



First Presbyterian Church
of **Cranbury**

Wedding Information Sheet

1. As soon as the date of your marriage is determined, clear it with the minister and the church office.
2. If you wish to ask another minister to participate in the service, the proper procedure is to make this known to a minister of this church, who, if appropriate, will extend the invitation to the other minister.
3. The church organist is often asked to play when music is desired. If a soloist is also to share in the service the organist should be so informed. For further information and a schedule of fees consult our organist, Don Klotzbeacher at (cell) 732/986-6673, or via e-mail at dklotzbeacher@aol.com.
4. Selections for special music shall be cleared with the minister and organist. The Presbyterian Book of Order states: "Such music as accompanies the ceremony should direct attention to God who sanctifies marriage, and special care should be taken to assure that it is suitable and reverent." If desired, the congregation may be invited to join in the singing of hymns at the beginning and conclusion of the service.
5. The marriage license must be in the minister's possession no later than the time of the wedding rehearsal.
6. **Decorating:** Wires, nails and tape should not be used in any way as this damages the church property. The Book of Order states: "Flowers, decorations, and other appointments should not be unduly elaborate. In all the activities surrounding the ceremony, excessive expense and ostentation should be avoided." The wedding party must remove all flowers, runners, and pew ribbons from the church following the wedding ceremony.
7. **Flash pictures** may not be taken during the worship service. This means from the time of the call to worship to the benediction.
8. **Only bubbles** may be used in front of the church
9. Included in the fees below are only the costs for the use of the sanctuary for the wedding and rehearsal. Should you wish to use any other part of the building, application must be made well in advance. The office staff will send you the appropriate Buildings and Grounds Committee request for use forms, which must be approved by the pastor and Buildings and Grounds Committee. A separate fee will be applied depending on which room or rooms you would like to use.

Fees

- \$1,000 for the use of the sanctuary
- \$ 500 for ministerial services
- \$ 200 wedding service coordinator

** (Organist/Musician fees are not included in the above and should be arranged directly with the organist/musician).

Rev. Hannah Lovaglio
Senior Pastor

22 South Main Street
Cranbury, NJ 08512
609.395.0897
www.cranburypres.org

Fees payable either by cash in separate envelopes labeled to the church and minister, or separate checks made out to the church and minister - **Due at the time of the wedding rehearsal.**

If you are using the church for your wedding but you have been approved to have a different pastor perform the wedding, then the fees are due in the church office (open 10:00 a.m. to 3:00 p.m.) the Friday before your wedding.

All checks to the church should be made payable to First Presbyterian Church. All checks to the minister should be made out in his or her name.

Should you have any questions regarding this information, please feel free to call the office.

THE FIRST PRESBYTERIAN CHURCH OF CRANBURY

Wedding Policy

We are a church that enjoys a large and active membership. As a result, we, with rare exception, reserve the use of our sanctuary for weddings within our church family. We encourage all future brides and grooms to become a part of our church family by worshipping with us on Sundays at least one year before the wedding date. We invite all those who are not yet members to consider joining our church.



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Wedding Form

Rehearsal Date: _____ Time: _____

Wedding Date: _____ Time: _____

Wedding will take place at: _____ Other- please list _____

Information about the Groom

Full name: _____
(First Middle Last)

Full Address: _____

Home Telephone Number: _____ Business telephone number: _____

Date of Birth: _____ Birthplace: _____

Church Membership: _____ Religious background: _____

Marital Status (Circle One): Single Widowed Divorced

Occupation _____

Father's Name: _____ Mother's Name: _____

Please give the name(s) of any stepparent's: _____

Information about the Bride

Full name: _____
(First Middle Last)

Full Address: _____

Home Telephone Number: _____ Business telephone number: _____

Date of Birth: _____ Birthplace: _____

Church Membership: _____ Religious background: _____

Marital Status (Circle One): Single Widowed Divorced

Occupation _____

Father's Name: _____ Mother's Name: _____

Please give the name(s) of any stepparent's: _____

Other Information

Relationship to The First Presbyterian Church of Cranbury: _____

Reception Time: _____ Place: _____

Organist: Yes No Soloist: Yes¹ No Name: _____

Unity Candle: Yes² No

Will the Bride be given away or presented? Yes No
If yes please indicate name and relationship: _____

Number of guests expected to attend: _____

Will a lay leader be used for the service? Yes No
If yes please indicate name: _____

Will any other clergy or relatives be involved in the wedding ceremony? For example, reading scripture, or praying.
If so please list name, phone number, and involvement. _____

Wedding Party Information

Maid/matron of Honor's Name: _____ Name of the Best Man: _____

Address: _____ Address: _____

Phone Number: _____ Phone Number: _____

Number of Bridesmaids: _____ Number of Jr. Brides: _____ Number of Flower girls: _____

Numbers of Ushers: _____ Number of Ringbearers: _____

After the wedding

Address: _____

Home Telephone Number: _____

Will the Bride be changing her name? Yes No
If yes please indicate name change: _____

The organist must be scheduled directly by the applicant
The choice of the soloist must be discussed with the organist.

¹ If Unity candles will be used **the couple must provide** the unity candle and the candle stand.