

Weddings
Policies and Fees
[revised May 2011]

Lakeside Presbyterian Church
2070 Spillway Road
[P.O. Box 5007]
Brandon, MS 39047
(601) 992-2835
www.lakesidepres.com

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*Pastor
Bill Hyer*

*Associate Pastors
Jim Blaha
Brandon Bates*

*Director of Worship Ministries
[Wedding Committee Coordinator]
Sarah Elias*

Wedding Committee Members

*Tricia Carter
601-992-2998*

*Gail Collins
601-992-1844*

Maggi Lampton

*Lakeside Presbyterian Church is delighted
that you plan to have a church wedding.
We feel that the church is a proper place for a wedding,
as it is a religious service.*

*The Lakeside Wedding Committee stands ready to assist you in
making your wedding in our church a truly significant celebration.*

Scheduling Your Wedding

When selecting a date and time for your wedding and rehearsal, the date is tentative until approval is granted by Sarah Elias, a deposit has been made (see Wedding Fees on last page), and a signed Policy Agreement has been returned to Sarah along with your Wedding Application. The Wedding application should be as complete as possible. Any information omitted from the application will need to be submitted to your Lakeside wedding director or hostess no later than 2 weeks before your wedding ceremony.

Restrictions:

- For any non-members of LPC, reservations for a wedding date will not be approved until six months prior to the requested date.
- No more than one wedding will be scheduled on any given date.
- No wedding will be scheduled on Sundays, on Wednesdays after 5:00pm, and none on holidays.

Requirements of Lakeside:

- The bride is responsible for contacting the Wedding Committee Coordinator (Sarah Elias) to schedule a meeting, either by phone or in person, to review and explain the wedding policies, which are outlined in the booklet.
- Pastors from Lakeside are available to conduct your ceremony. A pastor from another Christian church duly ordained and accredited by that denomination may be asked to officiate or assist in the ceremony, but the guest pastor must be approved by the Session.
- The bride and groom must schedule a conference with the officiating pastor prior to the wedding date to discuss the ceremony.

Wedding Director/Wedding Hostess

Once your wedding is scheduled and a deposit is made, the Wedding Committee coordinator will assign a committee member to you to act as a wedding hostess. The hostess acts as a liaison between the different parties involved in the wedding and helps enforce policies during the wedding weekend.

**Wedding Hostesses will not direct your rehearsal or wedding, unless asked specifically. If the Wedding Hostess agrees to direct the wedding, you must pay the Wedding Director fee, instead of the Hostess fee.

A wedding director from Lakeside can be available for conducting the rehearsal and ceremony of your wedding. If you wish to use a Lakeside wedding director, please request contact information from the Wedding Committee Coordinator or a member of the wedding committee. It is asked that outside wedding directors are given a copy of the Lakeside Wedding Policy Booklet to review. Copies can be downloaded from the website at www.lakesidepres.com or they can be obtained from the Wedding Committee Coordinator. The Coordinator will need to be informed of who you will be using as wedding director along with their contact information (if this information was not previously entered on your wedding application).

Sanctuary Weddings

The sanctuary seats approximately 600 in stationary pews. The sanctuary does not have a center aisle. Instead, there are two aisles leading to the front of the church. The sanctuary contains an organ and piano.

Sanctuary Guidelines

- The pulpit, communion table, choir loft chairs, and plants in the choir loft can be moved. Please contact your Lakeside wedding director or hostess at least 2 weeks prior to the wedding to let them know what you will want moved. The instruments and band equipment CANNOT be moved without the permission of the Director of Worship Ministries. Please do not attempt to move the music equipment on your own; the instruments and speakers are very expensive, and damages will be charged to the bride's family.

- Lakeside has a kneeling bench that you may use in your wedding. Please contact your assigned Lakeside wedding director or hostess at least 2 weeks prior to the wedding to let them know what you wish to use.
- For December weddings, the Christmas decorations already present must remain.

Rules and Regulations

- The church is not responsible for lost or stolen property.
- Furniture and plants from other areas of the church may not be moved for the wedding or reception.
- Smoking is not permitted inside the church building at any time.
- Throwing of rice, birdseed, etc. is not allowed on church property, as it endangers the safety of those who are using the halls, sidewalks and parking lot. The bride and groom are responsible for any cleanup associated with their departure and any automobile decoration, and damages will be charged to the bride's family.

Bridal Party Dress and Dressing Rooms

- The men's dressing area is located in the church library at the front of the sanctuary. The room has a full length mirror inside the closet door and seating. It is also located next to a men's restroom. The ladies' dressing room is across the hall in the church parlor/bridal room. The ladies' dressing room has a wall-sized mirror, makeup vanity, seating areas, and private access to a ladies' restroom.
- The bride and groom are responsible for the cleanup of the dressing rooms and removal of all items after the ceremony. Lakeside is not responsible for lost or stolen items left in the dressing rooms before, after, or during the ceremony,
- Serving of pre-service refreshments for bridal party is permitted. It is suggested that refreshments be in disposable containers and drinks be limited to clear liquids. Lakeside will not provide refreshments, coolers, or ice. No food or drinks are allowed in the sanctuary.

**Dress of the wedding party should be in good taste and conform to suitable clothing for a religious ceremony. Bridesmaids must be female; groomsmen must be male; both genders should dress appropriately.

Wedding Rehearsal

All members of the immediate wedding party (bridesmaids, groomsmen, honor attendants, children and ushers) are required to attend the rehearsal. Please ask your wedding party to arrive 15 minutes before the start time so that the rehearsal can begin promptly, in respect to the Audio/Visual engineer and musicians attending. The parents of the bride and groom are encouraged to attend.

It is suggested that children who are members of the wedding party should be at least 5 years old. Children under the age of 5 should be used with discretion and should be seated during the giving of the bride. Who they are to sit with and where they will sit should be rehearsed at the rehearsal.

Vocalists, organists, pianists and any other instrumentalists should be present for your rehearsal to ease confusion on your wedding day. All musicians should make arrangements to practice prior to your rehearsal. Friday rehearsal times can be subject to change if there is a conflict with the church calendar.

Music

Because marriage is an ordinance of God, the ceremony places the marriage relationship under the blessing and commandment of God; therefore, your church wedding should be a worship service in every sense. Careful thought should be given to the selection of all music, whether it is vocal or instrumental. Only music that is worshipful will be approved. *Secular music has no place in this service of worship.* The Director of Worship Ministries or a member of the Wedding Committee is available to assist you in your selection of music. A list of intended music for your ceremony **must** be sent to the Director of Worship Ministries (Sarah Elias) for approval at least one month prior to your wedding.

A competent, professional musician (organist and/or pianist) is required for your ceremony. The Lakeside organist and pianist are available. There is a set fee for both the pianist and organist, to be paid directly to them before your wedding rehearsal (see Wedding Fees on the last page). This fee includes the music planning, consultation, preparation by the musicians, and participation in both the rehearsal and wedding ceremony.

If the Lakeside organist and/or pianist are unavailable to play on a given date, a suitable alternative can be recommended. If you desire someone else to play, this person must be a trained organist/pianist and must be approved by the Director of Worship Ministries. *No instruments may be moved about in the sanctuary.*

Communion

Communion is not served at Lakeside weddings.

Sound and Lighting

The Wedding Committee Coordinator is responsible for securing an individual to run the sound system for your wedding from the Lakeside Audio/Visual Team. The A/V technician will be present at your rehearsal to set up microphones. You must inform the Wedding Committee Coordinator of a list of musicians, readers, and ministers who will need microphones at least 2 weeks prior to the wedding rehearsal. Please bring a copy of the wedding program to the rehearsal for the A/V technician. If you have any accompaniment tapes/CDs, they must be given to the A/V technician at the rehearsal along with instructions on when the track is to be played and stopped.

Lakeside does have the capability of recording an audio copy of the service. Please inform the Wedding Committee Coordinator if you would like a CD of the service prior to the rehearsal.

Lighting during your ceremony will be monitored by the A/V technician. Use of spotlights/floodlights is prohibited.

Florist

Wedding decorations may be installed by any florist in good standing. Decorations should be in keeping with the sacredness of the occasion. Florists must be given a copy of these guidelines prior to the wedding and should contact the Wedding Committee Coordinator or your assigned wedding director/hostess. The Wedding Committee Coordinator will need the name and contact information for your florist as well as their intended set up time.

Decoration Guidelines

- No nails, screws, tacks, staples, pins, tape, adhesives, or anything that might mar the furniture or walls may be used. Masking tape may be used for what needs to be anchored.
- The carpet, stage flooring, and church furnishings must be adequately protected from candle drippings.
- Candles may be placed in the window ledges but they must be protected with a globe.
- Be aware that some candles lit for pictures before the ceremony may need to be replaced before the wedding.
- The pews may be decorated, but please take caution not to scar or damage the wood.
- When decorating, please be aware of the hanging microphones in the choir loft. Decorations may not touch the microphones or microphone lines.
- Florist is required to bring all supplies necessary for setting up and cleaning up/tearing down, such as step ladders, brooms, trash bags, etc.
- All decorations must be removed by the florist **immediately following** the wedding ceremony. If any decorations need to be stored at the church for later pick up, please inform the Wedding Committee Coordinator prior to your wedding rehearsal.
- If the bride and groom desire to leave flowers for the worship service on Sunday, a statement can be placed in the Sunday bulletin giving recognition of the flowers (please give this statement to the church secretary no later than 2 weeks prior to your service). If the bride/groom wish to leave the flower arrangement for the service, the Wedding Committee Coordinator must be notified when the wedding date is set in order to avoid flower conflict.

Photography

The bride and groom should make their own arrangements with a photographer. The Photographer must be given a copy of these guidelines prior to the wedding and should contact the Wedding Committee Coordinator or your assigned LPC director/hostess. The Wedding Committee Coordinator will need the name and contact information for your photographer if it was not already indicated on your wedding application.

Photography Guidelines

- No flash photography is permitted during the ceremony. Timed exposures without flash are permissible once the ceremony has begun.
- The photographer is not allowed to stand on pews or tables. The photographer must provide their step stools, extension cords, etc.
- We ask that the photographer remain stationary during the ceremony as to not distract from the event. The balcony is an excellent vantage point.

Wedding Reception

Lakeside has facilities available for Wedding Receptions: the Fellowship Center or the Gym. For any reception at Lakeside, a fee must be paid to our Custodian for the cleaning of the facility as well as table set up and removal. See Wedding Fees on the last page for costs of these facilities.

Receptions can be catered by any caterer in good standing. Caterers must be given a copy of these guidelines prior to the wedding and should contact the Wedding Committee Coordinator or your assigned LPC wedding director/hostess. The Lakeside director/hostess will need the name/contact information for your caterer as well as their intended set up time.

- Use of Lakeside facilities must be approved in advance. Please let the Wedding Committee Coordinator know of your reception intentions at the time of application.
- Information regarding your reception set up (number of tables, chairs and arrangement) needs to be submitted at least one month

prior to your wedding. 60" round tables and 6' rectangle tables are available.

- The bride is responsible for making arrangements for the cakes, napkins, flowers and any other decorations used in the reception.
 - The caterer is responsible for providing all refreshments, dishes, serving trays table skirts, candles, clean up materials, etc.
 - The caterer must leave all sinks and counter tops clean and remove all food, utensils, and other items brought in. The kitchen must be left as clean and orderly as found.
 - Receptions should be a reasonable length and cannot be sit down meals.
 - No alcoholic beverages or drugs are permitted on church property. Anyone appearing to be under the influence of drugs or alcohol will be asked to leave.
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The next page provides a timeline checklist for the bride. This gives an overview of information presented in the policy, and when the items must be completed.

The last two pages provide a list of wedding fees and the application.

Refer to this policy with questions for the different aspects of your special day.

Your application should be completed and signed after reading the entire policy booklet. By signing the application, you agree to abide by the policies outlined in the booklet and acknowledge that failure to comply with the policies could mean further expense on your part, including liability for damages.

Wedding Checklist

3-6 Months Before the Wedding:

1. Call Church and check calendar date for the wedding with the Wedding Committee Coordinator (Sarah Elias). Sarah will mail an application and policy booklet, tentatively put the wedding date on the calendar, and schedule an appointment with the bride.
2. Read entire policy booklet, fill out application, and sign policy agreement.
3. Pay deposit.
4. Meet with the Wedding Committee Coordinator (Sarah Sachs). You will be assigned a Lakeside wedding director/hostess.
5. Meet with officiating pastor.
6. Let Wedding Committee Coordinator know if you wish to leave flower arrangements for Sunday services.

1 Month Before the Wedding:

1. Submit music to Wedding Committee Coordinator for approval.
2. Give florist and photographer information to Wedding Committee Coordinator.
3. Reception information must be given to Wedding Committee Coordinator or director/hostess (number of tables, chairs, and arrangements).

2 Weeks Before the Wedding:

1. Give statement to church secretary if you are leaving flowers for Sunday services.
2. Any omitted information from application absolutely due!
3. Give list of what needs to be moved in sanctuary and what you wish to use (ex: kneeling bench).
4. Give list of musicians, readers, and pastors to Wedding Committee Coordinator for the Audio/Visual technician.

Wedding Fees

For Members of Lakeside Presbyterian

Deposit/Booking Fee: \$75

Facility Use Fees (Due one week before wedding)

- Sanctuary: \$50
- Fellowship Center/Gym: \$50

The following fees are to be paid directly to the individual before the rehearsal begins:

Janitorial Service for Sanctuary: \$125

Janitorial Service for Fellowship Center/Gym: \$125

Lakeside Wedding Director: \$250

Lakeside Wedding Hostess: \$150

Audio/Visual Technician: \$150

Lakeside Organist: \$250

Lakeside Pianist: \$250

A non-refundable deposit of \$75 must be presented with Wedding Application to place your date on the Church Calendar.

The balance must be paid no later than one week before the wedding, or the ceremony may be postponed.

For Non-Members of Lakeside Presbyterian

Deposit/Booking Fee: \$200

Facility Use Fees (Due one week before wedding)

- Sanctuary: \$300
- Fellowship Center/Gym: \$300

The following fees are to be paid directly to the individual before the rehearsal begins:

Janitorial Service for Sanctuary: \$150

Janitorial Service for Fellowship Center/Gym: \$150

Lakeside Wedding Director: \$350

Lakeside Wedding Hostess: \$175

Audio/Visual Technician: \$175

Lakeside Organist: \$300

Lakeside Pianist: \$300

A non-refundable deposit of \$200 must be presented with Wedding Application to place your date on the Church Calendar.

The balance must be paid no later than one week before the wedding, or the ceremony may be postponed.

Wedding Application

*Lakeside Evangelical Presbyterian Church
2070 Spillway Road
Brandon, MS 39047
(601) 992-2835*

Bride Information:

Name: _____ Home Phone: _____
Address: _____ Cell Phone: _____
City: _____ State: _____ Zip: _____
Member of Lakeside: Yes No Email: _____
Parents' Name(s): _____
Phone: _____ Email: _____
Address: _____ State: _____ Zip: _____

Groom Information:

Name: _____ Home Phone: _____
Address: _____ Cell Phone: _____
City: _____ State: _____ Zip: _____
Member of Lakeside: Yes No Email: _____
Parents' Name(s): _____
Phone: _____ Email: _____
Address: _____ State: _____ Zip: _____

Wedding Information:

Date Requested: _____ Wedding Beginning Time: _____
Date of Rehearsal: _____ Rehearsal Beginning Time: _____
Name of Minister: _____ Phone: _____
Name of Wedding Director: _____ Phone: _____
Will you use Lakeside's Organist? Yes No
If no, name of organist: _____ Phone: _____
Will you use Lakeside's Pianist? Yes No

If no, name of pianist: _____ Phone: _____

List any other musicians:

Name: _____ Instrument: _____

Name: _____ Instrument: _____

Name: _____ Instrument: _____

Name of Florist: _____ Phone: _____

What time will florist arrive to decorate: _____

Will you leave arrangement for Sunday Service? Yes No

Name of Photographer: _____ Phone: _____

What time will photographs be taken: _____

Reception Information:

Will the reception be held at Lakeside? Yes No

If yes, in which building? Fellowship Center Gym

Name of Caterer: _____ Phone: _____

What time will caterer arrive to set up: _____

Policy Agreement

We have read the *Lakeside Weddings: Policies and Fees* Booklet and understand the policies concerning a wedding held at Lakeside Presbyterian Church. We agree to abide by the policies as stated herein and will ensure that the members of the wedding party understand and abide by the policies as well. By our signatures we understand that failure to comply with the stated policies could be considered "disregard of policy" and could mean further expense on our part. We also understand that we are liable for any damages to the church property.

Signature of Bride: _____ Date: _____

Signature of Groom: _____ Date: _____

For Church Use Only:

Deposit Received: Yes No Amount: _____ Date: _____

Other fees received: Yes No Amounts: _____ Dates: _____

