

HOW TO PROCEED

1. **Contact the church office** to determine the availability of the church for your selected rehearsal/wedding date.
2. Only the Pastor of Kent First Presbyterian Church or a guest Presbyterian Pastor can perform the wedding service. Any exceptions to this policy must be approved by the Pastor of Kent First Presbyterian Church.
3. **Complete the Wedding Application** and return it to the church office with a \$50.00 deposit. **The reservation of the church will not be confirmed until the deposit is received.** Once the deposit is received, the pastor's availability as well as the wedding coordinator's and organist's availability will be confirmed.
4. **Contact the pastor at the church office** to schedule your pre-marital counseling (a minimum of three sessions are required) and planning your ceremony.
5. **Contact the wedding coordinator (Lois Parkinson – 253-631-7852)** to discuss building use, rehearsal and wedding day details. She is here to assist with decorating, flower distribution, dressing and timing of the ceremony. She is available to answer any questions you may have. **Reception facilities** are available for members only, but only adequate for stand-up receptions of 50 – 75 guests. Reception facilities include the use of the Fellowship Hall, the kitchen and serving tables. Kent First is also able to offer the use of silver tea services, punch bowls & cups, serving trays and cake server. **All labor**, including set up, food preparation, serving, clean up, must be furnished by the wedding party. **Receptions MUST be approved by the Pastor and Wedding Coordinator.**
6. **Contact and reserve the organist as soon as your wedding is confirmed with the church.** (**Sue Carson, 360-886-1056**) You will also want to discuss music selections. If you have a special music request, please discuss this with the pastor. The organist will need a copy of your music selections no later than one month prior to the rehearsal date.
7. **Obtain your Wedding License** at the King County Administration Building in Seattle, or at the Regional Justice Center in Kent. Wedding licenses are valid for (60) sixty

days and payment must be made in cash. ***Remember there is a three-day waiting period.***

THINGS TO REMEMBER

1. **Flowers** add beauty to your wedding, symbolizing new life. Flowers may be placed at the front of the church, or placed in padded holders attached to pew ends. Candelabras may be used with **dripleless candles**, but are not provided by the church.
2. **Photographs** of your wedding party may be taken either before or after the service. Please arrange those times with the wedding coordinator. Flash photography is not permissible during the ceremony, but is allowed during the processional and recessional. Please inform family and friends of this requirement.
3. **Video cameras** must be on a tripod, and may be set up in the choir loft or at the back of the sanctuary. It is not permissible for the videographer to walk around during the ceremony due to the distraction he/she may cause.
4. **Guest Book table and Gifts table** are provided by the church and will be set up in the narthex. You will need to provide table decorations, flowers, guest book, pen and attendant.
5. **Aisle runners** are not permitted
6. **Pew hooks** must be used to attach flowers, greens and/or bows to the pews. The church has twenty-four hooks available.
7. **Scattering of imitation flower petals** is permitted. Real petals cannot be scattered as they stain the carpet.
8. **Rice, confetti and birdseed** cannot be thrown on church property.
9. **Alcohol** (including champagne) is not allowed on church property.
10. **Smoking** is not permitted inside the church building

FEES AND HONORARIA

ALL fees (church, pastor, organist, and wedding coordinator) must be received in the church office no later than seven days prior to the wedding rehearsal.

Please make out one check payable to Kent First for the building rental and custodial fees. Checks for the pastor, wedding coordinator and organist should be separate and made payable to each individual.

Services	Members	Non-Members
Sanctuary	Free	\$300
Reception Hall	Free	Not Applicable
Custodian	\$75 -Wedding only \$150-Wedding with reception	\$75
Pastor	Honorarium Suggested	\$200
Wedding Coordinator	\$125-Wedding only \$250-Wedding with reception	\$150-Wedding only
Reception Assistant	\$100-Wedding Reception	Not Applicable
Organist	\$200-Additonal rehearsals extra	\$200-Additonal rehearsals extra

Members of First Presbyterian Church of Kent who support the programs and maintenance of the church through their gifts and pledges are not asked to pay for the use of the sanctuary or reception hall. Pastor honorarium shall be at the discretion of the member.

Your Wedding Service



Congratulations!

Your wedding day is important, and we want that day to be beautiful! More significantly, we will be asking God to bless your married life. To help you understand how First Presbyterian Church of Kent can accommodate your wedding, we have prepared this booklet. The pastor and wedding coordinator will be available to answer your questions.

“As Jesus has blessed this relationship, and it has been declared holy throughout the life of His church, those who pledge themselves each to the other in the sight of God are promised His help as they enter into the joys and duties of life together.”
From the Directory for Worship, Presbyterian Church (USA)

*First Presbyterian Church
9425 South 248th Street
P.O. Box 5217
Kent, WA 98064
253-852-3370
www.churchofficeKFP@msn.com*

email: kentfirst@kentfirst.net

APPLICATION FOR USE OF CHURCH FACILITIES

Rehearsal date & time: _____

Wedding date & time: _____

Reception date & time: _____

BRIDE

Name: _____

Address: _____

City/State/Zip : _____

Day Phone: _____

Evening Phone: _____

GROOM

Name: _____

Address: _____

City/State/Zip: _____

Day Phone: _____

Evening Phone: _____

This completed application should be returned to the church office with a \$50.00 deposit. This deposit will be applied to the sanctuary rental charges. Deposit is non-refundable unless written notice is received 60 days prior to the reserved rehearsal date.

**First Presbyterian Church
P.O. Box 5217
Kent, WA 98064**

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