



*Weddings at
Knox Presbyterian Church
Pasadena, CA*

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Wedding Fees Form

Couple’s Names: _____
 Date and time of the Ceremony:

 Member or Non-Member: _____
 Officiant: _____
 Officiant’s Contact Information: _____

 Date Deposit Made: _____

List of Fees

	Members	Non-Members
Deposit	No Deposit	\$500
Building Fee	No Fee	\$600
Custodian	\$100	\$100
Sound Tech *	\$110	\$110
Wedding Host	\$200	\$200
Organist**	\$250	\$250
Clergy	Talk with officiating pastor	

* The Sound Tech fee includes the removal of sound equipment from the stage area and putting it back after the ceremony.

**Organist fee should be made out as a separate check and given to her either before or on the day of the wedding. Only optional fee.

Total due: \$ _____

Full payment to be paid no later than ten days before the ceremony.

It is also equipped with two lapel microphones and several vocal microphones. A sound technician is included in the cost of renting the sanctuary (see wedding fees form p. 11). Pre-recorded music is strongly discouraged.

Rehearsal

The rehearsal generally takes place at 5:00 pm the evening before the ceremony. If there are scheduling conflicts with this time at either the church or with the wedding party, the rehearsal can take place at a different time or day. The rehearsal needs to be scheduled with the Office Administrator who will coordinate with the Pastor and the Wedding Host. The rehearsal should last about an hour assuming everyone is on time. It is important that everyone playing a role in the ceremony attend because the wedding day will be hectic. Please encourage your wedding party to be there and be on time.

Deposit

For non-members there is a \$500 deposit required to secure the date of the wedding. The deposit will be returned no later than two weeks after the wedding.

Additional Questions?

Please contact the Office Administrator, Ally Lee, and she will be able to direct your questions to the right party.

We look forward to working with you to help plan this special day!

Congratulations!

We, at Knox Presbyterian Church, are excited to be a part of this special time in your lives as you both prepare for marriage. We hope that this booklet will answer your questions about having a wedding here at Knox. Please feel free to contact the Office Administrator, Ally Lee, if you have any further questions by email at office@knoxpasadena.org or by phone at (626)449-2144.

The Meaning of Marriage

Knox Presbyterian Church believes that marriage is a covenant relationship. In the wedding service you will hear these words: "Dearly beloved, we are assembled here in the presence of God, to join this man and this woman in holy marriage." Your wedding is a religious and holy service with spiritual significance. Thus, the wedding ceremony is designed as a worship experience. The following procedures have been designed to ensure that your wedding is a celebration of a sacred covenant in the eyes of God and God's people.

Who May Be Married at Knox Presbyterian Church?

Members of Knox Presbyterian Church, relatives of members, and individuals who have regularly attended the Church may celebrate their wedding ceremony at Knox Presbyterian Church.

Knox Presbyterian Church extends the use of the sanctuary to members of other churches, when the schedule permits. Permission is granted at the discretion of the Knox Presbyterian Church Office; a fee is charged for the use of the sanctuary and for the remuneration of Knox Presbyterian Church staff members.

Who May Officiate?

Ordinarily the Knox pastor officiates at Knox weddings. For interdenominational and interfaith marriages, the ministers of Knox Presbyterian Church are glad to invite priests, rabbis, and ordained clergy of other faiths to co-officiate. Please make this request with the officiating minister when you are discussing wedding plans. When members of other churches rent the sanctuary, other clergy may officiate at the ceremony, with the approval of the ordained staff of Knox.

Printed Bulletins

The Church Office can print an order of service which will include the wedding liturgy, music, all information needed for the participation of the worshipers, and a listing of the participants, officiants, and musicians. This service is provided for the cost of printing. Alternatively, wedding parties may have a professional printer prepare a bulletin. The officiating minister can provide the couple with the wedding information.

Rice and Confetti

Neither rice nor confetti may be thrown on the church property. There will be an additional charge for the disposal of flower petals that are thrown.

Alcohol

No alcoholic beverages are permitted within the church or on the grounds at any time, with the exception of a champagne toast, which may take place at the Northside House, if the reception is held there.

Music and Sound

Music should be chosen from either sacred or classical selections. Our organist, Hye Jung Shin can help you make decisions and arrangements regarding the selection of music or musicians and their availability. If Hye Jung is unavailable to play, then she can recommend another organist.

The sanctuary has a grand piano.

Photographer

While photographs of your special day are a wonderful keepsake, Knox does want to promote an atmosphere of worship during the wedding ceremony: This photography policy is for weddings officiated by a Knox minister. The policy should be discussed with the officiating minister if he or she is not from Knox.

- Flash photography is *not* allowed during the wedding ceremony.
- Timed exposures with natural light may be taken from the back of the sanctuary.
- The photographers and videographers must stay in the back of the church either in the back pews behind the guests or along the side aisles behind the guests.
- Pictures may be taken in the sanctuary before the ceremony and must be completed no later than 30 minutes before the ceremony is to begin.
- Pictures may be taken following the ceremony and must be completed within one hour. The Minister will be glad to re-enact any part of the ceremony. The
- Minister should be informed of this arrangement prior to the wedding. Flash photography is allowed at this point
- It is the responsibility of the bride's family to inform the photographer/videographer and guests of these regulations.

Candles

Candles are allowed in the sanctuary. Dripless candles are preferred. The church has two brass candle lighters that can be used in the ceremony. The church, also, has two wrought iron, seven-branch candelabrum. These candelabrum are for use free of charge except for the cost of the candles. Please contact the Church office if you would like to use them in your service.

When Weddings May Be Held

Weddings are generally scheduled for Saturday with a Friday evening rehearsal. Those who wish to schedule a wedding for another day of the week or during a holiday weekend must get approval from Knox staff. No weddings are scheduled during the week between Christmas and New Years. All weddings are subject to the availability of the Sanctuary.

Scheduling and Preparing for Your Wedding

Please contact the church office as far in advance as possible to schedule a tentative wedding date and time (We suggest six months or more). You should return the wedding form (p.11) in this brochure as well as the deposit to the office, in order to secure the church facilities.

The procedure is as follows:

1. Contact the Church Office at (626) 449-2144, & speak with the Office Administrator to determine that the facilities are available.
2. Contact the pastor, Matt Colwell, about his availability for officiating the service itself. (Unless, you plan on asking another minister to perform the ceremony)
matthew.colwell@sbcglobal.com or (626) 449-2144
3. Contact the organist Hye Jung Shin in order to schedule the date. She will also be able to help you select appropriate music.
hyejung.shin2011@gmail.com

4. Set an initial appointment with Pastor Matt to discuss your plans. Because a wedding is a Service of Worship before God and under the power of the State of California, it is a serious matter; therefore pre-marital counseling is an essential part of preparation for marriage. The couple is responsible for setting these appointments with Pastor Matt. The meetings will include discussion of the Christian understanding of marriage, general premarital topics, and the wedding service.

6. Contact the Office Administrator or Wedding Host to discuss scheduling the florist, photographers, and any other logistics for the ceremony.

The Marriage License

Since marriage is a civil contract, regulated by the state, no marriage can occur without first securing a marriage license. Regardless of your state of residence, if you are to be married in California, you must secure a California State Marriage License.

Requirements and Fees:

For information concerning California Marriage License please see:

<http://www.cdph.ca.gov/certlic/birthdeathmar/pages/marriagelicenseinformation.aspx>

You will need to bring the Marriage License to the church for the minister to sign (if it is Knox staff). You may bring it to the rehearsal if you like. The church office will handle mailing in the completed form after the wedding.

Time

The rental fees stipulate that the church will be available to the wedding party for 1 hour for the rehearsal and for 3 hours on the day of the wedding. **For any additional hours that the wedding host must be present there will be a \$16 per hour fee.**

Bride's and Groom's Rooms

Knox Church provides a room for the exclusive use of the bride and her attendants. This room does lock, so belongings can be left there during the ceremony. The Wedding Host will be in charge of locking and unlocking the room. If dressing rooms are needed for the groom or groomsmen, arrangements can be made.

Flowers

Please have your florist call the Office Administrator to work out the details of decorating the church on the day of the wedding. It helps to schedule with the florist as early as possible to have the sanctuary available for decoration. Flower petals that are on the aisle or stage area must be silk.

Please make arrangements for someone to pick up or dispose of the flowers after the ceremony. The larger arrangements can usually be donated to area hospices or nursing homes. They can also be given to family member to take home. You may also donate the flowers for use in the church sanctuary.

Aisle Runners

Because the center aisle is carpeted, aisle runners, while permitted are not recommended, since footing is insecure when runners are placed atop carpeting. The church does not own aisle runners; if you desire an aisle runner, arrangements for this should be discussed with your florist. Because of the chance of tripping, the aisle runner needs to be secured by either the florist or another professional.

Seating

The Sanctuary at the Knox Presbyterian Church will seat 300 guests.