

NorthPark Presbyterian Church Wedding Policy and Application

NorthPark Presbyterian Church is pleased to assist with your upcoming wedding. This booklet has been prepared to guide you through the use of our facility. We have tried to anticipate questions or concerns you may have. The policies expressed herein have been designed to make your planning easier, to fairly compensate our employees, and to maintain our facilities. With our mutual cooperation, we look forward to a beautiful and meaningful wedding ceremony.

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Section 1
NorthPark Presbyterian Church
Wedding Application

This form is to be completed and returned to NorthPark with a deposit of \$300 before the ceremony can be scheduled. The check made payable to NorthPark Presbyterian Church. Deposit refundable pending no damages are found following the ceremony.

Rehearsal Date Requested: _____ Time: _____

Wedding Date Requested: _____ Time: _____

Partner #1 Name: _____ Partner #2 Name: _____

Address: _____ Address: _____

Email: _____ Email: _____

Phone: _____ Phone: _____

Church Affiliation: _____ Church Affiliation: _____

Couple's Address after Wedding: _____

I have read NorthPark Presbyterian Church's Wedding Policy and agree to abide by the guidelines and rules set forth. I understand that I am responsible for informing all vendors and the wedding party of the guidelines. If any information provided on this form changes, I will alert the NorthPark Wedding Coordinator. I understand that once a reservation has been made and entered on the church calendar, any alteration to the start times of the wedding or rehearsal must be approved by the NorthPark Wedding Coordinator.

Name: _____ Name: _____

Date: _____ Date: _____

Signature: _____ Signature: _____

NorthPark Presbyterian Church
NorthPark Wedding Coordinator Information Sheet

*This form is to be completed and returned as soon as the information is complete,
but no later than 30 days prior to the ceremony.*

General Information

Partner #1 Name: _____ Partner #2 Name: _____

Email: _____ Email: _____

Phone: _____ Phone: _____

Rehearsal Date: _____ Time: _____

Wedding Date: _____ Time: _____

Vendors

Florist Name: _____ Florist Phone: _____

Photographer Name: _____ Photographer Phone: _____

Videographer Name: _____ Videographer Phone: _____

Wedding Planner Name: _____ Wedding Planner Phone: _____

Are you requesting an additional pastor to participate? Yes: _____ No: _____

Pastor Name: _____ Pastor Phone: _____

Pastor Denomination: _____ Pastor Church: _____

Reception Location: _____

Ceremony

Number of Guests: _____ Organ or Piano: _____

Are You Requesting Use of Other Musicians, Soloists? Yes: _____ No: _____

Church Candelabra (Yes or No)? _____ Unity Candle (Yes or No)? _____

Participants

Name/age of Flower Girl: _____ Name/Age of Ring Bearer: _____

If a unity candle will be used, who will light the center candle? _____

Honor Attendant (Partner 1): _____ Honor Attendant (Partner 2): _____

Other Attendants for Partner 1:

Other Attendants for Partner 2:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Number of Ushers: _____

Readers/other ceremony participants: _____

Name of person(s) who will escort Partner 1 down the aisle: _____

Photos

Will Sanctuary photos be taken prior to ceremony? Yes: _____ No: _____

Will Sanctuary photos be taken after the ceremony? Yes: _____ No: _____

Additional Requests

Please return this page to the NPPC Wedding Coordinator prior to the rehearsal.

Seating of the Family

Partner 2's Paternal Grandparent(s) _____

Ushered in by _____

Partner 1's Paternal Grandparent(s) _____

Ushered in by _____

Partner 2's Maternal Grandparent(s) _____

Ushered in by _____

Partner 1's Maternal Grandparent(s) _____

Ushered in by _____

Which of the Grandparents will be escorted out during the recessional? _____

Partner 2's Stepmother _____

Ushered in by _____

Partner 1's Stepmother _____

Ushered in by _____

Partner 2's Mother _____

Ushered in by _____

Partner 1's Mother _____

Ushered in by _____

Please, no changes to the above after the Rehearsal.

PHOTOGRAPHER/VIDEOGRAPHER AGREEMENT FOR WEDDINGS

NorthPark Presbyterian Church
9555 North Central Expressway
Dallas, Texas 75231
(214) 363-5457

This form must be signed and returned to the NorthPark Wedding Coordinator no later than two weeks prior to the wedding. It will be made a part of NorthPark's permanent record. Failure to follow the guidelines will result in the vendor being excluded from providing their services at future NorthPark events.

NorthPark recognizes the value of wedding photographs/videos. The following regulations are established to ensure that the wedding ceremony is not interrupted by camera noise, flashes being used, or interruptive photographer/videographer movement.

- Before the ceremony, photos may be taken in the Sanctuary and on church grounds. All photography (except in the Bride's Room and Conference Room) must be completed 30 minutes before the beginning of the ceremony.
- Cameras with flash attachments will not be allowed in the Sanctuary for the period beginning 30 minutes preceding the ceremony and ending with the dismissal of the congregation by the Pastor.
- Flash photos may be taken in the Narthex preceding the ceremony, as long as no flashes are aimed toward the interior of the Sanctuary.
- No flash photos may be taken during the ceremony, and all photos shall be taken from the last pew, using available light only.
- Photos taken after the ceremony need to be completed within 45 minutes of the conclusion of worship. Please have the wedding party prepared to reassemble immediately after the ceremony. Photographs with the Pastor should be completed first.
- Videotaping of the ceremony is allowed from a single, stationary position from the rear of the Sanctuary, or one unstaffed, unseen camera placed in the Choir Loft. No supplementary lighting may be used. The use of all wireless microphones must be pre-approved with the NorthPark Sound Technician. Under no circumstances may anything in the Sanctuary be unplugged.

I have read and hereby agree to abide by these regulations.

Name: _____ Date: _____

Signature: _____ Name of couple being wed: _____

FLORIST AGREEMENT FOR WEDDINGS
NorthPark Presbyterian Church
9555 North Central Expressway
Dallas, Texas 75231
(214) 363-5457

This form must be signed and returned to the NorthPark Wedding Coordinator no later than two weeks prior to the wedding. It will be made a part of NorthPark's permanent record. Failure to follow the guidelines will result in the vendor being excluded from providing their services at future NorthPark events.

Floral Guidelines

Flower are limited to one or two arrangements in the Sanctuary. They may be placed on NorthPark's two flower pedestals (18" hexagon). Except for the ends of pews, flowers may not be placed in other areas of Sanctuary (this includes the communion table).

Delivery of flowers and other decoration must be received by someone from wedding party or the NorthPark Wedding Coordinator. The florist will have access to the church two hours prior to the wedding. Work must be completed forty-five minutes prior to the start of the ceremony.

Pew Decorations

Flowers, bows, and other decorations may be used on the pews. They must be affixed with plastic clips, fabric or ribbon. Tape, pins, nails and wire are not allowed. Please do not remove the hymnals, Bibles or other materials located in the pews.

Kneeling Bench and Candles

A kneeling bench and unity candle are available by request. The couple must provide its own dripless candles. No candles or other lighting devices may be used.

Sanctuary Furnishings and Decor

Sanctuary furnishings may not be moved. The communion table, baptismal font, pulpit, and piano must remain in the Sanctuary. Seasonal decorations may not be altered or moved for any reason.

Prohibited Decorative Items

- Decorations may not be hung from light fixtures, the organ console/pipes, or the communion table or baptismal font.
- No tacks, staples, glue, or tape may be used to fasten decorations to the furnishings or the building.
- No carpentry work is allowed.

- Nothing may be attached to the candelabra or kneeling bench.
- Only a Bible and communion elements may be placed on the communion table.
- Under no circumstances shall rice, confetti, flower petals, birdseed, balloons, bubbles or any other material be thrown inside the church building or on the church grounds.
- The use of an aisle cloth is strictly prohibited. The couple will be held responsible for any damage to the building and/or furnishings.

Removal of Flowers and Decorations

Removal of flowers must begin immediately following the ceremony. Clean up should be completed within forty-five minutes. If the couple wishes to leave flowers for use during Sunday worship, this must be scheduled with the NorthPark Wedding Coordinator at least two weeks in advance.

Florists will be held responsible for any damage done to the building and/or furniture caused by decorations. They are responsible for cleaning wax from floors and furniture should an accident occur.

I have read and hereby agree to abide by these regulations.

Name: _____ Date: _____

Signature: _____ Name of couple being wed: _____

Section 2

Scheduling Your Wedding

Weddings for church members (and their immediate family) may be scheduled up to one year in advance of the service. Weddings for non-members cannot be confirmed earlier than 180 days before the date desired.

Please begin the scheduling process by contacting the NorthPark Wedding Coordinator. A wedding date will then be entered on the church calendar when NorthPark has received a completed wedding application and refundable deposit of \$300.

Wedding Dates

Weddings may be scheduled Monday – Sunday, with final approval from the Pastor.

Weddings may not be scheduled New Year's Day, Holy Week, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day (and weekend), and the last two weeks of December. Careful consideration should be given to the scheduling of weddings during special seasons of the church year (Advent, Christmas, Easter, Pentecost, etc.). The Sanctuary will be decorated for those seasons. Decorations may not be altered or moved for any reason.

Wedding Times

Wedding times are 11:00 a.m. – 6:00 p.m. (Sundays 3:00 – 5:00 p.m.) pending approval.

Weddings are given a block of four hours, with the church opening two hours before the ceremony. Check with the NorthPark Wedding Coordinator to see if the church may be opened earlier for a fee.

Rehearsal Times and Expectations

Rehearsals are normally scheduled on Fridays at 6 p.m., though exceptions may be made with approval of the Pastor and NorthPark Wedding Coordinator. Rehearsals are to be completed within 45 minutes. The building will be opened 15 minutes prior to beginning of the rehearsal. The couple may use an outside wedding planner to prepare details and assist in the rehearsal; however, the Pastor and NorthPark Wedding Coordinator conduct the rehearsal. Since food and drink are not allowed in the Sanctuary, no clean-up should be necessary following your rehearsal. Musicians do not participate in the rehearsal.

Changes to Wedding and Rehearsal Times

To help your wedding plans go smoothly, please stay in contact with us. Alert the NorthPark Wedding Coordinator of any changes in phone or address, facility needs, or vendors. You may not change the time or date of your wedding or rehearsal without approval.

Section 3

Wedding Fee – Members

The base fee for a member of NorthPark to have a wedding in the Sanctuary is \$1650 (\$1350 plus \$300 refundable deposit). At least one of the two persons being wed must be an active member of NorthPark for this fee structure to apply. The fee includes use of the building, the NorthPark Wedding Coordinator, the Pastor, the Organist, the Sound Technician and Custodian, and access to the building two hours prior to the wedding.

This is a breakdown of the fee:

NorthPark Wedding Coordinator	\$400
Pastor	\$400
Organist	\$300
Custodian and Sound Technician	\$250
Deposit (refundable)	\$300

Wedding Fees – Non-Members

The base fee for a non-member of NorthPark to have a wedding in the Sanctuary is \$2150 (\$1850 plus \$300 refundable deposit). This includes \$1350 (see “Wedding Fee – Members” above) plus a \$500 building use fee.

Additional Fees

The following are optional fees:

Soloists and instrumentalists	\$100 and up
Additional rehearsal with Organist	\$100
Communion	\$50
Early arrival before ceremony (2 hours)	\$200

If you would like to inquire about having a post-wedding reception, please contact the NorthPark Facility Manager about availability and fees.

Prepare/Enrich

The couple is required to complete an online Prepare/Enrich relationship inventory. The results will be sent to the Pastor and used during premarital counseling sessions. The cost of completing the inventory is currently \$35 and is paid directly to Prepare/Enrich.

Deposit and Payment Schedule

A deposit of \$300 is due at the time of application, and the balance is due 30 days prior to the wedding. NorthPark will invoice the couple for the final payment that is due. If payment is not received within two weeks of the wedding date, the reservation for the wedding will be cancelled. All checks are payable to NorthPark Presbyterian Church.

Deposit Refund

The deposit will be refunded within 30 days after your wedding date unless unusual cleaning or repairs are necessary following the rehearsal or wedding.

The couple is responsible for any damages to church property, and for informing vendors and the wedding party of the NorthPark wedding policy.

All decorations, flowers, debris, etc., are to be removed from the building immediately after the ceremony. NorthPark does not maintain storage facilities for the wedding items, nor is NorthPark responsible or liable for lost or missing items left behind. The church building is to be left in the same clean and orderly condition in which it was found.

Wedding Cancellations

A refund of fees will be made only to those who cancel weddings at least eight weeks in advance of their scheduled date. However, the deposit of \$300 will be retained by NorthPark.

Section 4

NorthPark Wedding Coordinator

The NorthPark Wedding Coordinator will assist the couple with coordinating ceremony plans. The Coordinator will be the source of information regarding wedding procedures. He or she will schedule a meeting with the couple once all vendors have been selected and will attend and coordinate both the rehearsal and wedding. Prior to the rehearsal, all outside wedding consultants should confer with the NorthPark Wedding Coordinator regarding all plans.

Pastor

All weddings are officiated by the Pastor of NorthPark Presbyterian Church. However, with prior approval, a visiting minister may co-officiate or assist in the ceremony.

The couple must meet with NorthPark Pastor to plan the ceremony. The couple must also complete premarital counseling with the Pastor, which includes completion of the Prepare/Enrich relationship inventory. The number of premarital sessions is at the discretion of the Pastor. Couples are responsible for scheduling appointments with the Pastor (Mon. – Thur., 8 a.m. – 5 p.m.)

Custodian

The Custodian will prepare the building for your wedding and clean up after the ceremony has concluded. The Custodian is not responsible for removing floral arrangements, pew bows, other decorations, or any items from the dressing rooms.

Sound Technician

All weddings require the use of a NorthPark Sound Technician. He or she will mic the Pastor, run mics for any additional speakers, and ensure the sound levels are appropriate with music.

Organist

The Organist's fee includes one planning session with the couple, one rehearsal with vocalists or instrumentalists immediately preceding the wedding, and the wedding itself. Each additional rehearsal with vocalists or instrumentalists will incur an additional fee of \$100 for the Organist. The couple will consult with the Organist in making music selections. Music must be finalized at least four weeks prior to the wedding date. Couples are responsible for scheduling an appointment with the Organist.

Section 5

Ceremony Venue

The NorthPark Sanctuary is handicapped accessible, seats 400, and has a center aisle.

Parking

The NorthPark parking lot accommodates 124 vehicles. Handicapped parking for an additional 13 vehicles is available. There is additional parking on the streets around the building.

Wedding Day Arrival

The bridal party and vendors will have access to the church building two hours prior to the wedding service. The bridal party may arrive up to four hours before the ceremony for an additional fee of \$200.

Dressing Areas

There are two rooms dedicated for couples to gather and dress before the ceremony: the Bride's Room and the Conference Room. Please do not use any other rooms. Make-up and hair may be done in the Bride's Room. Because the Conference Room is designed for classroom and meeting use, we suggest the wedding party arrive dressed.

The dressing areas will be furnished with cups and pitchers of water. You may bring soft drinks and finger foods. Please assign a responsible party to clear the dressing areas of food, trash (flower boxes, hangers, etc.), and personal items following the ceremony. The rooms must be left "broom clean" and in the condition in which they were found. The church cannot be held responsible for items lost or stolen. It is imperative that valuables not be left unattended. It is the responsibility of the couple to inform the wedding party regarding this matter.

Nursery

We do not provide nursery facilities for weddings.

General Safety

Smoking and alcoholic beverages are not permitted on church premises, including parking lots and restrooms. The staff reserves the right to deny performing a wedding ceremony in the event this general safety rule is violated. Guests under the influence of alcohol will be asked to leave.

Marriage License

The marriage license must be given to the NorthPark Wedding Coordinator by the time of the rehearsal. In Texas, a license is valid for ninety days, but there is a three-day waiting period after obtaining the license. For more information, call the Dallas County Clerk's office or visit www.dallascounty.org/government/jpcourts/3-2/wedding-ceremonies-marriage-license-information.php.

Section 6

Floral Guidelines

Flowers are limited to one or two arrangements in the Sanctuary. They may be placed on NorthPark's two flower pedestals (18" hexagons). Except for the ends of pews, flowers may not be placed in other areas of Sanctuary (this includes the communion table).

Delivery of flowers and other decoration must be received by someone from wedding party or the NorthPark Wedding Coordinator. The florist will have access to the church two hours prior to the wedding. Work must be completed forty-five minutes prior to the start of the ceremony.

Pew Decorations

Flowers, bows, and other decorations may be used on the pews. They must be affixed with plastic clips, fabric or ribbon. Tape, pins, nails and wire are not allowed. Please do not remove the hymnals, Bibles or other materials located in the pews.

Kneeling Bench and Candles

A kneeling bench and unity candle are available by request. The couple must provide its own dripless candles. No candles or other lighting devices may be used.

Sanctuary Furnishings and Decor

Sanctuary furnishings may not be moved. The communion table, baptismal font, pulpit, and piano must remain in the Sanctuary. Seasonal decorations may not be altered or moved for any reason.

Prohibited Decorative Items

Decorations may not be hung from light fixtures, the organ console/pipes, or the communion table or baptismal font. No tacks, staples, glue, or tape may be used to fasten decorations to the furnishings or the building. No carpentry work is allowed. Nothing may be attached to the candelabra or kneeling bench. Only a Bible and communion elements may be placed on the communion table. Under no circumstances shall rice, confetti, flower petals, birdseed, balloons, bubbles or any other material be thrown inside the church building or on the church grounds. The use of an aisle cloth is strictly prohibited. The couple will be held responsible for any damage to the building and/or furnishings.

Removal of Flowers and Decorations

Removal of flowers must begin immediately following the ceremony. Clean up should be completed within forty-five minutes. If the couple wishes to leave flowers for use during Sunday worship, this must be scheduled with the NorthPark Wedding Coordinator at least two weeks in advance. The donation will be noted in the Sunday worship bulletin.

Wedding Programs

The church does not provide printed programs. If you choose to print programs, please include these instructions: *Photography is not permitted during the ceremony. Please turn off cell phones.*

Section 7

Wedding Ceremony

In the Presbyterian Church, a wedding ceremony is a worship service and should be conducted in a reverent and dignified manner, proclaiming the gospel of Jesus Christ and seeking his blessing of the marriage. The Pastor will work with the couple to create a meaningful service.

Communion

If communion is desired, please make your request at least 45 days prior to the wedding. All communion services must be approved by NorthPark leadership. All those attending the service must be offered communion (i.e. it cannot be served just to the couple). An additional fee of \$50.00 will be charged to defray costs. Since NorthPark has a no alcohol policy on church premises, grape juice (not wine) will be served.

Music

Our standard is that the music chosen for a wedding service be consistent with the reformed worship tradition at NorthPark. Therefore, all music (text and arrangement) before, during, and after the ceremony is to be approved by the Organist at least one month prior to the wedding.

Only the NorthPark Organist may play the organ and piano. If unavailable, a NorthPark substitute organist will play. The couple will consult with the Organist in making music selections. Music must be finalized at least four weeks prior to the wedding date. Couples are responsible for scheduling an appointment with the Organist.

No pre-recorded or secular music is allowed. No sound augmentation devices or sound augmented musical instruments are allowed.

Guest Instrumentalists

Additional musicians (vocals, piano, harp, trumpet, strings, brass, etc.) are allowed, but must be approved by the NorthPark Organist.

At the music consultation, the couple may request help in securing soloists or instrumentalists. Providing any needed music scores of approved music will be the responsibility of the couple.

Soloist rehearsals are to be scheduled with the NorthPark Organist. Music which has been approved must be given to the Organist at minimum two weeks prior to the wedding date.

Section 8

Vendors

Your professional vendors (photographers, florists, etc.) help make your wedding day very special. We have met many wonderful vendors in weddings past; however, we reserve the right to restrict access to any vendor. Be sure the “NorthPark Wedding Coordinator Information Sheet” contains all the information requested about your vendors. Alert the NorthPark Wedding Coordinator should any vendor information change.

You are responsible for making your vendors aware of the guidelines set forth. Your florist, photographer, and videographer must also complete and return the “Photographer/Videographer Agreement” two weeks prior to the ceremony.

Your vendors are welcome to contact the NorthPark Wedding Coordinator with questions. Our normal weekday hours are 8:30 a.m. - 4:30 p.m., Monday through Thursday. You may arrange to visit the church with your vendors during these hours. Please inform the church office in advance of any visits as the Sanctuary may not be available.

Deliveries

No materials related to the wedding (dresses, decorations, etc.) may be brought to the church earlier than the day of the wedding.

Photography

Photography of weddings is permitted using the following guidelines:

- Before the ceremony, photos may be taken in the Sanctuary and on church grounds. All photography (except in the Bride’s Room and Conference Room) must be completed 30 minutes before the beginning of the ceremony.
- Cameras with flash attachments will not be allowed in the Sanctuary for the period beginning 30 minutes preceding the ceremony and ending with the dismissal of the congregation by the Pastor.
- Flash photos may be taken in the Narthex preceding the ceremony, as long as no flashes are aimed toward the interior of the Sanctuary.
- No flash photos may be taken during the ceremony, and all photos shall be taken from the last pew, using available light only.
- Photos taken after the ceremony need to be completed within 45 minutes of the conclusion of worship. Please have the wedding party prepared to reassemble immediately after the ceremony. Photographs with the Pastor should be completed first.

Videography

Videotaping of the ceremony is allowed from a single, stationary position from the rear of the Sanctuary, or one unstaffed, unseen camera placed in the Choir Loft. No supplementary lighting may be used. The use of all wireless microphones must be pre-approved with the NorthPark Sound Technician. Under no circumstances may anything in the Sanctuary be unplugged.

Limos

Please instruct limo drivers to park on Glen America Drive until it is time for the couple to load and depart the church. At that time the limo may pull into the parking lot.

Section 9

Address and Contact Information

NorthPark Presbyterian Church

9555 N. Central Expressway
Dallas, TX 75231
(214) 363-5457

NorthPark Wedding Coordinator

Anita Siegers
asiegers@sbcglobal.net
(214) 563-5133 (text-friendly)

Pastor

Rev. Nicole Bates
nbates@northparkpres.org
(214) 363-5457 x101

Organist

Louis Walker
louis.walker1@verizon.net
(972) 849-3155 (text-friendly)

Facility Manager

Corey Cano
ccano@northparkpres.org
(214) 363-5457 x105