

## *Welcome*

We are delighted that you are considering First Presbyterian Church of Encino as the site of your wedding ceremony. Few events will ever be as important in your life as your wedding day, and we hope that we can help you make this day as memorable as possible.

We invite you to read this brochure with care. Within these pages are our policies on weddings, and we hope that they will answer most of your questions. In any event, please feel free to ask questions. We are always happy to discuss your wedding plans with you.

As a Christian church, Encino Presbyterian is committed to upholding and nurturing Christian marriages. In our tradition, a wedding is a service of worship, a time when we celebrate the gift of love that God has given us. Whether you are Presbyterian or have roots in another denomination or tradition, we ask that your ceremony reflect these values of worship and love.

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*Your Wedding at First  
Presbyterian of Encino*

*The Community of  
New Possibilities*

## FACILITIES

Encino Presbyterian offers attractive locations suitable for both large and small weddings:

The Sanctuary: The main sanctuary provides a formal setting, [50 pews seat a maximum of 300 guests. The center aisle (doorway to chancel step) is 84 feet]. A bride's room (with bathroom) is available, along with a men's dressing room, as well as a spacious narthex for greeting guests and for presenting a guest book.

The Chapel: The chapel provides a more intimate setting. 3 pews seat 15 guests and additional chairs may be brought in. A piano is available.

The Fellowship Hall: The Fellowship Hall can comfortably handle up to 250 standing guests or 120 seated. A piano and public address system are available. Twelve tables with eight chairs each may be reserved and set up at no additional charge.

## RESERVATIONS

In order to reserve a date for your wedding, you will be asked to:

- a. Contact our Wedding Coordinator.
- b. Make an appointment for an initial pre-marital conference with our Pastor.
- c. Complete and return a wedding application, wedding questionnaire, and provide a non-refundable deposit of two hundred dollars (\$200.00). In certain circumstances described under "Fees" below, you may be required to pay all fees in advance.

You must meet with the Pastor and the Pastor must approve your service at your initial meeting. The Pastor will notify you of approval or disapproval no later than thirty (30) days after your initial meeting.

## RECEPTIONS

If you wish to hold your reception at Encino Presbyterian, you will be asked to fill out a separate reservation form and use agreement. If you do hold your reception at Encino Presbyterian, chairs and tables are available for your use and will be set up. All other decorating, food service and clean-up are your responsibility.

## OFFICIATING PASTOR

In order to maintain a Presbyterian witness in our community, the Pastor of Encino Presbyterian or other Presbyterian pastors whom the Pastor may designate shall officiate at all wedding services. The Pastor of Encino Presbyterian may approve requests for the presence of another pastor to assist in the wedding service.

## RENEWAL OF VOWS AND ANNIVERSARIES

Encino Presbyterian is also available for ceremonies renewing vows and recognizing anniversaries. For renewals of vows, all requirements apply, except that a married couple need not attend a pre-marital conference with the Pastor prior to the ceremony.

## PRE-MARITAL CONFERENCES

You will be asked to participate in a series of pre-marital conferences with our Pastor. In our tradition, a great deal of responsibility is placed upon the officiating pastor to help the couple lay a strong foundation for their commitment to a Christian marriage together. During these conferences, you will be discussing your faith, your relationship with one another, your plans and hopes for your marriage, and the specific plans for the wedding ceremony. The Pastor will help you plan and write a Christian ceremony that affirms the joy and uniqueness of your relationship together.

## WEDDING COORDINATOR

For lots of very good reasons, we require that you engage the services of Encino Presbyterian's Wedding Coordinator and Assistant Wedding Coordinator. The Wedding Coordinator is a tremendous resource. She will be your primary contact person, manage all of the arrangements, supervise the rehearsal, and coordinate all of the details of the ceremony itself. The Wedding Coordinator can answer most of your questions, and otherwise support you in the arduous task of planning and holding a wedding. The Assistant Wedding Coordinator is available for special needs and services during the rehearsal and ceremony.

## EQUIPMENT

Through memorial gifts, the following items are available, at no extra cost:

- Oak kneeling bench
- Two candle lighters/snuffers
- Four brass candelabra and candles
- Stand for guest book
- Three-branch "unity" candelabra and candles

## FEES

When you pay your reservation deposit of two hundred dollars (\$200.00), you will be asked to sign a Deposit Receipt. All fees must be paid at the church office no later than 2 weeks prior to your wedding service. Fees may be paid by check or cash only.

Please make your check out to "First Presbyterian Church of Encino." We will charge a twenty-five dollar (\$25.00) fee for any checks returned to us by your bank.

If you are requesting to schedule a wedding service within thirty (30) days of the date of your request, you will be required to pay all fees in advance. Your wedding service will not be scheduled until all such fees are paid.

## REGULATIONS

Attached to your Deposit Receipt will be a series of regulations for your rehearsal and wedding ceremony. Please review these Regulations thoroughly in advance of your rehearsal. If you have any questions about these regulations, please feel free to contact the Wedding Coordinator.