

## Wedding Fees:

Wedding service fee: \$1000.00 (includes use of the Sanctuary, the services of the Wedding Coordinator, organist, custodian, sound technician and one CD recording of the ceremony. The Pastor's honorarium is *not included in the wedding service fee. Please discuss the honorarium with the Wedding Coordinator*).

*Deposit Required: \$200.00*

*Optional Fees: Taking down of aisle candles \$25.00*

Total fees are to be received prior to, or at the time of, the rehearsal. Make checks payable to: La Cañada Presbyterian Church.

All arrangements should be made through the Wedding Coordinator.

## Reception Fees:

Facilities for reception: non-refundable deposit to confirm reception reservation (includes tables and chairs): \$100.00

Custodian fees: \$150.00

*For current fees on the following, please contact the Reception Coordinator:*

- Pre-reception: Meetings & planning with Reception Hostess (approx. 5 hrs)
- Reception Day—Reception Hostess
- Helpers & Servers
- Silver—punch bowl, tea & coffee service, two single candelabra & flatware
- Service for 100 (optional)
- Crystal service for 150 (optional)

The Bride furnishes flowers, candles, napkins, tablecloths, cake, punch, mints, nuts, extra dishes & utensils, and music.

All reception arrangements should be made through the Reception Coordinator.

# Weddings

at



**626 Foothill Blvd.  
La Cañada, CA 91011  
(818) 790-6708**

## **Pastoral Staff**

Dr. Gary Dennis, Pastor

Dr. Chuck Osburn, Associate Pastor

Rev. Kristin Leucht, Associate Pastor

Rev. James Milley, Associate Pastor



## **Important Phone Numbers**

Church Office: (818) 790-6708

Church Fax #: (818) 790-9264

### **Wedding Coordinator**

Mary Emily Myers (818) 952-1373

### **Reception Coordinator**

Daryl Baker-Pollock (818) 957-6110

## **Flowers and Decorations:**

Flowers or greenery should be placed on the reredos. Flowers from Saturday weddings must remain in the Chancel for our Sunday worship services, and will be acknowledged in the church bulletin.

## **Candles:**

We provide two large candles in the candelabra at the base of the Chancel cross. You will need to provide fourteen (18-22 in.) candles for the two candelabra and three additional candles if you decide to have a Unity Candle Ceremony.

## **Rehearsal:**

Approximately 1 & 1/2 hours are set aside for each wedding rehearsal. Please be certain that your wedding party arrives on time. Our organist and sound technicians do not attend the rehearsal. It might be necessary for vocalists to arrange an appointment with the organist.



## **General Planning:**

Since a Christian marriage is a sacred event, reverence is expected from all those who participate. When planning your wedding ceremony, it is important to remember that it is to take place in the context of worship in God's presence.

## **Seating:**

The Sanctuary accommodates 500 persons. Smaller weddings of less than 75 guests can be held in the Chancel area.

## **Music:**

After your wedding has been approved, the church secretary will send the organist information regarding your wedding. If the church organist is unavailable, a substitute will be provided. If you wish to have special music, an instrumentalist, or a soloist as part of your wedding, the Wedding Coordinator will refer you to the appropriate person, or you may choose your own.

## **Sound Technician:**

Ordinarily the Wedding Coordinator will make arrangements with the Sound Technician. Therefore, it is not necessary for the Sound Technician to come to the interview or the rehearsal. The bride does not need to speak with the Sound Technician, but it is important to let the Wedding Coordinator know about any soloist or musicians so the Sound Technician can prepare the proper set-up.

As a service to you, the Church will provide an audio CD of your ceremony at the conclusion of the wedding service.

## **The Christian Marriage Ceremony**

Dear Bride and Groom-to-be,

The La Cañada Presbyterian Church is delighted to serve you during this very special time in your life. The covenant of Christian marriage has always been held in the highest honor by our Church. It is our desire that your wedding be all that you have dreamed and hoped that it would be, and that it will be a serious and joyful commitment by you to love one another and to honor Jesus Christ.

May God's blessing be with you throughout these days of preparation, and may the home which you establish be a source of security and joy to you as well as a blessing to others.

The Pastors of La Cañada Presbyterian Church

## **Choosing a Date and Speaking with the Pastor**

The first step in planning your wedding is to contact the church's Wedding Coordinator. She will answer questions you may have about being married at our church and she will assist in the scheduling. It is also important you contact your Pastor for an initial appointment to discuss the commitment of marriage and plans for the service.

Once the Pastor has agreed to conduct your wedding ceremony, the Wedding Coordinator will tentatively reserve the date, then you will need to complete the application and submit it to the church with your deposit. The facility reservation will not be confirmed until the application has been approved and the deposit received. Weddings may be scheduled up to twelve months in advance. Every effort will be made to honor the scheduled date; however, the church reserves the right to negotiate possible changes in hours or dates prior to the twelve-month confirmation date.

If you wish to have a Pastor from another church participate in your ceremony, please discuss this with our Pastor who may invite him or her to participate in the wedding.

## **The Wedding Coordinator:**

The Wedding Coordinator is a rich source of information for you as you plan this special day. The Coordinator will serve as liaison between you and the church in planning the details of the wedding. She will be present at your rehearsal and wedding ceremony to coordinate and supervise all of the arrangements and activities. She will contact you for an interview approximately two months before your wedding. At that time, she will discuss things such as music, organist, flowers, photographers, sound, video, ring bearers, and flower girls. If you have any preliminary questions or wish to schedule your interview prior to two months before your wedding date, please feel free to call the Wedding Coordinator.

**Wedding Coordinator: Mary Emily Myers**  
**Phone: (818) 952-1373**



## **Reception Coordinator:**

If you plan to have your wedding reception at the church, it will be necessary to contact the Reception Coordinator as soon as the Pastor has agreed to perform your wedding ceremony and the date is approved by the Church. It is important to do this so the date and facilities are reserved well in advance. The phone number of the Reception Coordinator and schedule of fees are included on the back cover for your information and convenience.

**Reception Coordinator: Daryl Baker-Pollock**  
**Phone: (818) 957-6110**

## **Care of the Facility:**

The presence or use of drugs or alcoholic beverages on church premises is prohibited. We appreciate the cooperation of all guests in observing proper decorum in this regard. Smoking is not permitted inside the church buildings.

Please do not provide rice, confetti, bird seed, or any other material for your guests to throw at the conclusion of your ceremony. This makes the custodians' work difficult, and it can be dangerous.

A violation of these policies will result in forfeiture of the deposit fee.

## **Photography:**

The Wedding Coordinator recommends that all formal pictures be taken within the two hours prior to the start of the ceremony. Experience demonstrates that one has better quality pictures and that the participants are more relaxed if the photography takes place before the ceremony. You are welcome to bring a snack for the wedding party. This can provide a social time together with adequate nourishment while the pictures are being taken. Flash photography and artificial lighting are not permitted during the marriage ceremony until the final kiss. Only natural light photographs may be taken from the rear of the sanctuary. All recording and photography is under the supervision of the Wedding Coordinator. Distractions by photographers and video-camera technicians during the ceremony are prohibited. Dress standards for technicians are the same as those for wedding guests.