

*Trabuco Presbyterian Church*

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*Love*

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*Love is patient,  
Love is kind,  
it does not envy,  
it does not boast,  
it is not proud.*

1 Corinthians 13:4



*www.trabucopres.com*

*31802 Las Amigas  
Trabuco Canyon, California 92679  
949.589.5110*



*Notes:*

## *Wedding Policies & Procedures*

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### *The Gift of Marriage*

At Trabuco Presbyterian Church we believe that marriage is a God given gift. This gift is expressed in a covenant between God, a man and a woman. Through these promises we live out our lives together in service to each other, our family and the world. We believe marriage is a lifelong commitment and it is our prayer that anyone being married in our church will be given the resources to grow and mature throughout their life together. By having your wedding at Trabuco Presbyterian Church, you affirm that the marriage ceremony is a service of worship. Worship is an act that is directed toward God as we offer our lives to Him. The service is sacred and celebrative, solemn and joyful, serious and glad. As a part of worship, we believe that God's Word needs to be central, because it provides the cohesion for the service. Our hopeful prayer is that being married at Trabuco Presbyterian Church will provide a firm foundation for your married life.

*Contacts:*

*Wedding Coordinator:*

*Phone number:*

*Accompanist:*

### *Who May Be Married at Trabuco Presbyterian Church*

*Members and their families:* are those who are part of the membership of TPC and regularly involved in the ministry of Trabuco Presbyterian Church.

*Non-members:* are those who are not part of the membership of TPC but are active in the life of the church, and those who are not active at TPC but are seeking Christian marriage.

One or both of you should be confessing Christians.

Even when these requirements are met, the ministerial staff reserves the right to exercise discretion in determining who they can and cannot marry in good conscience.

## *Scheduling*

Please call the church office to determine if date is available. An initial meeting with the minister must take place before the wedding date is confirmed on the church calendar. At the time of the wedding date confirmation a non-refundable deposit of \$250 must be made. A wedding may be scheduled up to a year in advance and no less than three months before the date. Weddings may be scheduled on Fridays and Saturdays. 11:00 am is the earliest a wedding may be scheduled and 7:00 pm is the latest. The only days a wedding may not be scheduled is the Saturday before Christmas, Christmas Eve and Christmas Day, the Saturday before Easter and Easter Day. There may be other days during the year that we will not be scheduling weddings. Please check your date with the Office Manager.

## *Counseling*

As soon as the wedding date is confirmed, the bride and groom must schedule a time to meet with the officiating minister. This may be done by calling the church office. The number of counseling sessions is at the discretion of the minister.

## *Wedding Coordinator*

The wedding coordinator is in charge of planning all weddings, wedding rehearsals and wedding receptions. She will be present during the wedding & rehearsal. The wedding coordinator should be notified promptly of any changes. Use of outside wedding consultants and coordinators will not be permitted.

## *Music*

All music and use of instruments must be approved by music director, minister or wedding coordinator. The wedding ceremony is a worship service and therefore the music must be of a sacred nature.

## *Wedding Checklist*

1. *Date*
2. *Deposit*
3. *Rehearsal day and time*
4. *Accompanist*
5. *Other music, if any*
6. *Ceremony taped and/or recorded*
7. *Unity Candle*
8. *Wedding Program*  
*(Designed by bride and groom with minister and wedding coordinator)*
9. *Marriage License*
10. *Balance of wedding due 1 week prior to wedding*

## *Wedding Day Procedures*

Wedding party should arrive 1½ to 2 hours prior to time set for wedding. Flowers should arrive 1½ hours to start time. Purses and personal items should not be left unattended at church. Someone should be designated to remove gifts, flowers and personal belongings.

## *Children in the Wedding*

Children may participate in the wedding as flower girls or ring bearers, but they must be at least 5 years old, and they must be present at the rehearsal. An adult must be designated to attend to them.

## *Rehearsals*

The wedding rehearsal is usually held the evening preceding the wedding. The wedding coordinator will be in charge of the rehearsal. It is important that everyone in the party be prompt. The rehearsal usually lasts one hour.

## *License*

The license is to be turned into the Wedding Coordinator at least one week prior to the wedding. The Certificate of Marriage is signed by the minister, bride, groom and witnesses. The minister will submit the license to the County Hall of Records. To apply for a license, you and your fiancée must appear together at any County Clerk-Recorder Office to apply for a license. The license is good for 90 days after the date of its issuance. If either bride or groom has been divorced, the clerk will ask for proof of the divorce before they will issue the license.

## *Photography & Videotaping*

No flash photography during the ceremony. Still or time exposures maybe taken from the rear of the sanctuary. Please, no photography near the front during the ceremony as this causes a distraction from the ceremony. Photos may be taken before or after the ceremony in sanctuary. If you would like to have pictures with the minister, please schedule those prior to the beginning of the wedding. Videotaping may be done in the back or on the sides of the sanctuary and must be inconspicuous. No video tapes or dvd's will be played at anytime before, during, or after the service.

## *Smoking/Alcohol Policy*

No smoking or alcohol on premises before, during, or after the ceremony.

## *Rice/Confetti/Birdseed*

Use of rice, confetti or birdseed is not permitted.

## *Reception at Trabuco Presbyterian Church*

All plans must be made through the Wedding Coordinator.  
No alcohol to be served at reception.

## *Fee Schedule & Charges*

Please keep in mind when planning your wedding that additional items such as flowers, programs, soloists, additional musicians, and the Unity Candle are an extra cost and are your responsibility. Your wedding coordinator will be happy to assist you in finding these additional providers if you wish.

The initial non-refundable deposit of \$250 is taken at the time of the confirmation of the wedding and *the balance is due 1 week prior to the wedding*. A wedding is not considered scheduled at TPC unless the \$250 deposit has been received. In the event of a necessary cancellation, TPC will return all fees except the non-refundable deposit and cleaning fee.

The all inclusive fee for a wedding at Trabuco Presbyterian Church is \$1,000 for members and \$2,000 for non-members. Included are sanctuary/chapel usage, minister, premarital counseling, wedding coordinator, accompanist, custodian, rehearsal, sound technician, use of candelabra, candles (except unity candle), kneeling bench. An additional \$1,000 check must be submitted to the Wedding Coordinator no less than one week prior to wedding. This check will be returned immediately following the ceremony provided the wedding begins no later than 30 minutes from the scheduled start time.

## *Seating Capacity*

The seating capacity of Trabuco Presbyterian Church Sanctuary is 460.

## *Visiting Ministers*

Weddings at Trabuco Presbyterian Church are under the direction of the officiating minister, that is the minister who is conducting your wedding. If you wish to have another minister participate in the service you must obtain permission from the officiating minister, who will officially extend an invitation of participate. The officiating minister is the presiding minister for all weddings at TPC.

## *Decorations/Flowers*

All decorations and flowers responsibility of bride with approval from wedding coordinator. Nothing can be hung the on pews without prior approval from wedding coordinator. Aisle runners are not permitted. TPC will supply candles for the large candelabra, but it is your responsibility to provide the Unity Candle and the two tapers with which to light it. Decorations other than pew bows are not allowed on the candelabras. No tacks or any kind of tape are to be used on the woodwork of the church. Decorations may not be put up prior to 24 hours before the wedding.

The decorations must be cleaned up the same day as the wedding. It is your responsibility to arrange with the wedding coordinator for the prompt removal of your flowers and wedding decorations.

## *Cell Phones*

Please remind your guests to silence their cell phones during the ceremony.