.
  - The wedding liaison is required to direct the rehearsal and the wedding ceremony. Should a professional wedding service, director, or coordinator be hired, it must be understood that the FPC wedding liaison has complete control over the rehearsal and the ceremony, including any special requests. This includes requests from the professional wedding director, photographer, florist, or any other participants in the wedding.
- Properties
  - Smoking is NOT permitted in any part of the church building or on church grounds.

- If you are interested in using the lower level Fellowship Hall/kitchen for a reception, the attached guidelines regarding caterers, available kitchen supplies, clean-up, and insurance liability, must be followed.
- Possession or use of ANY alcoholic beverage is NOT permitted anywhere other than in the Fellowship Hall.
  - The entire wedding party is to abstain from the use of alcoholic beverages in the hours preceding the wedding service of worship. Alcoholic beverages may not be brought into the dressing rooms or elsewhere on church premises for use prior to the wedding service by any person.
- Neither birdseed nor rice is to be thrown on or about the property or property surrounding the church.
- No food or drink is allowed in the chapel or sanctuary at any time.
- It is the responsibility of the wedding party to notify the florist, photographers, coordinators, and guests of the church's policies.
- Decorations
  - A wedding is a form of worship, and this should be kept in mind when planning decorations for a wedding at First Presbyterian Church. The church has a beautiful sanctuary and thus does not need many decorations!
  - The use of a unity candle or candelabras in the sanctuary needs to be discussed with the FPC wedding liaison for approval and to ensure safety.
  - Decorations shall NOT be attached to any furniture or walls by pins, tacks, staples, any form of adhesive tape, or anything else that may cause damage. Rubber bands, ribbons, or non-damaging products (i.e. 3M products) may be used.
  - Pew markers for family and special guests are appropriate in the sanctuary. Rubber bands and/or ribbons may be used to attach flowers to the pews.
  - The wedding party will be held responsible for any damage done to the walls or furniture of the church through improper use of attaching floral or decorative materials.
  - Please leave the sanctuary as clean as possible after the service.
  - Floral arrangements and all other decorations must be removed immediately following the wedding ceremony so the sanctuary can be prepared for the Sunday worship service.
- Photography and Videography
  - Please share the name of the photographer/videographer with the FPC wedding liaison.
  - It is encouraged that no photographs be taken by wedding guests during the wedding service.
  - Video cameras must be discreet and unobtrusive during the service.
  - The officiating minister has the right to pause the wedding service at any time should a photographer become distracting or disruptive.

## FEES

**Note: A \$500 non-refundable deposit must be collected before a wedding ceremony can officially be put on the church calendar.**

- **FPC Member Pricing** *(must be a church member for at least 12 months)*

- Sanctuary: \$500
- Chapel: \$250
- Minister: \$300
- Musician: \$250\*

*\*Subject to additional fees after music selection.*

- Custodian: \$200\*\*

*\*\*Should the custodian be required for more than five hours total for the rehearsal and ceremony, there will be an additional charge of \$40 per hour.*

- Fellowship Hall: \$1000\*\*\*

*\*\*\*Should the Fellowship Hall be used for a reception, an additional \$500 damage deposit shall be paid, which shall be refunded following the inspection of the premises by the church custodian once the reception is complete.*

- **Non-member Pricing**

- Sanctuary: \$1000
- Chapel: \$500
- Minister: \$800
- Musician: \$400\*

*\*Subject to additional fees after music selection.*

- Custodian: \$250\*\*

*\*\*Should the custodian be required for more than five hours total for the rehearsal and ceremony, there will be an additional charge of \$50 per hour.*

- Fellowship Hall: \$1000\*\*\*

*\*\*\*Should the Fellowship Hall be used for a reception, an additional \$500 damage deposit shall be paid, which shall be refunded following the inspection of the premises by the church custodian once the reception is complete.*



**FIRST PRESBYTERIAN CHURCH – MANKATO  
WEDDING INFORMATION FORM**

**Partner #1**

Name: \_\_\_\_\_

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

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

**Partner #2**

Name: \_\_\_\_\_

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

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

Date & Time of Wedding: \_\_\_\_\_

Date & Time of Rehearsal: \_\_\_\_\_

Date & Time of Set-up: \_\_\_\_\_

Date & Time for Photos: \_\_\_\_\_

Time Church Needs  
to be Unlocked for Wedding: \_\_\_\_\_

Location of Ceremony:     \_\_\_ Sanctuary     \_\_\_ Chapel

Number of Guests:     \_\_\_

Location of Reception:     \_\_\_ Fellowship Hall     \_\_\_ Other Venue

\*Music:                     \_\_\_ Church Organist     \_\_\_ Other Organist

**\*Will there be special music?** If so, please include titles below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional information you would like us to know?

\_\_\_\_\_  
\_\_\_\_\_