



LEARN, GROW and SERVE as followers of
JESUS CHRIST

Wedding Handbook



Presbyterian Church (PCUSA)
1105 Catalpa Lane, Naperville, IL 60540
Phone (630) 355-8181 • Fax (630) 355-8194 • www.knoxpres.org

Our Wedding Contract with Knox Church

Knox Presbyterian Church

Naperville, Illinois

We have read the Wedding handbook and understand the guidelines of Knox Presbyterian Church.

We agree to meet 3-5 times with the officiating pastor in addition to the wedding rehearsal.

We agree to take the pre-marital inventory PREPARE (\$35) to be used in examining our relationship if required by the Officiating Pastor.



Cut along line and return to

We agree to communicate openly and honestly in our conversations with the officiating pastor.

We agree to obtain the Marriage License and to pay the required fees no later than two weeks before the wedding rehearsal.

We agree that no alcohol will be consumed on church premises before, during and after the ceremony by anyone in our wedding party.

Bride

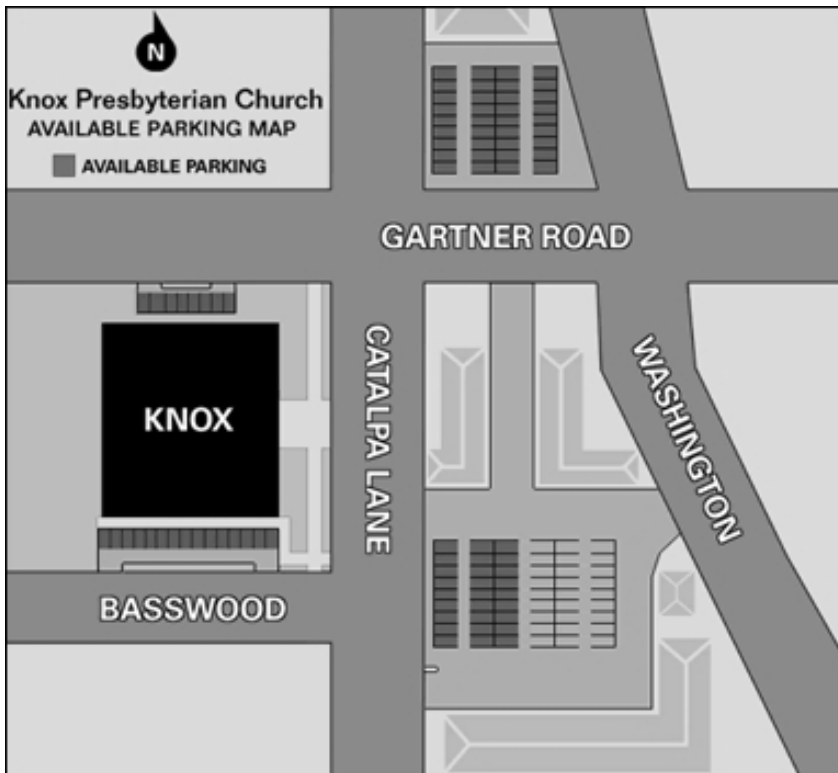
Date

Groom

Date

Pastor

Date



Parking is available on the church campus, in the shopping center lot and across Gartner Road at the bank.

Updated 03/11



Getting Started

We are excited to help you prepare for your special day. It will help us assist you if you will take the time to read this entire booklet. Always feel free to contact the pastor's assistant or one of the pastors at (630) 355-8181.

Please note that we ask you both to sign the Wedding Contract, which is included in the back of this booklet. This contract and the wedding form must be turned into the church office in order to continue with your wedding plans.

Choosing the Date

Contact one of Knox's pastors to see if he/she is available to officiate and provide premarital counseling.

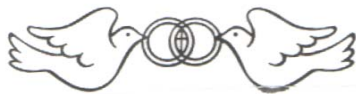
Contact the pastor's assistant to determine if the date is available so it can be included on the Master Calendar.

Choosing To Be Married in the Church

Marriage is a gift God has given to all humankind for the well-being of the entire human family. Marriage is a civil contract between a woman and a man. 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 lifelong commitment is made by a woman and a man to each other, publicly witnessed and acknowledged by the community of faith.

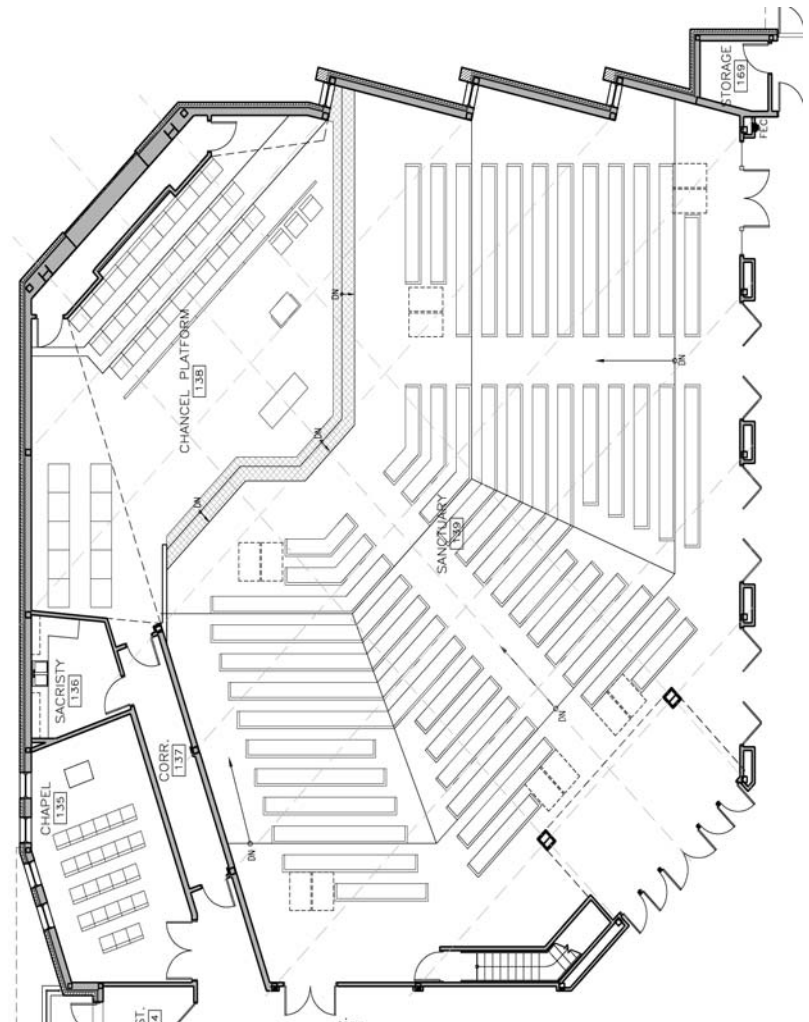
We believe that an understanding of Christian marriage can only flourish and grow in the context of the Church by attending worship services and learning about other aspects of church life.

By having a church wedding with a minister officiating, we expect that you are both looking forward to a marriage blessed by God and sustained by a close relationship to the church.



Sanctuary capacity is 572.

There are 12 pews directly flanking the main aisle.



Reception at Knox (based on size of party):

- Parlor/Small Kitchen \$100-\$135
- Fellowship Hall \$150-\$400
- Lehman Hall \$300-\$400
- Kitchen \$100
- Custodian \$75



Prayer

O God, who in your great wisdom has given us to each other to love and to cherish, enable us to make our marriage a thing of such beauty and joy that it may fulfill all our hopes and dreams. And may our fellowship together be worthy of your name and of the great heritage into which we are about to enter. Through Jesus Christ the Lord. Amen.

Important Facts

1. It is expected that at least *one of you* is a baptized Christian.
2. At least *one of you* should be a member of Knox or the child of a Knox member. (Exceptions to this may be made by the pastoral staff and the governing board of the church, the Session. Additional fees will apply.)
3. A wedding ceremony takes place as a public worship service.
4. If you have already been married in a civil ceremony of any kind, your ceremony at Knox will be a blessing ceremony and not a wedding ceremony.
5. You are required to contact *one of Knox's* pastors before your wedding is scheduled. *One of Knox's* current pastors must officiate in the wedding.

6. A guest pastor also may participate at the Invitation of a Knox pastor and with the approval of the Session.
7. The Sacrament of Holy Communion may be served by a Knox pastor or a PCUSA minister only if authorized by the Session. Everyone present must be included in the Sacrament.
8. If you are working with a wedding planner, please ask her/him to contact the pastor as soon as possible. In matters pertaining to the worship service, the pastor has final authority.
9. We provide a Sound Technician, a Custodian and a Wedding Hostess for the rehearsal and the wedding. (See fee schedules.)
10. We do not allow the use of the screens during the service.

before the Rehearsal by separate checks to the Pastor's Assistant.

- In order to qualify for member rates, you must be an active member of Knox for at least one year.

	<u>Members</u>	<u>Non-members</u>
<input type="checkbox"/> Sanctuary	None	\$300
<input type="checkbox"/> Custodian	\$ 75	\$100
<input type="checkbox"/> Chapel	None	\$100
<input type="checkbox"/> Sound Technician (microphone and recording only)	\$ 75	\$100
<input type="checkbox"/> Pastor	\$250	\$350
	(Includes 3-5 sessions of pre-marital counseling, the rehearsal and the wedding)	
<input type="checkbox"/> Organist Tim Sleep Kim Reed	\$150	\$150
<input type="checkbox"/> Soloist	\$125	\$125
<input type="checkbox"/> Candelabra	None	\$ 25

wedding.

- In the case of prior divorce:
Proof of divorce will be required if it was in the last six months. You must know day, month, and year of divorce, as well as county and state where the divorce took place.
- Parents and a certified birth certificate must accompany anyone under 18 years of age.
- The pastor who officiates will complete the license and send it to the DuPage County Clerk's office.

A one-day waiting period is required for the marriage license, which expires in 60 days. Application may be made at the Du Page County Clerk's Office, 421 N. County Farm Road, Wheaton, IL 60187. The hours are 8:00 a.m.-4:30 p.m., Monday through Friday. The cost is \$35. For further information, call (630) 407-5500 or visit the website: <http://www.dupageco.org/countyclerk/generic.cfm>

Fees

- The following fees have been set by the Session of Knox Presbyterian Church for all marriage services in the Sanctuary.

- All fees must be paid no later than two weeks

- II. **Alcoholic beverages are not allowed on the premises at any time.**

- 12. Smoking is only allowed outside the building.

Pre-Marital Counseling

You will be asked to attend at least three pre-marital counseling sessions with the officiating minister. These sessions will provide the opportunity to get better acquainted with the pastor, discuss the meaning of Christian marriage, consider a variety of issues which couples face today, and to complete the planning of your wedding ceremony. (A \$35 fee may be required for PREPARE, a pre-marital assessment.)

At the end of the counseling sessions, the pastor will determine whether he/she can responsibly conduct the marriage ceremony or if further counseling is necessary.

Prior to the Wedding

- Complete the registration form and return it to

church in order to reserve the wedding date on the master calendar.

- Complete pre-marital counseling; sign and return Wedding Contract (page 19) to pastor.
- Contact Knox's organist/accompanist.
- Talk with one of Knox's Wedding Hostesses.
- Obtain a wedding license.
- Pay church fees two weeks prior to wedding date.
- Attend wedding rehearsal with wedding party.

What is Involved in Planning the Ceremony?

Now that you have contacted one of Knox's ministers to perform the ceremony and confirmed that date with the church office, consider the elements of the wedding service:

□ **Scriptures and a Message**

A brief message by the minister and Scripture reading will be a part of each wedding performed in the church. You may select the scripture readings with the guidance of the minister. They may be read by members of the wedding party, family, or

Please share this information with your photographer before the wedding day and ask him to meet with the officiating pastor upon arriving at Knox the day of the ceremony.

After the Ceremony

A Receiving Line is optional. Should you decide to receive guests after the ceremony, decide in advance who will be in the line. Ask your wedding hostess for the best location.

- This is a good time to have your photos restaged in the sanctuary.
- Bubbles are acceptable outside the church.
- Members of the congregation may hold receptions in the church. Information about the use of the kitchen and other rooms may be obtained from the church office.

Don't Forget the Marriage License!

- It is your responsibility to obtain a marriage license.
- Illinois law requires that a marriage license be obtained in DuPage County in advance of a ceremony at Knox Presbyterian Church.
- Bring your license to the church prior to the

The Ceremony

Getting dressed

Knox has facilities for the bridal party to dress at the church. Please let the wedding hostess and pastor know what time you would like to arrive at the church. On the day of the wedding you may arrive at church two hours before your wedding.

The church may be used up to four hours. This will give you plenty of time for preparing, taking photos and the ceremony.

Photography

Because a wedding is a worship service first and foremost, professional photography must respect these guidelines:

- Professional photography and videotaping are allowed during the ceremony but should not be distracting or disruptive.
- Flash pictures are not allowed during the ceremony.
- The photographer must remain at the back of the sanctuary during the service and rely on a telephoto lens.
- The photographer may photograph the bridal party members as they begin down the aisle.

clergy.

□ Music Arrangements

Organists are available to help make musical suggestions. Please contact the church for more information or discuss this with the officiating pastor. Vocalists, instrumental solos, and ensembles also may be used. All music selected for the wedding must be suitable for a worship service, reflecting the church setting as well as you, the couple.

□ Important Questions

- ◆ Who will participate in our service?
- ◆ Who will be in our wedding party?
- ◆ How do we wish to recognize the families?
- ◆ Will we have a unity candle?
The officiating pastor will finalize all of the elements of the service with you.

□ Service Length is approximately 45 minutes long.

□ Sanctuary seating capacity is 572. There are 12 pews directly flanking the center aisle. Access for the physically handicapped is

available.

□ **Flowers and Decorations**

- *Flowers are provided by the bridal party.*
- *Candlesticks, candelabra, candle lighters and snuffers are available for use but may only be used with our permanent candles.*
- *A simple holder and hurricane is available for use with a unity candle.*
- *Pew bows must be secured with rubber bands.*
- *Existing large plants in the sanctuary cannot be moved.*

Knox Does Not Allow:

- ◆ *wax candles in brass holders.*
- ◆ *the use of an aisle runner due to safety concerns.*
- ◆ *live rose petals, only silk.*
- ◆ *alcohol anywhere on the premises.*

All details will be finalized with the help of your officiating pastor and wedding hostess.

□ **Wedding Hostess**

You will be assigned a hostess who will contact you prior to the wedding. Two hostesses will attend the rehearsal and be available during the ceremony. (A hostess is not a coordinator or planner, but rather a church representative.)

Set a Time for the Rehearsal

- *Most rehearsals take place the day/evening before the wedding.*
- *All participants in the wedding, including the parents of the bride and groom, are expected to attend.*
- *Plan to allow an hour for the rehearsal. It is best to include the musicians. The organist/accompanist should expect to attend and will practice any special music. Rehearsal arrangements should be made for any soloists.*
- *Make sure the Sound Technician is aware of the number of speakers and/or musicians.*
- *Make sure the custodian is aware of all necessary arrangements.*