

*LEESBURG PRESBYTERIAN
CHURCH*

*207 WEST MARKET STREET
LEESBURG, VIRGINIA 20176*

703-777-4163



Wedding Policy and Procedures

LEESBURG PRESBYTERIAN CHURCH

Leesburg, Virginia

Marriage is a gift God has given to all humankind for the well being of the entire human family. For Christians, marriage is a covenant through which a man and a woman are called to live out together, before God, their lives of discipleship. In a service of Christian marriage, a life long commitment is made by a woman and a man to each other, publicly witnessed and acknowledged by the community of faith. (PCUSA Directory for Worship)

A Christian wedding is always a celebration of great joy and hope. Leesburg Presbyterian Church believes that a marriage ceremony is, however, primarily a service of worship. We want to help you make your wedding as significant as possible, a time when a community surrounds you with their love and support; and joins with you as your vows are made to each other, as prayers are offered, and God's blessing is given. We will help you make your wedding ceremony as personal and memorable as possible, within our understanding of what is appropriate in our historic sanctuary.

Weddings are not restricted to our own members. We welcome the opportunity to share our hospitality with others. We do believe that marriages which are nurtured by the church and grounded in the maturing faiths of both partners are much better able to withstand the formidable pressures of family life and society in today's world. We urge every engaged couple to find a church home and begin worshipping together regularly. We would welcome you as a part of the Leesburg congregation.



Reception

The Fellowship Hall and kitchen are available for receptions. The church considers the serving of alcoholic beverages inappropriate at a church function. Please note also that the entire church building is a smoke-free zone.

Photographers

Photographs during the ceremony may be made without the use of flash attachments providing the photographer works quietly and unobtrusively. For video taping, arrangements should be made in advance with final arrangements to be made at the time of the rehearsal.

Other Arrangements

Aisle runners are discouraged. The church's pair of seven-branched candelabrum and four hurricane lamps are available for use by requesting them in advance so that candles may be ordered and on hand. Other candle holders may be used, but if you want candles, you must use ours.

Bulletins may be ordered through the church office. Please notify the office if bulletins will be needed. The church office has information and catalogs.





Expenses

For a typical wedding with rehearsal, the following charges are made for the use of facilities and the services desired:

Wedding Fees

Minister	\$300
Sanctuary and Dressing Area	\$650
<small>(Waived for church members)</small>	
Fellowship Hall & Kitchen	\$350
<small>(Waived for church members)</small>	
Candles	\$ 50
Hurricane Lamps for Windows	\$ 25
<small>(Waived for church members)</small>	
Organist <small>(Rehearsal & Wedding)</small>	\$200
<small>This is the base rate that includes the rehearsal, prelude, processional, and recessional. Additional fees to be negotiated with organist if there is additional music, soloist, etc.</small>	
Organist <small>(to orient a guest organist to our instrument)</small>	\$ 25
Custodian <small>(Rehearsal & Wedding)</small>	\$200
Custodian <small>(Rehearsal, Wedding & Reception)</small>	\$300
Office Charge <small>(Bulletin & Admin. Functions)</small>	\$150
Wedding Liaison	\$250
<small>(available to assist the bride, groom, and their families)</small>	
Deposit Required to Reserve Date	\$150
<small>(nonrefundable)</small>	

Meeting with Pastor required to Reserve.

To be eligible for above referenced "waived" fees you must be a member at the time of the reservation.

Payment

Payment should be made one week prior to rehearsal and delivered or mailed to the church office. The office will distribute the specific payments (checks). Checks may be made payable to the following individuals:

Organist: Becky Sweet

Wedding Liaison: Jane Wallace

All other checks may be made payable to:

Leesburg Presbyterian Church.





Setting the Date

Before a definite date is set, please telephone the church office to make sure both the church and the Minister are available. The use of the church for weddings requires the approval of the Session. The use of other officiants is possible, but must also be approved.

A rehearsal date should be set. The usual time for this is the evening before the wedding. The rehearsal will take about one hour. Everyone in the wedding party must attend, and needs to be punctual. The Organist will play for the rehearsal when requested.

Meeting with the Minister

An appointment must be made with the Minister as early as possible for consultation and counseling. You must meet with the minister prior to final approval of the wedding date.

Invitations

When ordering printed invitations, the suggested form for the name and address of the church is:

Leesburg Presbyterian Church
207 West Market Street
Leesburg, Virginia, 20176.





License

The marriage license must be given to the Minister no later than the day before the wedding, normally at the rehearsal.

Music

All music for the ceremony should be planned in consultation with the church Organist. Since a wedding is a sacred service of the church, appropriate music should be used. The Organist and Minister will be helpful in selecting appropriate music.

The use of a Guest Organist must be approved in consultation with the church's Organist. The church Organist will acquaint the guest with the organ.

Soloists (vocalists or instrumentalists) may be arranged for by individuals or through the Organist. All music selections must be approved through consultation with the Organist and Minister.

Church Decoration

Arrangements for decorations may be made with a florist of your choice. Please ask the florist to contact the church office to make sure that the church will be open the hour desired for setting up the decorations as well as their removal. Please have the florist contact the church regarding decoration guidelines.





Leesburg Presbyterian Church
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Lpcva.org
www.leesburgpresbyterian.org

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