

Weddings

at

Lake Grove
Presbyterian Church

Weddings at Lake Grove Presbyterian Church

*C*ongratulations on your engagement!

You are beginning to prepare for one of the most important events of your life – your wedding day.

The ceremony of a Christian marriage is a sacred and beautiful worship experience. God, who ordained marriage, is invited to give His blessing. Friends and family will stand as witnesses and support as you give your vows to one another.

Lake Grove Presbyterian Church wants your wedding ceremony to be perfect in every way. This requires careful preparation and planning.

To help you, our church provides a team of people who will work with you to insure a good beginning for your marriage. They are the pastor, the pastoral administrative assistant, our church organist, and a wedding ceremony coordinator.

The following information will help you in your planning. It will inform you of requirements of the state of Oregon, and the policies and procedures of our church for the marriage ceremony and facility use.



*W*e anticipate your wedding day

will be a beautiful and memorable experience.

If you have questions or problems in your planning, feel free to contact either your Wedding Coordinator or Pastoral Assistant.

We are always available to help.

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Lake Grove
Wedding / Church Policies

GENERAL POLICIES

1. Weddings at Lake Grove Presbyterian Church (LGPC) are available to **MEMBERS, REGULAR WEEKLY ATTENDEES, AND THEIR IMMEDIATE FAMILY.**
2. It is customary for an **LGPC PASTOR TO OFFICIATE WEDDINGS** held at LGPC. An ordained Presbyterian minister must officiate, or be the assistant to the officiate for all wedding ceremonies held at the church. It is understood that he/she has the privilege of determining the propriety of any marriage, which he/she might be asked to perform. If you want another member of the clergy to perform the wedding, or to assist our pastor, you will need approval of the LGPC pastor.

You will meet with your LGPC pastor three or more times:

- 1.) An initial appointment to get acquainted;
- 2.) A second appointment to check on progress, and answer questions; and
- 3.) A final appointment to plan for the wedding ceremony.

Appointments are scheduled through the pastoral administrative assistants.

3. **SCHEDULING**

Weddings may be scheduled at any time, which does not interfere with the regularly scheduled services and responsibilities of the church. Consideration must be given to the custodial time required in the preparation and clean up for the wedding. On Saturdays, a wedding ceremony will be scheduled to start no later than 3:00 PM. Removal of decorations and wedding items must commence immediately upon the conclusion of the ceremony, and clean up must conclude by 4:30 PM so that Worship Service preparations can begin.

Only one wedding per weekend will be scheduled. Even though the actual date is available on the church calendar, the date must also be available for the pastor and LGPC wedding coordinator. Weddings will not be scheduled in December.

4. **RECEPTIONS**

Due to the high demand by church programs and LGPC ministries for the use of church facilities, requests to hold a wedding reception at LGPC will be approved based on space availability when the responsible party agrees to provide set-up and clean-up crews, and service staffing for the event. Use of church tables and chairs must be approved prior to the wedding date. No other equipment or supplies are available through the church. A fee of \$200 will be charged for church janitorial personnel provided to set up church tables/chairs and to reset the room for the next church event.

All food brought into the church must be prepared by a licensed commercial preparer, and a **certificate of insurance must be provided** as proof of liability coverage. Use of the church kitchen, if available, is primarily for food staging. No cooking will be allowed in the kitchen.

Building Use Summary:

Based on your ceremony start time, you will be provided with access to the building and the reserved rooms including a bridal changing room a maximum of 3 hours prior to ceremony, and one hour after ceremony is completed, plus 1½ hours for rehearsal, customarily on the day prior to the wedding.

5. **PRE-MARITAL COUNSELING IS REQUIRED.** This requirement can be met with professional counseling or be provided by the LGPC pastoral staff. To benefit from your counseling experience, we recommend it be completed several months before the wedding ceremony.
6. **An LGPC WEDDING CEREMONY COORDINATOR must be used for all weddings held on church grounds,** and will be assigned by the pastoral assistant prior to confirming your wedding date. The wedding coordinators are experienced in wedding planning, and will oversee many aspects of the ceremony including set-up, flowers, rehearsal, processional, etc. to make your day go smoothly.
7. **POLICY FOR PREPARING AND SERVING FOOD AT LGPC FOR WEDDING PARTY**
 - Food may be brought into church, if the company that supplies the food for consumption on church property is licensed to prepare such food. In addition, the group must assume responsibility for the safekeeping of such food and indemnify the church against any claims resulting from such service. Under no circumstances will the groups be allowed to serve food that is prepared by individuals or businesses not licensed to serve prepared foods.
 - **KITCHEN USE:** You may use the kitchen only for staging, beverage preparation, and for clean-up purposes. Additionally, the kitchen must be reserved at the time of your wedding date reservation.
 - No food is to be prepared or cooked in the kitchen. (Exceptions: You may use the church's coffee makers, provided that you supply your own coffee and have approval for such use in advance. You may also use the church's microwave for reheating or warming prepared food.)
8. **BUILDING USE POLICIES**
 - Alcoholic beverages are prohibited on church property at all times.
 - Smoking or chewing tobacco is not allowed on church property.
 - The use of birdseed, confetti, and rice are not permitted. An attractive, environment-friendly (outdoors only) alternative is the use of bubbles.
 - LGPC is not responsible for lost or stolen articles. Use care when leaving cameras, purses, etc. unattended. Wedding party valuables can be locked in the bridal changing room with the assistance of your wedding coordinator.

Fee Description

Use of church facilities for weddings are granted only to church members, regular attendees, and their immediate families. There is a \$900 fee that covers the cost of required wedding personnel. This includes the Wedding Coordinator, Organist/Pianist, Sound Technician, and Custodian(s). A bench fee applies if you elect to use your own choice of organist or pianist.

Ceremony Fees

(Fees are subject to change. Please check with pastoral assistant or wedding coordinator.)

The cost of a wedding ceremony at Lake Grove, which includes the services of required personnel (your LGPC Wedding Coordinator, Organist, Sound Technician, and Custodian) begins at \$900, and will include a minimum of the following:

Pastoral Officiate:

It is customary for the groom to offer a reimbursement for the pastor's personal time (also called an honorarium). There is no set fee (and this is not included in the \$900 ceremony fee described on this page), however we are often asked for a figure; we recommend \$400. Due to the additional time required of pastors when performing off-site ceremonies, please consider additional remuneration. Make your check payable directly to your pastor. If an LGPC pastor is used to assist an approved, but outside officiate, an additional \$100 will be charged, and will be added to your ceremony fee.

Sound Technician:

A Sound Technician is required in the Sanctuary for amplification of the pastor and musicians (vocalists and instrumentalists). The sound technician will be present at your 90-minute rehearsal, and for the ceremony. Outside vendors (professional or non-professional D.J.s) are not authorized to replace the use of a church Sound Technician. A rental fee will apply if sound requests are above the limitations of the church's sound equipment inventory.

Special Note:

A **non-refundable deposit** of \$100, along with a signed agreement is required to confirm your date on the church calendar. Checks should be made payable to "Lake Grove Presbyterian Church" with a "wedding deposit" notation on the check memo line along with the date requested. The balance of \$800 (\$1000 if a reception is booked) is due two weeks prior to your wedding, along with your "License and Record of Marriage," unofficial keepsake certificate, and return envelope to county clerk.

For a wedding and reception held at LGPC the total fee is \$1100.

How To Schedule A Wedding

1. Place a request to have a wedding at LGPC with the pastoral administrative assistant. She will check to see if the date is available on our church calendar. Be prepared to provide the following information:

- ❖ Ceremony date?
- ❖ Ceremony start time?
- ❖ Use of church organist?
- ❖ Approximate number of guests?
- ❖ Estimated end time?
- ❖ Name of requested LGPC pastor?

2. Your request will be presented to the pastor.

3. Your request will be presented to the wedding coordinator for her availability.

After these three criteria are approved, the pastoral administrative assistant will notify you that the date is tentatively held on our Lake Grove church calendar of events, and assign you a wedding coordinator. At this time, we require a non-refundable deposit of \$100 to hold your wedding date. This deposit will be applied to your wedding fees. Next, you will need to make your first appointment with the pastor, wedding coordinator, and the organist.

Wedding Deposit:

A non-refundable deposit of \$100 for your ceremony, along with a completed and signed *LGPC Facility Guidelines and Agreement* is required to reserve your reception date on our church calendar. Make your check payable to "Lake Grove Presbyterian Church" and note your name and wedding date on the memo line of your check. The balance is due two weeks prior to your wedding date, along with your completed paperwork specifying your arrangements.

Preparing For The Wedding Ceremony

THE FACILITY

The beautiful facilities of Lake Grove Presbyterian Church are not for rent. Rather, they are our church home, which we want to make available to members, their families and regular attendees of our church.

The Sanctuary is complete in its appointments. A minimum of decoration is needed, even for elaborate weddings.

The Sanctuary seats approximately 400 guests (at capacity.) There are 17 pews on each side of the Sanctuary.

The following appointments are available for your use in the sanctuary:

- * Oil-filled “candles” for the communion table.
- * Candelabra, needing dripless candles; one set is brass and requires 12 candles.
The bride provides these candles.
- * Clips that hold bows on the pew. Pews are 35 inches high. The top end to each row is 5”. 11” down to full width of pew end is 18 inches.
- * A guestbook table is available for use with a tablecloth provided. You may also want tables for wedding gifts. At your request, the custodian will have these set up.

If an **Aisle Runner** is used (the church does not have an aisle runner), it should be secured for safety reasons. Cloth is preferred for an aisle runner.

Flower Arranging or assembling is to be done away from Lake Grove Presbyterian Church. Delivery can be made on the day of the wedding, two to three hours prior to the ceremony start time.

The wedding party may dress at the church. A room will be provided three hours prior to the ceremony to serve as a “**Bridal Changing Room**,” with locked door and a full-length mirror. It’s customary for the groom and groomsmen to dress in the Choir Room.

The Gathering Area is used for guest book signatures and visiting prior to the wedding. The Courtyard Room is available as a waiting area for family prior to the service.

Your **Room Reservations** will need to be discussed with the wedding coordinator when you meet with her. Facility use for a wedding will generally include 1 1/2 hours for rehearsal, 3 hours before the wedding and 1 hour after the ceremony is completed.

*****Note: Only the rooms you have reserved may be used. All other rooms will be prepared for worship services, and must be left undisturbed. This particularly applies to the nursery and Sunday School rooms.**

THE CUSTODIAN

Our church custodian will assist in preparing the building for your wedding. He will also restore furnishings and do clean-up following the wedding. However, the custodian does not do any decorating, nor does he remove decorations. You are responsible for removing all decorations in the Sanctuary. In rooms you have used for preparation, you are required to clean up, put garbage in receptacles, and leave the areas used in reasonable order. This is especially important if a snack has been served.

MUSIC

The church organist provides and coordinates the music for the wedding service. Consider him a valuable and experienced resource to help you select music to complement the service. He may also accompany soloists and lead congregational hymns. Contact the church organist at your earliest convenience to begin planning the music for your service.

Your pastor will have final approval of wedding music.

In addition to the church organist, Lake Grove Presbyterian Church has musicians and vocalists within our congregation that you may engage for your wedding. Contact the organist to inquire about hiring vocalists and musicians.

PHOTOGRAPHY

Wedding photographs may be taken before or after the service. We recommend before the service so that formal pictures may be taken in an optimum environment and your guests will not be kept waiting at your reception.

Pictures may be taken during the service, but only non-flash pictures and from the back of the sanctuary. If your service is to be videotaped, the camera is to remain stationary, with no additional lighting.

All those to be photographed should be informed as to the time and place they should report for pictures. Be specific with the photographer about particular shots, groups, poses, desires, etc. – give him a written list. This will prepare the way for a smooth photo shoot.

GIFTS

We advise you to have one or two people receive wedding gifts brought to the church, insuring cards are securely attached to gifts and placed on a gift table. The church is not responsible for the security of the gifts at any time, and caution should be exercised to ensure their safety. Designate who should transport the gifts from the church.

CHILDCARE DURING THE WEDDING

Lake Grove Presbyterian Church facilities are not available for childcare for weddings.

WEDDING PROGRAMS

If you wish to have wedding programs, these are the responsibility of the bridal couple.

UNITY CANDLE

If you plan to include the unity candle in your ceremony, you will need to supply the candle on its stand and also the parent candles in their holders.

SECURITY

Please take precautions to secure purses and any valuables in a locked area designated by your wedding coordinator.

Marriage License

Your marriage license may be obtained from:

Clackamas County Recording Division
104 11th Street, Oregon City 97045
(503) 655-8551, extensions 7871 or 7867

The “License and Record of Marriage” form replaces the former marriage license. This must be obtained in the State of Oregon in person or by mail. An application is filled out and signed. You give this form to the person performing the wedding to complete and sign.

- The fee is \$60.00, is non-refundable, and received in cash or certified check only, **no personal checks**.
- It is not necessary to be a resident.
- There is a three-day waiting period and the license is valid for 60 days.
- The license may be used throughout the State of Oregon.
- The legal age for marrying in Oregon is 17 with parental consent, 18 without consent for both bride and groom.

Other counties to contact are:

Washington County 503-846-8786
155 N 1st Ave Hillsboro OR 97124

Multnomah County 503-988-3027
501 SE Hawthorne Portland OR 97214

Remember, the marriage “License and Record of Marriage” needs to be given to the Pastoral Secretary at Lake Grove Presbyterian Church two weeks prior to the wedding. We need the names and addresses of the two witnesses to complete the form. The pastor officiating will have this form at the time of the rehearsal.

For more information, please visit the following website <http://www.co.clackamas.or.us/recording/marriage.htm>.

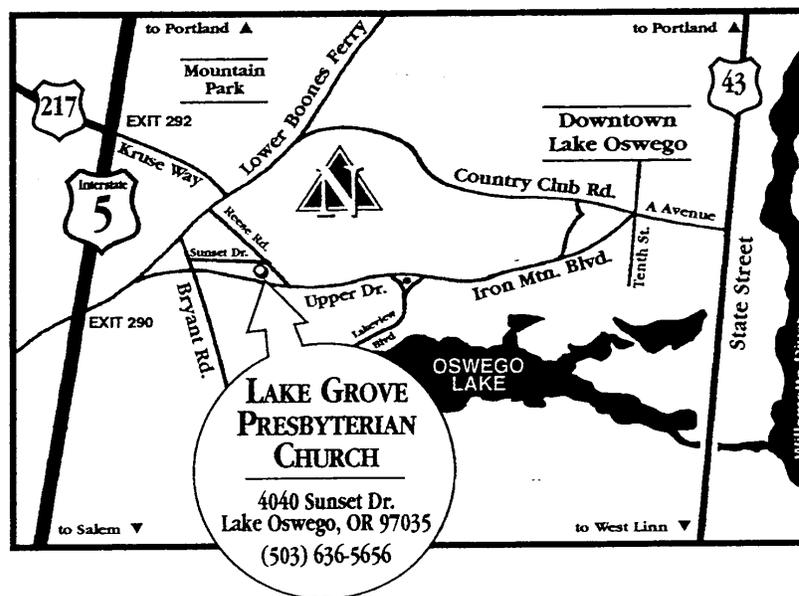
Map & Directions To Our Church

Heading north on I-5, take the Lake Oswego/Durham exit. At the four-way stop light, turn right onto Boones Ferry Rd. Travel about two miles until you come to Reese Road. Turn right onto Reese Road and go to Sunset Drive. Turn right. The church is on the left.

Heading south on I-5, take the Kruse Way/Hwy 217 exit. Turn left at the traffic light onto Kruse Way. Travel to the end of Kruse Way and turn right onto Boones Ferry Road. Turn left onto Reese Road, then turn right onto Sunset Drive. The church is on the left.

From Sellwood Bridge, go south to Lake Oswego on Macadam/Hwy 43. Continue approximately eight miles to downtown Lake Oswego. Turn right on "A" Avenue. Go to the first stop sign (approximately nine blocks) and turn left onto Chandler. Chandler turns into Iron Mountain Blvd. At first stop sign on Iron Mountain Blvd., take the first right off the round-about which is Upper Drive. Go to the second stop sign. That is the inter-section of Upper Drive and Reese Road. The church is on the right side.

From West Linn - Take Hwy 43 towards Portland. In downtown Lake Oswego take a left on "A" Avenue. Go to the first stop sign, (approximately nine blocks) and take a left on Chandler. Chandler turns into Iron Mountain Boulevard. At the first stop sign at Iron Mountain Boulevard, take the first right off of the roundabout onto Upper Drive. Go to the second stop sign. That is the intersection of Upper Drive and Reese Road. The church is on the right side.



Lake Grove Presbyterian Church
4040 Sunset Drive ❖ Lake Oswego, OR 97035 ❖ 503.636.5656

Music

1. Hymns

All Creatures of Our God and King
Be Thou My Vision
Blessed Jesus, at Your Word
Called as Partners in Christ's Service
Come Down, O Love Divine
For the Beauty of the Earth
Joyful, Joyful, We Adore Thee
Like the Murmur of the Dove's Song
Love Divine, All Loves Excelling
Not for Tongues of Heaven's Angels
Now Thank We All Our God
Praise, My Soul, the King of Heaven
The King of Love My Shepherd Is
Though I May Speak

2. Solos

Jesu, Joy of Man's Desiring (Bach)
Bist du bei mir (Bach)
Panis Angelicus (Franck)
The Unity Candle Song (Haan)
The Gift of Love (Hopson)
The Lord's Prayer (Malotte, etc)
The Call (Vaughan Williams)
Bel Piacere (Handel)
Come and Journey With Me (Haas)
O Perfect Love (arr. Barnby)
Wedding Song (Flor Peters)
Wedding Hymn (Handel)

3. Processional Music

Canon in D (Pachelbel)
Jesu, Joy (Bach)
Trumpet Voluntary (Clarke)
Trumpet Tune (Purcell)
Bridal Chorus (Wagner)
Trumpet Tune (Greene)
Trumpet Voluntary (Stanley)

4. Recessional Music

Hornpipe (Handel)
Rondeau (Mouret)
Psalm 19 (Marcello)
Prelude to the Te Deum (Charpentier)
Wedding March (Mendelssohn)

Contact Us

LGPC Pastoral Assistant for Weddings

Debra Popejoy

debra@lakegrovepres.org

503-210-6076

LGPC Organist

Jeff Wood

organist@lakegrovepres.org

203-631-9516

This booklet is available on the LGPC website **lakegrovepres.org**
and is located in the “**Sermons And Resources**” tab on the homepage.

Click “Church Documents” then “Weddings at LGPC.”

LGPC Facility Guidelines & Agreement

This form must be completed, signed, and returned with the required deposit in order for us to consider your reservation.

Our Responsibility

It is our sincere desire to be good stewards of all that the Lord has entrusted us. Our policies are based on the philosophy that we wish to accommodate our church family as much as possible, without causing expense to the church. We wish to be neither careless nor selfish with church facilities or equipment. We have established the following to prevent misunderstanding, and to promote good stewardship. Please seriously commit to help us, and communicate our policies to your family, friends, and outside vendors, which you hire, as we share with you the Lord's resources.

Your Responsibilities

I have read and will abide by the church use policies and procedures as outlined in the Lake Grove Wedding/Church Policies and Fee Description, and will communicate those guidelines to those it pertains to for my wedding, and understand that further use of the facility may not be permitted if we do not comply with the standards set forth in this Agreement.

1. I understand that all use fees must be paid two weeks prior to my wedding date and will be provided along with the "License and Record of Marriage" unofficial certificate, and return envelope to the county clerk.
2. I understand that I am assuming responsibility for repair or replacement of any property or equipment damaged during use.
3. The Church is not responsible for lost articles, however any articles/equipment found will be held for a one week period as a courtesy.

Guidelines for Use

1. USE OF THE BUILDING IS LIMITED TO THE ROOM(S) RESERVED and the nearest restrooms. All other areas, equipment, personal and/or church property are to be respected and left untouched.
2. SECURING PERSONAL VALUABLES AND WEDDING GIFTS are the responsibility of the wedding party and not church staff or personnel.
3. ALCOHOLIC BEVERAGES, TOBACCO OR TOBACCO PRODUCTS, AND ILLEGAL DRUGS are not allowed anywhere on church property.
4. NO FOOD OR DRINK are allowed in the Sanctuary or in other restricted areas.
5. DECORATIONS must be taken down immediately upon conclusion of event, and must be removed from church property.
6. CHILDREN ARE NOT TO BE LEFT UNSUPERVISED anywhere in the building at any time. Childcare is not available on church property during wedding events.

Indemnity / Waiver of Damages

In consideration of the Church granting the permission requested herein, Permittee agrees to indemnify and hold Church and its officers, agents, and employees harmless from any and all claims, demands, lawsuits, actions of any kind, damages, judgments, amount paid in settlement, costs and expenses (including attorney's fees) which may be incurred or arise out of Permittee's exercise of the permission granted or from any of the Permittee's activities related hereto, including, but not limited to, any food or drink that Permittee prepares, serves, or provides.

Permittee acknowledges that it will use Church facilities at his/her own risk, and expressly waives any right to make or prosecute claims or demands against the Church for any loss, injury, or damage which Permittee may sustain by virtue of the exercise of the permission granted or by reason of any defect, deficiency, or impairment which may occur from time to time from any cause of the water supply system, drainage system, heating system, gas mains, electrical apparatus, or cable furnished for the event, or for any loss resulting from fire, water, tornado, civil commotion, riot, landslides, windstorm, earthquake, or other acts of nature.

Wedding Date Reserved: _____

Today's Date: _____

Ceremony Time: _____
(Start time) (End time)

Est. # of Guests: _____

Officiating Pastor: _____

Bride: _____ Groom: _____

Print Name of Responsible Party: _____

Signature: _____

Phone: _____ Email: _____