



Your Wedding at Stone Oak Cumberland Presbyterian Church

Congratulations on your upcoming wedding. We are happy for you and know the next few weeks of planning and preparation will be packed with excitement. We are pleased you've chosen Stone Oak Cumberland Presbyterian Church for your special occasion, and we are excited to be working with you to make your wedding the beautiful and MEANINGFUL event you want it to be.

We want your wedding to be perfect in every way. To help accomplish this, we have appointed a wedding coordinator who is knowledgeable in wedding etiquette, to help assist you and your guests during the Wedding Rehearsal and Wedding Ceremony with weddings at Stone Oak Presbyterian. Her experience and know-how will assist you with the details necessary for a successful wedding.

Carefully read through this booklet and mark any items about which you have questions. Feel free to call any of us here at Stone Oak Presbyterian; we will be happy to try and supply the answers you need. We are here to help you with your plans.

Your wedding day is important to you ---and to us. We are here to serve you and work with you in every way possible. Happy Planning!

REVEREND KEVIN COLVARD

Pastor, Stone Oak Cumberland Presbyterian Church

IMPORTANT NOTE

Because we take great pride in the wedding performed here at Stone Oak Cumberland Presbyterian, we find it essential to make these regulations and ask you to accept them as binding on your wedding. Allowing us to do our best for you will almost certainly guarantee a wedding that is beautiful and worry free. This is our wish for you.

Your Initials

Date

PREMARITAL COUNSELING

It is the conviction of our Pastor and Elders that we are responsible before God and His church to do our very best to help prepare couples for marriage. As we make the pronouncement of “husband and wife,” we desire to have that inward confidence that this marriage will indeed carry God’s blessings, and is wonderfully prepared to meet all the responsibilities, demands, and privileges that marriage offers. In order to ensure that occurs, couples to be married must attend pre-marital counseling with our Pastor prior to the date of the Wedding Service. Two sessions of no more than two hours each, usually suffices.

FLOWERS AND FLORISTS

Our local florists have a good concept of beauty and knowledge of wedding etiquette. You will want to trust their professional integrity and allow them to guide your selections. We know that each of these local concerns will work cooperatively with our wedding coordinator in timing the installation and removal of decorations.

Only silk fabric rose petals may be dropped in the aisle during the wedding processional. In this event, you must designate or provide someone to pick up and remove the petals that were dropped, at the end of the service. To prevent soiling of the carpets we do not allow the use of any type of fresh flower petals or other dyed fabric petals with the potential to stain our carpet.

Please advise the florist that a covering must be placed under each candelabra or candle to protect the furniture and carpets from wax drippings.

MUSIC

The Christian wedding is a worship service. Therefore, only music which is appropriate for a worship service will be permitted. Our musicians will know what is appropriate and we ask that you not make any plans for music until wedding plans are approved by the Pastor who is to do the Wedding Service.

The church suggests and prefers you to use the services of the church organist/accompanist. Our organist is highly trained, professionally experienced, and well acquainted with our church guidelines regarding music. No one other than our organist will be allowed to play the organ. You may use your own pianist, but the musician fee will still be applied.

The selection of your music for your wedding should be made in consultation with our music director before you make any arrangements involving musicians. Vocalists and musicians used in the wedding will be subject to the music director only.

Use of our Sound Technician is mandatory if you plan to use any of our sound equipment. This includes microphones.

PHOTOGRAPHY

While pictures are important, you will not want anything to detract from your ceremony. Please make clear to your photographer that he/she is to be unobtrusive at all times, since your wedding ceremony is a worship experience. All photographers are asked to treat the ceremony and the place with reverence. Pictures may be taken during the ceremony, but only if the photographer agrees to abide by this policy. Only the professional photographer will be permitted to take pictures during the wedding. Other policies that we have are similar to those in most churches:

During the service no special lighting may be used.

Pictures should be taken from the narthex or rear of the Sanctuary. Videotaping may be discussed with the Minister in charge, but must also be unobtrusive to the ceremony and the guests.

WEDDING REHEARSAL

The rehearsal is important. If a beautiful and graceful ceremony is desired, everyone in the wedding party should be present. Parents of both the bride and groom should attend. It is extremely important that the rehearsal begin and end on time. The couple will be responsible for seeing that everyone is at the appointed place at the appointed time.

Wedding rehearsal usually takes one hour. You may have use of the building for one and 1/2 hours. On the wedding day, the Sanctuary may be used for two hours prior to the wedding and 1/2 hour following the wedding. If our Fellowship Hall is used for your reception, it is reserved for two hours after the wedding. **For each additional thirty minutes of use of the facilities either prior to or following the service or the rehearsal will require an additional payment of \$50.00 for building use and \$ 25.00 for the wedding coordinator's time.**

MISCELLANEOUS ITEMS

As mentioned previously, we expect you to use the Stone Oak Staff for the Wedding Service, including the pastor, musicians, coordinator, custodian and sound technician. Any Wedding Service utilizing more than the Pastor's microphone, i.e., music, additional readers or speakers, will require the use of our sound technician.

The Chancel furniture and piano may be moved, **with the exception of the Baptismal Font**. It is **YOUR** responsibility to ensure that any items which are moved are placed back in their original locations. We will remove all microphone stands, cords or other worship items that are moveable prior to the service.

Alcoholic beverages are not permitted on church property, neither in the buildings nor on the grounds.

Should you care to have worship bulletins, please contact the print shop of your choice. Our church office is not able to furnish them.

The church is happy to afford you the place for your reception. No catering service is available through the church. Normally, the bride's parents enter into arrangements with a private catering concern. Your caterer must furnish all dishes and materials used, although the church has a limited number of tables and chairs for your use, which must be left in the condition in which they are found.

We request that no rice, confetti or bird seed be thrown either inside or outside of the church.

CHURCH ADDRESS FOR INVITATIONS

Stone Oak Cumberland Presbyterian
20024 Crescent Oaks
San Antonio, Texas 78258

FEE SCHEDULE

The fee for a wedding at Stone Oak Presbyterian Church is **\$1500.00**. This fee covers the use of the facilities during the rehearsal and Wedding Service, the Minister, the Wedding Coordinator, the Sound Technician, and either the organist or the pianist. \$200 of this \$1500 fee is a deposit that will be returned if our facilities are left clean, neat, and with all furniture returned to its original positions. This also means that the allotted times, previously mentioned, have not been exceeded.

Optional services that can be added are:

- Additional musician..... \$150.00
- Reception in our Reception Hall..... \$600.00

\$200 of the \$600 fee for a reception will be refunded if the facilities are left clean, all decorations are removed, everything is left as it was before the reception, and the trash has been taken out. Your Wedding Coordinator will be at the church throughout the event, and will advise you if other things need to be done in order to get your deposit back.

A check for \$1000 will be required in order for the church to put your wedding date on the calendar and reserve your date. If there is a cancellation with at least 30 days notice, \$250 will be retained, and \$750 will be returned to you. The balance owed will be due 30 days prior to the wedding.

We want you to know that we care about you and your marriage. Nothing can compare to the bonds of love, freely given and accepted, with God at the center. Our prayer is that the Lord will give you grace at this special time in your lives. Again, thank you for choosing Stone Oak Cumberland Presbyterian for your wedding. Should you have any questions regarding these policies or any other any areas of concern, please call. We want to work with you to make you day all that you want it to be. May God bless you as you plan for your wedding and for the establishment of your new home.

I acknowledge that I have read and understood all of the policies and guidelines listed in the wedding brochure, and will abide by all procedures listed.

RESPONSIBLE PARTY SIGNATURE AND DATE

STONE OAK CUMBERLAND PRESBYTERIAN CHURCH REPRESENTATIVE AND DATE