



Weddings at

The Korean Presbyterian Church of Westchester

WEDDINGS AT THE KOREAN PRESBYTERIAN CHURCH OF WESTCHESTER

Welcome to the Korean Presbyterian Church of Westchester. We are pleased that you have chosen our church for this special occasion.

Your wedding is a unique event in your lives and should be a time of joy and celebration. The service celebrates the role of God's grace in your lives. It may also include elements that reflect your own individuality as persons and as a couple. We will work together to create a service that affirms God's love for you and your love for each other.

In requesting to be married in our Church there are a couple of points important for you to understand. First, any wedding ceremony in our church is understood to be a service of Christian worship. The prayers and other parts of the service are thoroughly Christian in their orientation and it is important that at least one member of the couple, hopefully both, affirm the religious perspective of the wedding service. Secondly, in preparation of your wedding, you will be asked to meet with the officiating minister two times (or more, at his discretion.) In that time you will plan the service, talk about Christian marriage, and get to know each other before the day of the ceremony. Finally, when persons who are not members of our church are married here, the church requires a donation to cover the use of the building as well as honoraria be paid to the minister, organist, and sexton - see the fee schedule below for details.

It is helpful to begin planning as soon as possible to avoid the hectic last-minute problems which may exhaust and exasperate you.

THE FIRST STEP

Once you have made the decision to marry, please submit a completed application form and contact the pastor to set up an appointment for an initial conference. At that time you will discuss dates, arrangements, the planning of a service, and further counseling sessions. You are encouraged to bring all your questions so that you can begin to work on finding the answers together. In addition to this conference, there will be at least one more conference with the couple and the pastor.

WHAT THE CHURCH PROVIDES

The church provides two settings for wedding services. The sanctuary seats 450 persons and chapel has a capacity of about 60. Receiving lines may be accommodated near both places.

PLANNING THE SERVICE

The couple and the pastor will confer to plan the Christian service of worship. Most wedding services contain the following elements:

1. TO WORSHIP - WELCOME - STATEMENT ABOUT MARRIAGE OPENING PRAYER
2. OPENING PRAYER
3. READINGS (BIBLE AND OTHER POSSIBLE READINGS) May be persons other than the pastor
4. QUESTIONS TO THE COUPLE. (POSSIBLY ALSO TO FAMILY AND READ BY CONGREGATION)
5. HOMILY-BRIEF SERMON - REFLECTIONS (if desired)
6. VOWS
7. EXCHANGE OF RINGS
8. DECLARATION OF MARRIAGE
9. PRAYER (with Lord's Prayer if desired)
10. BENEDICTION/BLESSING

MUSIC

The sanctuary is equipped with a pipe organ and a piano; the chapel has an electronic organ. It is expected that our organist or a designated substitute, will play for all weddings. Special permission must be obtained for any exceptions to this rule. The couple will consult with the organist regarding the music to be played. (Please consult the organist concerning music.)

DECORATIONS

Decorations for the wedding should be simple and in good taste. Flower arrangements may be placed on pedestals in front of the pulpit and lectern and/or on the table. Bows may be placed on the pews. An aisle runner is not necessary because the aisle is carpeted.

PHOTOGRAPHS AND VIDEO

Your professional photographer must speak with the pastor concerning arrangements. He/she may photograph the procession. Posed pictures may be taken after the service. Your video photographer will be provided with a space in the choir area from which she/he can tape the entire service with available light.

REHEARSAL

A rehearsal is recommended so that participants will feel comfortable during the service. It should take no more than 45 minutes if all participants are on time. The rehearsal is customarily held the evening before the service, but other arrangements may be made.

MARRIAGE LICENSE

It is your responsibility to obtain the license from local government offices. Please bring the license to the rehearsal.

RICE – CONFETTI - BIRDSEED

Nothing may be thrown inside the church building. Confetti and rice are not permitted even outside. Birdseed may be thrown outside the building.

OTHER CLERGY

If you wish to have another clergy person participate in the service, speak to the pastor.

DIRECTIONS

Since most of your guests have not been to our Church before, it is a courtesy to them if you provide directions to the church with your invitation. If guests are coming from the city, you may also want to provide train information. The closest train station is the New Rochelle station of the Hudson line on the Metro-North.

STARTING ON TIME

There is an unfortunate tendency in this region for weddings to start late. This is rude to guests and disruptive to the life of the church. Please make every effort to insure that your wedding will begin on time.

SCHEDULE OF WEDDING FEES

Church Members - While there is no fee for the use of either the Sanctuary or the Chapel, the following fees apply:

Organist ^{1,2}	\$200	
Sexton	\$100	
Sound Technician ²	\$200	
Minister	While no fee is set, it is customary for the bride and groom to give a gift to the minister, the amount to be determined by them.	

Non-church members - The following fees apply:

	<i>Sanctuary (seats 450)</i>	<i>Chapel (seats 60)</i>
Building Rental ³	\$900	\$300
Organist ^{1,2}	\$200	\$200
Sexton	\$100	\$100
Sound Technician ²	\$200	\$200
Total	\$1,400	\$800
Refundable Deposit	\$300	\$300
Social Hall (optional)	\$650	\$650

FINANCIAL ARRANGEMENTS

1. Cash, Check, or Money Order are acceptable form of payment.
2. Checks and Money Orders should be made payable to "KPC of Westchester" and marked "Wedding: [date of wedding]" in the memo line.
3. In order to finalize your reservation, all fees, including the damage deposit, must be paid in full. Failure to comply may result in the cancellation of the reservation.
4. Do not mail cash. If you mail the check or money order, please address it to the following:

Korean Presbyterian Church of Westchester
Attention: Weddings
50 Pintard Avenue
New Rochelle, NY 10801

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1. Per the rules of The American Guild of Organists, this \$200.00 fee also is paid if our organist does not play for the wedding, or if no organist is used (called the "bench fee.")
 2. Initial fee covers 2 hours of service. Additional hours will be charged at a rate of \$100.00/hour.
 3. Building rental includes 1 hour for rehearsal, 3 hours for set-up, 1 hour for service, and 1 hour for clean-up. Additional hours will be charged at a rate of \$100.00/hour.