



## *Willow Creek Presbyterian Church of Argyle*

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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.

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,

Rev. Glen Hall Reichelderfer  
Interim-Pastor and Moderator of Session  
[pastorglen54@gmail.com](mailto:pastorglen54@gmail.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. **Church Availability**

The Church is available three hours prior to the wedding and two hours at the end of the service.

### 2. **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.

### 3. **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.

### 4. **Candles**

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

### 5. **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 three hours 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 pictures on site within two hours after the final Benediction.

**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.

### 6. **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.**

### 7. **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.**

### 8. **No alcohol or smoking is permitted on the property.**

### 9. **The Sanctuary capacity is 325 persons.**

## THE WEDDING SERVICE

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_

Wedding Location \_\_\_\_\_ Pastor \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_

### The Groom

Full Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Can we Text? \_\_\_\_\_

Email \_\_\_\_\_

### The Bride

Full Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Can we Text? \_\_\_\_\_

Email \_\_\_\_\_

Return Security Deposit to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**WEDDING COSTS**

**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 within  
30 days following the wedding (or applied to costs of damage/additional  
services).

**Church Fee** (Payable to Willow Creek Presbyterian Church) \$800

**Staff**

- 1. Officiating Pastor Honoraria (Payable directly to the Pastor) \$200
- 2. Organist (Payable directly to the Organist.) \$200
- 3. Soloist (Payable directly to the Soloist.) \$100

**All fees (Church and Staff) must be paid in full thirty (30) days in advance of the service.**

***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.*

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