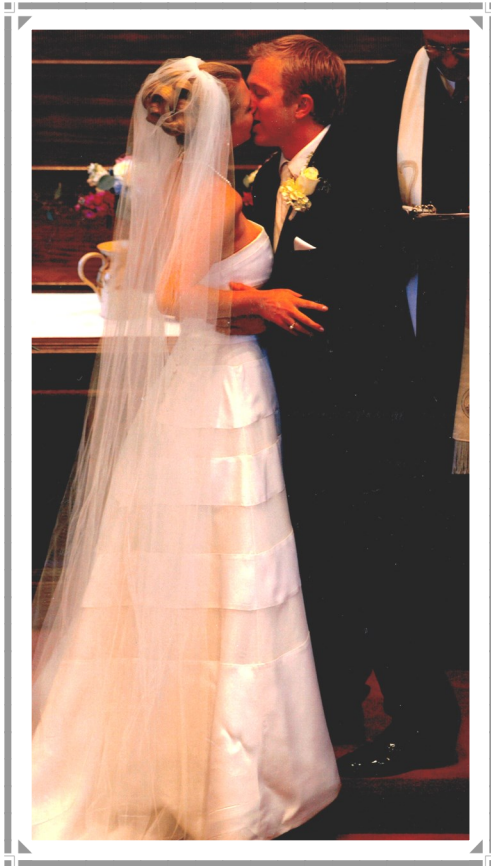


First Presbyterian Church of Littleton

1609 W. Littleton Blvd.

Littleton, CO 80120



Phone: 303-798-1389

Fax: 303-798-9920

Email: fpcl@fpcl.org

Wedding Guide



First Presbyterian Church of Littleton

1609 W. Littleton Blvd., Littleton, CO 80120

(303) 798-1389 Email: fpcl@fpcl.org

Fee Schedule

A \$200 non-refundable deposit is required to confirm your wedding date and is credited to the total cost of your wedding. The deposit is non-refundable if the wedding is canceled.

MEMBERS:.....\$550.00

This is a **flat fee** and covers the honorarium for the minister, the wedding coordinator, organist, custodial service and facilities use. Additional fees may apply for extra services.

NON-MEMBERS:.....\$1000.00

This is a **flat fee** and covers the honorarium for the minister, the wedding coordinator, organist, custodial service and facilities use. Additional fees may apply for extra services.

Fees are not adjustable if personnel other than First Presbyterian Church of Littleton employees participate in your wedding day and does not include a fee for an outside minister or officiant.

ADDITIONAL CHARGES (Members and Non-members)

Soloist.....(As arranged)...	\$_____
Additional Rehearsal with Organist..... (Paid directly to the organist)	\$50/hr \$50/hr
Early opening of church.....	



Brides Bell

The Bride's Bell has been a part of church history since its founding in 1883 and by tradition, it has been rung at weddings since 1926. It may be rung by someone you have selected or by the wedding coordinator. If someone other than the wedding coordinator rings the bell, the coordinator will assist them in the timing and procedure for ringing the bell.

Working with the Wedding Coordinator

The wedding coordinator will work closely with you regarding logistical arrangements for your wedding. You will be contracted by the coordinator about two months before your wedding day to set up an appointment to get together. At that time the two of you will go over the form you were sent, and discuss exactly how you want your ceremony to be. The coordinator will also direct your wedding rehearsal. Our wedding coordinators will help make sure your wedding ceremony goes smoothly, and are able to help with almost any problems or questions that may arise.



Welcome

Marriage is “instituted by God, regulated by His commandments, blessed by our Lord Jesus Christ, and to be held in honor among all people.” Your wedding will be most meaningful to you, your family and friends when there is careful concern for the sanctity of the Church and its services.

With the above statements as our guidelines, we welcome your interest in having your wedding at First Presbyterian Church. First Presbyterian Church is the oldest church in Littleton (having been deemed an Historical Landmark by the Colorado Historical Society), and thus lends itself to a meaningful setting for a traditional wedding. Those people employed by the church will work with you and are professional in their individual areas.

The Staff of First Presbyterian Church of Littleton



Church Staff

Rev. Cody Sandahl, Minister 303-798-1389 ext 104
Email: cody@fpcl.org

Rev. Carol Parsons, Director of Pastoral Care
Email: pastorcarol@fpcl.org 303-919-7624

Elinor Packard, Church Administrator 303-798-1389
Email: fpcl@fpcl.org

Marian Becker, Wedding Coordinator 303-798-1389

Susan Cicirello, Organist 720-320-3697
Email: susan.cicirello@gmail.com

Office Hours

Monday - Friday 8:30 am to Noon
 1:00 pm to 4:30 pm

Please call the church office if you need to visit the church at a different time.

Worship Hours

Sunday Worship 8:30 am Communion served weekly
 11:00 am Communion served on the
 first Sunday of each month

- ♦ The Communion Table, Baptismal Font, and Paschal Candle cannot be removed from the Chancel area. No flower arrangements or Unity Candles may be placed on the Communion Table. Removal of Banners must be arranged prior to the day of the rehearsal.

Photography and Videography

Couples are encouraged to plan for pictures. Photographers and videographers should consult with the wedding coordinator and presiding minister to clarify placement of equipment during the ceremony. Posing for pictures can be arranged before or after the service.

- ♦ In keeping with the worship nature of church weddings, we ask that photographers and videographers use only natural light during the ceremony to avoid distractions during the service. During the procession ONLY, the photographer may take pictures from the middle of the sanctuary using flash. The photographer must then go to the BALCONY and use only fast film (no flash) Recessional pictures may be taken from the back of the Sanctuary.
- ♦ Videotaping of the ceremony is to be done from the BALCONY ONLY, and with fast film only.
- ♦ During your ceremony guests are asked not to take pictures. The minister may suspend the ceremony to ask those taking pictures to stop. This includes the processional and recessional, however, cameras may be brought to and pictures may be taken at the rehearsal.
- ♦ It is the duty of the bride's family and ushers to explain our rules to persons who bring cameras to the wedding.
- ♦ Photographs taken after the ceremony should be finished no later than one hour after the ceremony.

Floral and Other Decorations

The architecture and décor of First Presbyterian Church provide a lovely setting for a wedding; thus a minimum of decoration is recommended for the Sanctuary.

- ◆ The family is responsible for decorating the church and arranging for flowers and other decorations.
- ◆ Flower delivery times are the same as when the church is opened for the bridal party. (2 hours prior to the ceremony.)
- ◆ The church has two 7-branch, brass candelabras with oil burning candles. Bows or flowers may be attached to the candelabras using pipe cleaners or ribbon.
- ◆ If you choose pew decorations, they must be attached with plastic holders that fit over the top of the pew or by ribbon.
- ◆ No nails, tape or glue may be used when decorating the church.
- ◆ If a Unity Candle is used, it is the responsibility of the couple to provide it. We recommend a Unity Candle with a 2^{1/4}” to 3” base, and 10” taper candles for the Family Candles. Candle holders must be supplied by you.
- ◆ Aisle runners are not provided by the church and are not recommended. If you choose to have a runner it is your responsibility to measure, order, place it in the Sanctuary and remove it.
- ◆ Special seasonal and church year decorations (Christmas, etc,) are to remain in place for weddings occurring during those times.

Wedding Planning

Any wedding conducted at First Presbyterian Church is considered a Christian worship service. It is hoped that all arrangements and the service itself will reflect an understanding of this reality.

To schedule your wedding, please contact the church office at (303) 798-1389. The church administrator will reserve your date and time and confirm them with the pastor and wedding coordinator. A \$200 non-refundable deposit is required to reserve your date.

The beautiful and historic Sanctuary seats up to 250 persons and provides a beautiful setting for your wedding.

A minister of First Presbyterian Church will officiate at all weddings and will work with you planning the wedding service. If you desire another member of the clergy or officer of the court to officiate or assist in the ceremony, they must contact the minister of First Presbyterian Church.

The church requires that anyone being married at First Presbyterian Church work with a wedding coordinator employed by the church. The wedding coordinator is a good source of information and assistance. The coordinator will answer questions regarding building use, be present at the rehearsal and wedding, prepare the Sanctuary before and after the wedding and organize the procession of the bridal party. The coordinator will contact you once your deposit is received and will provide you with guidelines for your florist and photographer.

General Guidelines

- ◆ Ayers Parlor is provided as the bride's dressing room.
- ◆ Grooms are encourage to dress at the church and may use a separate room provided for them.
- ◆ The church parking lot is available for your use. There is ample free street parking available and several parking lots within walking distance that may be used.
- ◆ Alcoholic beverages are prohibited in the church and on the church grounds. No smoking is permitted.
- ◆ Throwing rice, confetti, bird seed, and rose petals (silk or fresh) is not permitted, although silk rose petals may be used by a flower girl during the ceremony. Bubbles are permitted outdoors.
- ◆ Arrangements should be made to remove flowers and personal belongings promptly after the wedding so that the church can be prepared for other events. General custodial services are included in the fee.
- ◆ Child Care is not provided during the wedding ceremony or rehearsal.
- ◆ Your marriage license may be purchased and used in any Colorado county. There is no waiting period to obtain a license, but it must be used within 30 days. Both parties must have identification (driver's license or birth certificate) to obtain a marriage license.
- ◆ There is an elevator for disabled guests on the Windermere level.
- ◆ It is advisable that unnecessary valuables or money not be brought to the rehearsal or wedding ceremony.

Music For Your Wedding

- ◆ Contact the organist, Susan Cicirello to arrange music for the marriage service. The congregation may join in hymns and other musical forms of praise and prayer.
- ◆ No pre-recorded music and or other devices may be used in the service.
- ◆ Both the organ and piano are available for use. If you select your own organist, he or she must contact the church's organist, Susan Cicirello for details about operating the organ.
- ◆ A CD demo will be provided to help you choose your music. You will need to choose a processional (or two if you have a large wedding party) and a recessional. You may also want to choose something special for seating your mothers, or for the lighting of a Unity Candle.

