

Wedding Policy and Guidelines

The United Presbyterian Church of Sackets Harbor
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Rev. Summer Sattora, Pastor

Congratulations on your upcoming wedding! There are numerous details to consider when planning a wedding. We hope that this guide will help you with those items pertaining to the church and your service here.

We view weddings in our sanctuary as Christian worship services in which God is asked to bless the commitment being made between two people. Thank you for sharing this wonderful celebration with us

Policy on Use of the Church for Weddings

After the pastor has had an opportunity to consult with the couple and agreed to conduct the service on their behalf, the use of the sanctuary must be approved by the Session who meets on the second Sunday of every month.

Weddings in the church will normally be officiated by the pastor of the congregation. However, upon invitation by the pastor and approval of Session, clergy from within the Presbyterian Church (USA) or denominations with which the PC(USA) is in correspondence, may also officiate a wedding here. The wedding guidelines and honorarium schedule in place at the time of Session approval shall apply. One-third of the fees are due in order to reserve the church. Remaining fees are due in full 30 days prior to the wedding. If the wedding does not occur, all honorarium and fees, except the church fee for non-members, will be returned. Any exceptions to this policy shall be voted upon by the Session.

Church: The sanctuary seats 200 people. Non-members are charged a fee of \$300 for the use of the church. Gifts from active church members are not expected but always appreciated.

Minister: Honorarium of \$150 for non-members, \$100 for active church members (check made payable to the minister by name)

Music: The church musician may be asked to play, based on their availability.

If the couple would like to have another musician, arrangements must be made with the church. Special music, including rehearsal time with soloists, is arranged with the musician and the church. Honorarium of \$100 (check made payable to the musician)

Note: CDs can be played if the couple would prefer that medium for music (please see “Sound System”)

Chimer: The church has a set of hand-rung bells in the tower. A chimer may be available to ring the chimes at the end of the service.

Honorarium: \$50 (check made payable to the chimer)

Sound System: The church has a sound system that can be used to enhance sound quality of the service. An individual from the church will be available to operate the sound system. In addition, we also have the ability to Zoom the service for you if needed.

Fee for sound system: \$100

Fee for Zoom: \$100

Sexton: An individual from the church will open and close the sanctuary for the rehearsal and the

wedding and tend to all arrangements regarding the use of the building.
Fee: \$75

Heating Surcharge: If the wedding will be held between November 1st and April 30th there will be an additional surcharge of \$75.

Marriage License: A license must be obtained in person at a town or city hall in New York State. The marriage ceremony may not take place prior to 24 hours from the exact time the license was issued or after 60 days (starting the day after the license is issued). No premarital examination or blood test is required for the license. The cost varies depending upon local fees. The license must be presented to the minister at the wedding rehearsal. The witnesses will sign the license immediately following the wedding ceremony and the minister will mail the license.

Wedding Rehearsal: The wedding rehearsal is usually the evening before the wedding at a mutually convenient time arranged with the minister and the church. All members of the wedding party, the parents of the couple, soloists and/or readers (if any) are expected to attend. The marriage license must be brought to the wedding rehearsal.

Rehearsal Dinners and/or Receptions: Use of our Fellowship Hall may be arranged. There will be a \$100 charge for non-members. Gifts from active church members are not expected but always appreciated.

No Smoking or Alcohol: Smoking and alcohol use are prohibited in the church building during wedding rehearsals, services, or receptions.

Photography: Weddings may be captured with still photography or recorded. Professional photographers may shoot pictures *without a flash*. No other photographs are allowed during the service as any movement or flash is distracting to the wedding party and the officiant. Camcorders must be placed on tripods during the service.

Flowers: The florist should arrange a mutually convenient time with the sexton to deliver the flowers. As this is a historic building, please be advised that no tape is to be used *anywhere* to secure flowers, bows, or any other decoration.

Candles: Candles may be lit on the communion table.

No rice or confetti: Rice and/or confetti are not allowed. Birdseed is allowed outside on the front lawn only after the couple has descended the stairs.

Bulletins: Bulletins, while optional for a wedding, can be done as a keepsake of the occasion. The contents are agreed upon with the minister. The actual bulletins can be done by the couple or by the church for a negotiable fee.

If there are any further questions or if you would like to arrange a time to meet with the pastor and discuss holding your wedding at our church, please call the church office at 315-646-2700.

Adopted by the Session on February 13, 2022