A photograph of a church steeple with a cross on top, framed by pink cherry blossoms. The steeple is made of light-colored wood or stone and has a dark roof. The cherry blossoms are in full bloom, with many pink petals visible. The background is a clear blue sky.

First Presbyterian Church of Lake Forest

Wedding Booklet

A message from First Presbyterian Church

We look forward to celebrating with you on your wedding day at the First Presbyterian Church of Lake Forest.

This booklet is designed to help you with your planning. You will notice guidelines that have been established to help ensure a joyous, sacred and dignified occasion.

Please read this book thoroughly. It will answer most of your questions. However, please do not hesitate to express any questions to the wedding facilitator.

Thank you.

First Presbyterian Church Pastoral Staff

CONTENTS

The Christian Service of Marriage.....	2
Premarital Counseling Sessions	2
Steps to Complete Your Wedding Plans	3
Non-Wedding Dates and Arrival Times	3
Rules.....	4
Use of the Church Building	4
Photography and Videotaping.....	4
Flowers and Decorations	5
The Officiating Minister	5
Chancel Guild	5
Seating Capacity.....	5
Music.....	6
Rehearsal	7
Schedule of Fees.....	7
Appointments and Notes.....	8
Directions to the Church and Map.....	9
Insert	
Wedding Information Form	
Wedding Photography Policy.....	
Non-Member Query	

THE CHRISTIAN SERVICE OF MARRIAGE

Marriage is a gift of God and means of grace. It is a gift, for love is not something we can create for ourselves, but is granted to us without merit. It is a means of grace, for marriage can be a place in which we become more loving and authentic—more fully our true selves’—than we could have become on our own.

We believe that marriage also enriches the whole human family. As a couple’s mutual love grows in the spiritual gifts of forgiveness, patience, selflessness, and joy, it inspires compassion and concern beyond the bounds of the immediate household. Such love not only encourages mutuality and human dignity throughout society; such love also witnesses to God’s abundant mercy in our troubled world.

For us as Christians, marriage is much more than a social contract, or an expression of human love. It is a sacred covenant between two people and the Lord our God. In the mystery of God’s grace, the two become one flesh, to live together and grow in love and faithfulness for the rest of their lives. The wedding ceremony marks the beginning of this holy commitment.

Because the Presbyterian Church understands that a wedding, above all else, is a celebration of this holy covenant, the Christian music, readings and the liturgy of the church service all serve to honor and glorify the God who joins the couple in marriage.

PREMARITAL COUNSELING

A strong marriage is even more important than a beautiful wedding. We are committed to helping you get the best start in your married life. Our denomination requires premarital counseling to include:

- The privileges and responsibilities of Christian marriage (such as loving communication, sexual fidelity, responsible stewardship and compassion for others).
- The nature of your Christian commitment, assuring that at least one is a professing Christian.
- The form of the marriage service, including the vows and commitments you will make.
- The relationship of these commitments to your lives of discipleship.

The pastors of First Presbyterian Church take this responsibility very seriously. Indeed, our denomination further requires that “if the minister is convinced ... that commitment, responsibility, maturity, or Christian understanding are so lacking that the marriage is unwise, the minister shall assure the couple of the church’s continuing concern for them and not conduct the ceremony.” Premarital counseling sessions will be conducted by the officiating pastor, or by his or her designee.

STEPS TO COMPLETE YOUR WEDDING PLANS

1. **Call the wedding facilitator** at (847) 234-6250 and ask if the date and time you have selected for your wedding is available. If you wish to have a particular pastor officiate at your service, you should also have the wedding facilitator verify if that pastor is available on the date you have selected. If he or she is not available, another pastor will be assigned. The wedding facilitator will give you preliminary information and will discuss wedding fees, which are listed on page 10 of this booklet.
2. **All wedding couples must have an appointment with the pastor** as soon as a wedding date has been tentatively set. No wedding is “booked” until the pastor has approved it.
3. **Once the pastor has given approval, complete the Wedding Information Form** and mail or bring it to the church. A \$100 deposit is due with this form and will reserve the date and time.
4. **The officiating pastor will contact you** regarding premarital counseling sessions. In that first meeting with the pastor, the date and hour of your rehearsal will be confirmed.
5. **Call the organist** at (847) 234-6250 to discuss the music for your wedding well in advance of the wedding date. All wedding music must be approved by the pastor and organist at least one month before the wedding date. Do not have a wedding program printed until your music has been approved.
6. **If you change the date or time of wedding** after you have mailed your Wedding Information Form, your new date and time should not be considered confirmed until you receive confirmation from the church.
7. **The remaining fees are due** no later than one month before your wedding. If your fees are not paid by that time, the church will call and advise that the rehearsal and wedding will not take place until the fees are paid.
8. **Secure your marriage license.** Marriage licenses are issued at the office of the Lake County Clerk, Marriage Licenses, 18 North County Street, Room 101, Waukegan, IL. Information can be obtained by going to [www.co.lake.il.us\cntyclk](http://www.co.lake.il.us/cntyck). Please bring your marriage license to the wedding rehearsal.

NON-WEDDING DATES AND ARRIVAL TIMES

Weddings are not held at the church on Sundays.

Weddings are not held on the following:

New Years Eve & New Years Day
Holy Week
Memorial Day
Independence Day

Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve & Day

IMPORTANT RULES REGARDING USE OF THE CHURCH BUILDING

Receiving lines are not permitted either inside or outside the church building. The appropriate location for your receiving line is at your wedding reception.

Receptions may not be held at First Presbyterian Church of Lake Forest.

NO ALCOHOLIC beverages are allowed inside the church, the bride's room, the parking lot or anywhere on church property. Please communicate this to your attendants and friends.

NO SMOKING is allowed inside the church building.

NO RICE OR CONFETTI may be thrown inside or outside the church building.

In the interest of safety and to minimize property damage, the throwing or scattering of all celebratory items including rice, confetti, bird seed, flower petals, etc. anywhere on church grounds, both inside and outside, is prohibited.

Your florist must contact the church's wedding facilitator at (847) 234-6250 so that the custodian can be present when flowers are placed in the sanctuary or chapel.

The wedding party may arrive at the church two hours prior to the time of the wedding and should leave the church no later than two hours after the scheduled starting time of the wedding.

RULES CONCERNING PHOTOGRAPHY AND VIDEOTAPING

Because photographers, both professional and amateurs, can be intrusive and draw attention from the ceremony, we have designed these rules for your benefit. Please contact your professional photographer, explain the following policy regarding photography and present the reminder card on page 12. Also, please advise family and friends of this regulation.

Photographers are not permitted to come down the aisle during the processional, service or recessional. They must remain behind the last row of seats, in the narthex or in the balcony until the ceremony's completion.

Video recordings only may be taken from the balcony of the sanctuary, the narthex or the rear of the chapel. Video cameras, operated either by a professional or guests, are not permitted during the service within the seating of either the sanctuary or the chapel.

Flashes or additional lighting are not permitted in the sanctuary or chapel during the service.

You are welcome to use the sanctuary or chapel before or after your service to pose for pictures.

Our church will record the audio of your wedding and give you the original.

RULES CONCERNING FLOWERS AND DECORATIONS

Flowers and decorations should be appropriate to the place of worship, enhance the worshipper's awareness of God's presence and reflect the integrity and simplicity of Christian life.

- Nails, tacks, staples or other material that would damage church property are not allowed.
- Floral arrangements or plants may not be placed on or in front of the Communion table, or on the piano.
- Worship elements may not be obscured by decorations or flowers.
- No church furnishings may be moved or removed.
- The church does not provide or recommend aisle runners.
- Viewing the lovely white gown and train against the deep red carpeting is beautiful for your guests to behold as you advance down the aisle!

THE OFFICIATING MINISTER

One of the pastors of the First Presbyterian Church will be in charge of your service. If you wish to have clergy from another church assist in the service, you should discuss this with the officiating pastor, who will extend an invitation to the assisting clergy. You should not contact assisting clergy without first discussing the matter with your officiating pastor.

THE CHANCEL GUILD

The Chancel Guild is a group of volunteer women members of the church who will assist with the mechanics of running rehearsals and weddings. Members of the Guild will guide you through your rehearsal and wedding. If your family has contracted with a professional wedding coordinator, he or she may assist the Chancel Guild at the pastor's discretion.

A Chancel Guild member will contact you about two weeks prior to your wedding. Please be prepared with all pertinent facts related to the ceremony.

Please provide the names and heights of all attendants (women and men) and ages of any young children. We will discuss preferred seating for families and special friends which will be reserved with pew markers. Any other special requests and questions are welcome at this time.

Please be reminded that it is the responsibility of the bride and groom and the bride's parents to read and understand this book prior to the rehearsal.

SEATING CAPACITY

Sanctuary – 450 on the main floor

Chapel – 50 comfortably, 65 crowded

YOUR WEDDING MUSIC

Your wedding is a worship service, and the music you select should create a reverent atmosphere. Music at a wedding is faithful, designed to glorify God and inspire worshippers.

Our church organist will play for all weddings which require organ and/or piano music, unless special arrangements are made and approved by the organist. In the event that our church organist is unavailable for your wedding, he or she will find a competent substitute.

If you wish to have soloists or instrumentalists participate in your wedding, you should ask the organist to assist you in finding a suitable vocalist or instrumentalist, or you may make your own arrangements after consultation with the organist.

The organist, soloist and instrumentalists do not attend the wedding rehearsal. The organist's fee includes consultation regarding music, one rehearsal with vocalists and/or instrumentalists during the hour preceding the ceremony, playing appropriate music for 15 minutes prior to the start of the ceremony and the ceremony itself and after the ceremony until the guests have left the Sanctuary. Additional consultations and/or rehearsals with vocalists and/or instrumentalists will require additional fees, as discussed with the organist.

The Music Ministry staff will arrange and contract additional musicians (vocal or instrumental) if desired. Our standard fee of \$200 per musician should be paid directly to the church along with your wedding fee.

Any additional fees for the vocalists and/or instrumentalists will be added to your wedding fees.

YOUR REHEARSAL

The time of your rehearsal should be scheduled with the wedding facilitator and confirmed by the officiating pastor.

TIMING of the rehearsal is important, and being **ON TIME** is vital. The bride and groom, and their parents, should **ARRIVE 15 MINUTES BEFORE** the scheduled rehearsal time, to meet with the Chancel Guild members to ask and answer questions and be briefed on procedure. The remainder of the wedding party will be expected **ON TIME**, or early, so the rehearsal can begin and end at a reasonable time for all involved. Rehearsals typically last an hour.

It is essential, therefore, that thorough directions and copies of the map on the inside back cover of this booklet, be given to all wedding participants. Caution them about heavy traffic coming from Chicago. Being prompt is a courtesy to those waiting.

If small children are in the wedding party, please bring them to the rehearsal. We have found that the experience makes them more comfortable the next day.

Please be sure to bring the marriage license to the rehearsal to be signed by the officiating pastor.

SCHEDULE OF FEES

Checks should be made payable to the First Presbyterian Church of Lake Forest. A \$100 deposit must accompany the Wedding Information Form to secure your desired date and time. This deposit is refundable up to three months before your wedding date. The balance of the fee is to be paid at least one month prior to your wedding (to include any additional musicians).

The Session (governing board) of the church has set the following fees for wedding services:

Member (Bride, Groom or one of their parents must be a member at the time the wedding is scheduled):

- sanctuary wedding - \$1,200.00
- chapel wedding - \$800.00

Non-members:

- sanctuary wedding - \$2,400.00
- chapel wedding - \$1,200.00

Included in the fee are the services provided by the pastor, church organist and the custodians.

Vocalists' and/or instrumentalists' fees (\$200 per musician) and AV (\$100) scheduled by First Presbyterian music staff will be added to your base fee and paid directly to the church. Musicians recruited by the family will be paid directly by the family.

The Pastor has the discretion to waive any and all fees, if finances are a concern.

APPOINTMENTS AND NOTES

DIRECTIONS TO FIRST PRESBYTERIAN CHURCH

From Chicago and points south:

Take the Tri-State Tollway (I-294/I-94) north to Town Line Road (Rte 60).

Turn right and travel east about one mile to Waukegan Road.

Turn left and travel north to the first stoplight (Deerpath).

Turn right on Deerpath and travel east about 2½ miles through town and over the railroad tracks.

Continue east to Sheridan Road and the church; the church is on the corner of Deerpath and Sheridan Roads.

OR

Take Route 41 north to Deerpath.

Turn right on Deerpath and travel east about 1½ miles to Sheridan Road.

The church is on the corner of Deerpath and Sheridan Roads.

From Waukegan, Milwaukee and points north:

Take the Tri-State Tollway (I-294/I-94) south to Town Line Road (Rte 60).

Turn left and travel east about one mile to Waukegan Road.

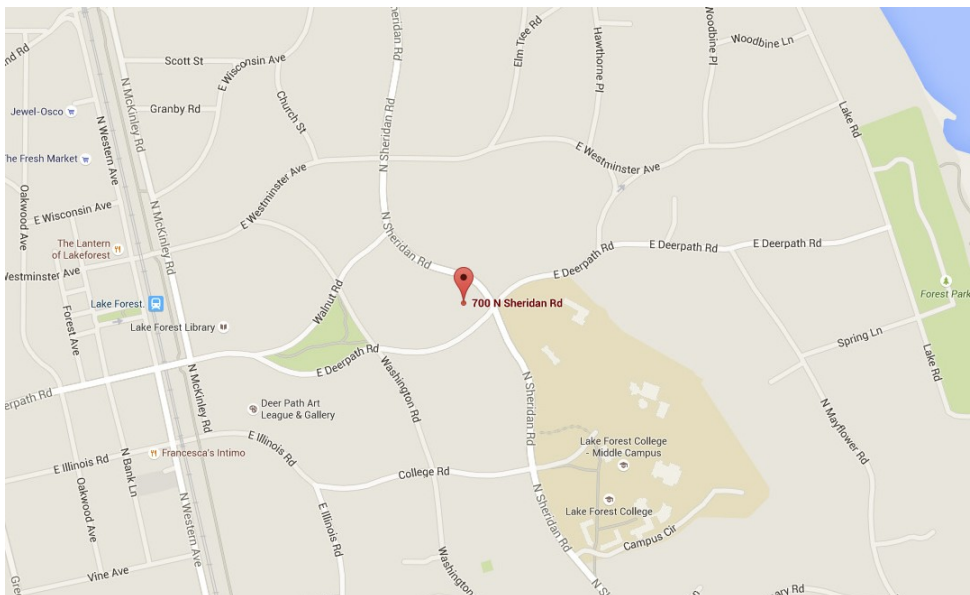
Turn left and travel north to the first stoplight (Deerpath).

Turn right on Deerpath and travel east about 2½ miles through town and over the railroad tracks.

Continue east to Sheridan Road and the church; the church is on the corner of Deerpath and Sheridan Roads.

OR

Take Route 41 south to Deerpath. Turn left on Deerpath for 1½ miles to Sheridan Road. The Church is on the corner of Deerpath and Sheridan Roads.





First Presbyterian Church
OF LAKE FOREST

700 N Sheridan Road
Lake Forest, IL 60045

(847) 234-6250
www.firstchurchlf.org

July 2019 update

November 2017 update