



Springs Community Presbyterian Church

5 Old Stone Highway
East Hampton, New York
11937

Wedding Policy

The Springs Church is a wonderful place for your wedding. It is our hope and prayer that you share our commitment that Christian marriage is a gift God has given to humankind for the well-being of the entire human family. Although marriage is a civil contract that may be performed by certain civil officials, you have chosen a service of Christian Marriage which is much more than a social convention marking the sealing of a contract. Your wedding is an expression of the covenant between God and humankind for living before God in a lifelong commitment that is publicly witnessed and acknowledged by your community of faith.

By choosing to be married in the Springs Church you are agreeing to a wedding that is a faithful expression of our policy with respect to your wedding party, guests, and service providers.

What The Couple May Expect From The Pastor

The Pastor of the Springs Church will meet with you for planning and counseling as needed. The pastor will conduct a rehearsal prior to the wedding service. The pastor will be responsible for signing and mailing the marriage license to the appropriate civil official. You will be in the pastor's prayers before, during, and after your wedding.

The Pastor of the Springs Church will officiate at your wedding. If you would like for another minister to participate, please let the Pastor know. Please do not invite other clergy to take part in the service before consulting the pastor.

The Marriage License

The couple is responsible for fulfilling the current requirements of the State of New York. You must apply in person to a New York city or town clerk for your Marriage License. Be aware of all waiting and validity periods. Please have the license in hand the week before your wedding. On the wedding day give the license to the Pastor who will obtain the proper signatures, complete, and mail it. The issuing city or town will mail your Certificate of Marriage to you, contact the clerk who issued the license if you do not receive your certificate.

The Wedding Service

The Service of a Christian Marriage is a service of worship. All parts of the service shall be appropriate to Christian worship, and will be under the direction of the pastor. The central focus of the service is on God's covenant; therefore, flowers, decorations, and other appointments shall be simple and unobtrusive.

Music

If the services of the Springs Church organist are required, please make arrangements well in advance of your wedding date. If you will provide another organist or pianist, please acquaint them with the pastor. Please make the pastor and organist aware of your musical selections and additional musicians or vocalists.

Scheduling and Use of the Building

The Pastor will coordinate scheduling and access to the building with the wedding party, florist, etc. Maximum seating in the sanctuary is 100. Occupancy of the Fellowship Hall is 84 seated and 100 standing.

Photography

Still photography and video recording are permitted during the service using available light. Flash photography during the service is distracting and should be avoided. Please plan for posed photos to be taken before or after the service.

Receptions

Receptions may be held in the Fellowship Hall. The wedding party is responsible for restoring the facilities to proper cleanliness and order.

Care of Church Property

- Those using church property are responsible for any loss or damage during their specified time of use.
- Food and drink shall not be taken into the sanctuary.
- The church assumes no liability for injuries to individuals, their guests, and vehicles while using the church property.
- Consult the pastor before moving any furniture or appointments in the church.
- Flowers shall not be placed on the Communion Table.
- Provide your own candles and limit their use and placement to the chancel area.
- Do not post signs or other objects using tacks, nails, screws, or tape inside or outside the church.
- Rice or confetti shall not be used anywhere on the church property. Birdseed is recommended, and may only be used outdoors.
- All decorations should be removed immediately following the wedding or reception. Let the Pastor or Church Secretary if you wish to leave any of your floral arrangements for the church to use.
- The use of tobacco products, alcohol, or drugs is prohibited on church property.
- The use of the name of the Springs Church, address, telephone number, or the Pastor's name for any purpose, other than location information or announcements for invitees or guests is prohibited.

Fee Schedule

Our fee schedule reflects the ongoing relationship between church members and their minister. For non-members, the suggested honorarium acknowledges the ministers preparation and participation. Please make payments directly to the appropriate individuals prior to the service. Fees associated with use of the building should be made to the church.

	Member	Non-Member	Resident
Use of Sanctuary (Rehearsal + Wedding)	No Fee	\$450	\$200
Pastor	No Fee	\$250	\$175
Organist	\$175	\$225	\$175
Organist (Rehearsal)	\$ 75	\$ 75	\$ 75
Additional Rehearsal (if needed)	\$ 75	\$ 75	\$ 75
Bulletin Preparation	\$ 100	\$ 200	\$100
Custodian (Sanctuary)	\$ 100	\$ 100	\$100
Custodian (Rehearsal/Reception)	Negotiable	Negotiable	Negotiable
Hall/Kitchen Use for Rehearsal Dinner/Reception	No Fee	\$450	\$200
Security Deposit (refundable)		\$200	\$200

Notes on Fee Schedule

- Use of Sanctuary includes the reasonable use of the building for the rehearsal and on your wedding day.
- The Security Deposit will be refunded when all requirements have been satisfied.
- Bulletin Preparation requires complete information to be submitted to the church office three weeks prior to the wedding date.
- Custodial fees include only basic clean-up; vacuuming, straightening, and sweeping in the sanctuary after your service. The custodian is not responsible for serving food, washing dishes, or any other catering task. Fees for any additional custodial service will be negotiated.
- No one shall be denied the services of the pastor because of inability to pay the suggested honorarium. Please speak with the Pastor concerning this.

(revised and approved by Session 3/15/18)