

Willow Creek Presbyterian Church of Argyle
7300 Belvidere Road
Caledonia, Illinois 61011
www.willowcreekpc.org

Greetings!

Congratulations on your coming marriage! We are happy that you have asked us to share your joy and celebration by having your wedding ceremony at Willow Creek Presbyterian Church. The vows you make in this service of worship will guide an important part of your life, binding you together in a covenant of love and faithfulness made before God, family and friends.

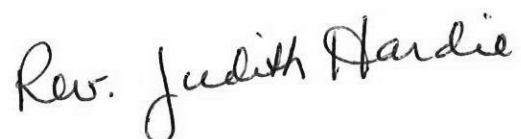
In this brochure you will find general information regarding weddings held in our church. Much of the information has been taken from the directory for Worship from the Book of Order of the Presbyterian Church (USA). The remaining information pertains to the policies of Willow Creek Presbyterian Church of Argyle, as formed and adopted by our Board of Elders, the Session.

We ask you to complete the attached Wedding Forms and contact the Pastor to set-up an appointment to meet as soon as possible. The date of the wedding can only be confirmed with the receipt of the deposit after this first meeting between the pastor and couple.

It is your responsibility, in consultation with the pastor, to make arrangements with people to help with music, sound, and general wedding arrangements (A list of names and contact info is in the packet). Please also insure that you obtain a marriage license from the Winnebago County Court House. No wedding ceremony can be conducted without a valid license.

Please let us know if we may be of further assistance to you. Again, our best wishes and prayers for God's blessings as we make preparations together for your coming marriage.

Grace and Peace,

A handwritten signature in cursive script that reads "Rev. Judith Hardie".

The Rev. Judith Hardie
Pastor and Moderator of Session
willowcreekpc@gmail.com

I CORINTHIANS 13:4-7

(Definition of Love)

Love is patient; love is kind; love is not envious or boastful or arrogant or rude,
It does not insist on its own way; it is not irritable or resentful;
It does not rejoice in wrongdoing, but rejoices in truth.
It bears all things, believes all things, hopes all things, and endures all things.

Willow Creek Presbyterian Church

7300 Belvidere Road
Caledonia, IL 61011
Telephone: 815-885-3455
Fax: 815-885-2015
Website: www.willowcreekpc.org
Email: willowcreekchrch@aol.com

PASTOR

The Rev. Judith March Hardie - Email: willowcreekpc@gmail.com

WEDDING PIANIST/ORGANIST

Tom Andrew - Email: mrwkndr@msn.com
Elizabeth LaGrande O'Leary – Email: lizoleary66@hotmail.com
Mary or Dan Albrecht – Email: musicmom728@aol.com
Cheryl Lemke – Email: cklago7@att.net

WEDDING SOLOIST

Renee O'Dell - Email: odellrc@comcast.net
Elizabeth LaGrande O'Leary – Email: lizoleary66@hotmail.com

WEDDING COORDINATORS

Lisa Andrew - Email: LAndrew@rockfordlutheran.org
Katherine Ralston – Email: jnkral@frontier.com
Jamie Cunningham – Email: jamjar14@frontier.com

Wedding Information

Please read the following information carefully. “Ordering Worship for Special Purposes Marriage” is taken from the Book of Order of the Presbyterian Church (USA). This is basic in all Presbyterian congregations, and the rest of the information is the policy of Willow Creek Presbyterian Church of Argyle as adopted by the Session.

- **Christian Marriage**

Marriage is a gift God has given to all humankind for the well-being of the entire human family. Christian marriage is a lifelong commitment made by two people, each to the other, publicly witnessed and acknowledged by the community of faith. Marriage is a civil contract, but for Christians it is also a covenant of faith between the couple and God.

- **Preparing for Marriage**

In preparation for the marriage service, the pastor asked to lead the service shall provide for a discussion with the two people concerning:

- Their Christian commitment, assuring that at least one is a professing Christian.
- The legal requirements of the state
- The privileges and responsibilities of Christian marriage
- The nature and form of the marriage service
- The vows and commitments they will be asked to make
- The relationship of these commitments to their lives of discipleship
- The spiritual resources, faith communities and practices that will help them keep their marriage covenant.

- **Time and Place of Service**

Christian marriage should be celebrated in the place where the community gathers for worship. As a service of Christian worship, the marriage service is under the direction of the pastor and the supervision of the session. The marriage ordinarily takes place in a special service which focuses upon marriage as a gift of God and as an expression of the Christian life. Celebration of the Lord’s Supper at the marriage service requires the approval of the session, and care shall be taken that the invitation to the Table is extended to all baptized present. The marriage service may take place during the Service for the Lord’s Day upon authorization by the session. It should be placed in the order as a response to the proclamation of the Word. It may then be followed by the Sacrament of the Lord’s Supper.

- **Form and Order of Service**

The service begins with Scripture and a brief statement of purpose. The couple shall declare their intention to enter into the covenant of marriage and shall exchange vows of love and faithfulness. The service includes appropriate passages of Scripture and usually includes a homily. Prayers shall be offered for the couple, for the communities which support them in this new dimension of discipleship, and for all to seek to live in faithfulness. In the name of The Triune God the pastor shall declare publicly that the two people are now joined in marriage. A charge may be given. Other actions common to the community and its cultures may appropriately be observed when these actions do not diminish the Christian understanding of marriage. The service concludes with a benediction.

GENERAL WEDDING INFORMATION AND POLICIES

Arrangements for the Church

Arrangements for the use of the facilities should be made well in advance with the officiating pastor and Wedding Coordinator. The Church can be reserved for a wedding with a deposit after the first consultation with the Pastor. The Wedding Coordinator can arrange a scheduled meeting to review the wedding policies and any special requests. Ordinarily the pastor officiates at all weddings. Exceptions can be made with the approval of the pastor and Session.

The Wedding Coordinator will arrange details of the following:

1. Music

The couple should consult with the pastor concerning the music used in the service of worship. The pastor and wedding organist shall approve the choice of all music and musicians. The organist will make a list of possible selections available upon request. The music should be appropriate for the wedding service held in the Sanctuary, expressing quiet, peaceful joy as well as jubilant praise.

2. Flowers

Flowers, decorations and other appointments should not be unduly elaborate. In all the activities surrounding the ceremony, excessive expense and ostentation should be avoided.

3. Candles

The church has a brass candelabra set available for use at weddings. The set holds nine candles, which are provided by the church.

4. Pictures

Pictures may be taken before and after the processional and recessional, and during the ceremony. If a professional photographer is engaged, the church is available for taking pictures two hours before the wedding. The taking of pictures must be completed one half hour before the wedding. The professional photographer may move around during the service with the permission of the wedding party and officiating pastor. Please complete all family pictures on site within one half hour of the end of the service. Thank you.

Video recording of the wedding ceremony is permitted, please consult with the pastor regarding placement of equipment or positioning for recording. There will also be a DVD of the ceremony provided from our installed camera in back of the Sanctuary.

5. Rice, Confetti, and Birdseed

Throwing of rice, confetti, and/or birdseed in or near the church is prohibited. It is not only very difficult to clean and remove, but a very real hazard that might cause eye injury, or cause a person to slip and fall. **Bubbles are permitted outside the church.**

6. Wedding Programs

It is the responsibility of the bride and groom, in consultation with the pastor, to have wedding programs printed. **The Church office does not provide this service.**

WEDDING COSTS

Capacities:

Sanctuary---325

Fellowship Hall--200

**NO ALCOHOL OR SMOKING
PERMITTED ON PROPERTY**

Scheduling Fee/Security Deposit (Payable to Willow Creek Presbyterian Church)

To reserve the date \$300

A deposit is required to reserve the date and will be returned following the wedding (or applied to costs of damage/additional services).

Facilities/Staff (Payable to Willow Creek Presbyterian Church)

Sanctuary \$600

Wedding Coordinator Fee \$ 50

Audio/Visual Coordinator Fee \$ 50

TOTAL \$700

Staff (Payable directly to Staff Personnel)

1. Officiating Pastor Honoraria \$150
(Payable directly to the Pastor.)

2. Organist (Payable directly to the Organist.) \$100+
A. Rehearsal and Wedding
This fee includes the rehearsal and accompanying for two solos.

B. A \$25 fee will be charged for each additional solo and/or rehearsal required. (\$25)

3. Soloist (Payable directly to the Soloist.) \$35+
If a vocal soloist is contacted through the church, remuneration of at least \$35 is expected.

Reception

Fees set on a case-by-case basis

**Facility fees must be paid in full thirty (30) days in advance of the service.
All payments and honoraria for services should be paid by the rehearsal.**

WEDDING COSTS CONTINUED

Refund Policy

Any cancellation or change in the date of the wedding must be submitted in writing to the church for any refunds to be made.

A full refund is available up to forty-five (45) days prior to the date of the wedding. The deposit is forfeited within the forty-five day window. Cancellations within thirty (30) days of the date of the wedding will result in the forfeiture of the applicable building use fee if paid.

Examples:

- 1. A party pays the deposit of \$300. They then fail to make payment prior to thirty days as required. The deposit is forfeited and the reservation is cancelled.*

- 2. A party pays the deposit of \$300. They then pay the rest prior to thirty days as required. They then cancel within the thirty days. The full amount of the applicable building use fee is forfeited and the reservation is cancelled.*

- 3. Any payments made in advance to the Pastor (s), Organist(s), or other outside musicians are not subject to this policy and any refunds must be negotiated with the parties involved. **

** Notice must be given to these individuals separately.*

I have read and understood the policies and procedures of the church as well as the Wedding Cost and Refund Policy.

Signature (Groom) _____
Date

Signature (Bride) _____
Date

WEDDING PARTICIPANTS INFORMATION

The Groom

Full Name _____

Address _____

Phone _____ Cell Phone _____

Email _____ Age _____ Birth date _____

Single _____ Spouse Deceased _____ Divorced _____ Date Decree Final _____

Church Affiliation _____

Employment _____

Father's Name _____ Mother's Maiden Name _____

The Bride

Full Name _____

Address _____

Phone _____ Cell Phone _____

Email _____ Age _____ Birth date _____

Single _____ Spouse Deceased _____ Divorced _____ Date Decree Final _____

Church Affiliation _____

Employment _____

Father's Name _____ Mother's Maiden Name _____

Return Security Deposit to:

Name: _____

Address: _____

THE SERVICE

Wedding Date _____ Time _____

Wedding Location _____ Pastor _____

Rehearsal Date _____ Time _____

Reception Location _____ Time _____

Wedding Stats:

Estimated Number of Wedding Attendees? _____

Number of Bridesmaids? _____

Number of Groomsmen? _____

Number of Ushers? _____

Youth Participants (age/role) _____

Other Special Items for Wedding:

Remembrance Candle ___ yes ___ no

Unity Candle ___ yes ___ no

Sand Ceremony ___ yes ___ no

Guest Book on Landing ___ yes ___ no

Double Rings ___ yes ___ no

Organist Name _____

Music Selections _____

Soloist Name _____

Solo Selections _____

Wedding Coordinator _____