

St. Andrew Presbyterian Church
Seeking and Growing while Loving and Serving



Wedding Policy

Welcome to St. Andrew Presbyterian Church

As part of our ministry, St. Andrew Presbyterian Church is delighted to offer our beautiful facilities and dedicated staff for weddings. We welcome all couples who sincerely wish to be married in our church, as you begin your journey to love and support each other for the rest of your lives. This policy is the same as the PCUSA, our denomination.

We also warmly invite you to join our church family for worship on Sundays at 10:00 AM to learn more about our beliefs and community.

Please Contact

Pastor Tiffany Nicely Holleck, tholleck@standrewpcusa.org, (530) 673-7353.

The Service

The marriage service St. Andrew offers is meaningful, worshipful, and beautiful to those who come to it in faith and reverence. The Pastor and staff of St. Andrew Presbyterian Church are committed to working with you to make your service a personal expression of your faith, your relationship with God, and your relationship with each other. Each marriage ceremony will be unique to the couple who is being married.

The Presbyterian Service of Christian Marriage provides several options with respect to prayers, vows, the exchange of rings, and so on. Sometimes couples like to make changes in the regular marriage service, to add special prayers, quotations, or symbolism they have read or seen included in other weddings. The Pastor is willing to discuss this possibility with you, to offer suggestions, to help you “personalize” and make your special service as meaningful as possible.

Availability and Reservation of Date

Your first step is to contact Pastor Tiffany Nicely Holleck to discuss marriage counseling and the availability of marriage services for your wedding.

Pre-marital Conversations

Before your wedding, our Pastor is eager to meet with you for pre-marital conversations. This is a special time to explore the foundations of Christian marriage, prepare for your ceremony, and invite God into your union. We hope these sessions will also foster a lasting relationship with the

Pastor. You'll participate in several meetings at convenient times and receive materials to support your discussions.

Rehearsal & Wedding Day

The rehearsal is designed to familiarize everyone with their roles, ensuring comfort and confidence on your wedding day. Punctuality is crucial: it's vital that the rehearsal begins on time with the entire wedding party present.

A late fee of \$25 will be assessed for every 15 minutes past the scheduled start time for both rehearsals and weddings. Please plan to be on time.

Marriage License

Couples are responsible for obtaining their marriage license from the county clerk. This license must be provided to the Pastor at the rehearsal.

Dressing

Our Dottie Naylor Room, which includes a private restroom and shower, and our Choir Room with restroom, are available for wedding parties who wish to dress at the church. Please indicate if you require these rooms when reserving the church to guarantee its availability. Only water may be consumed in the Narthex and/or the Dottie Naylor Room.

Photographs/Videos

As this is a worship service, flash photography is not permitted during the ceremony itself. Photographers should also avoid noticeable or distracting movement. The only exceptions for flash photography and movement are during the processional (as the wedding party enters) and the recessional (as the couple exits). Once the Pastor begins speaking, no flash pictures are permitted.

Time exposures, quietly executed from the rear of the sanctuary and/or balcony, are acceptable. Stationary videotaping may also be done from an inconspicuous spot during the service. Please discuss these guidelines with the Pastor or Wedding Coordinator. Please ensure your chosen photographer is aware of our church's policy.

Remember: The wedding ceremony is a worship service.

Please review these guidelines with your photographer and/or videographer.

During the Ceremony:

1. Flash photography is only permitted during the processional and recessional. Photos should not delay the processional.
2. Available light (no flash) photos are allowed from the balconies.
3. Photographers and videographers must be unobtrusive and quiet.

4. Videotaping must be done unobtrusively from the balconies. An "un-staffed" video camera or GoPro may be placed in the choir loft or another Pastor/Wedding Coordinator approved location. Please discuss in advance.

Before & After the Ceremony:

1. Photographers may take pictures anywhere in the building before and after the service.
2. All photography before the service must be completed 30 minutes prior to the wedding start time.
3. All photography in the sanctuary after the service must be completed within one hour of the service ending.
4. All equipment to be used during the wedding should be placed outside the sanctuary to avoid disruptions. Please no entering/exiting to retrieve gear during ceremony.

Flowers & Candles

You may choose to place flowers on the sides of the cross, on the Chancel, in front of the pulpit, or on the sanctuary floor.

Please coordinate all flower arrangements directly with your florist. Please note: No fresh flowers, rice, confetti, birdseed, etc. may be thrown anywhere inside or outside the buildings. If you'd like to use an aisle runner, you're responsible for providing it. While many florists offer runners, please consider their quality and potential to create a tripping hazard.

Any decorations for your wedding are in addition to the church's existing furnishings and banners. All extra candles, including Unity Candles, candelabras, or other candle decorations, must be dripless and purchased by the wedding party. St. Andrew Presbyterian Church has one set of candelabras available for use. The floor must also be protected under all candles.

The Pastor or Wedding Coordinator will discuss this policy with your florist and wedding party. We always appreciate it when wedding flowers are left in the sanctuary for the Sunday service.

Remember: Decorations should complement the church's simple beauty and dignity, not obscure it.

Please review these guidelines with your florist and/or decorator(s).

Setup & Timing:

- All decorating and setup must be complete one hour before the wedding invitation time. If photos are taken before the wedding, setup must be complete 1.5 hours before the wedding (or by the time photos begin).
- You're allowed to begin setup two hours before the wedding. If more time is needed, the couple or decorator must arrange it with the Pastor or Wedding Coordinator before the rehearsal date.
- Do not move church furnishings. The communion table can only be moved by a church representative.

Attaching Decorations:

- You may use ribbons and rubber bands to attach decorations to sanctuary chairs.
- No tacks, pins, nails, staples, tape, or glue may be used on furniture or walls.
- The wedding couple is liable for any damage to the building or furniture caused by decorations.

Removal:

- All decorations and equipment must be removed shortly after the service and pictures, within the two-hour total time period. If decorations are not cleared by your team, an additional custodial charge of \$22 per hour will apply and be added to your final bill.
- The church is not liable for any equipment left overnight after weddings.

Confetti & Helium Balloons

We do not permit the use of confetti on the premises. Helium balloons are prohibited in the Sanctuary and Narthex.

Fees & Guidelines

Your wedding package at St. Andrew Presbyterian Church includes:

- Essential pre-marital counseling sessions with the Pastor.
- A one-hour wedding rehearsal, guided by the Pastor, with the Wedding Coordinator, including access to the Narthex, Dottie Naylor Room, and Sanctuary.
- The Pastor's officiating of your wedding ceremony.

Security Deposit

To secure your wedding date, a **security deposit** is required. This deposit is **fully refundable** if your wedding is canceled more than 30 days prior to the date. Otherwise, it becomes non-refundable. Once paid, your security deposit will be applied directly to your Room Use Fees.

- St. Andrew Presbyterian Church Members: \$125
- Non-Members: \$500

Room Use Fees

Sanctuary, Narthex (lobby), Dottie Naylor Room and Choir Room are all included in the church's wedding ceremony contract. Our Wedding Coordinator can help you in developing a set-up, decorating and take down timeline for your wedding. Includes custodial and staff set up/tear down fees.

- St. Andrew Presbyterian Church Members: \$500
- Non-Members: \$1200

Damage Deposit: \$750

A \$750 damage deposit will be fully returned if no damages occur. If damages exceed this amount, your wedding party will be billed for the additional cost. Please provide the damage deposit in a separate check from other fees.

Individual Payments

Payments for services provided by the Wedding Coordinator, Musicians, and Audio/Video Technicians should be made directly to those individuals. Please place individual checks or cash in separate envelopes for each person and provide to Pastor Tiffany Nicely Holleck by the day of your rehearsal. Make sure the amounts enclosed are at minimum the amount listed for each service.

◆ Pastor

Pastor's Honorarium for pre-marital conversations, rehearsal, and wedding ceremony, are at your discretion.

◆ Wedding Coordinator

Our Wedding Coordinator will be on hand for your Rehearsal and Wedding to ensure your ceremony runs smoothly, guiding participants and managing logistics. **Every wedding ceremony is required the service of the church authorized wedding coordinator.** The minimum payment to the Wedding Coordinator is \$300.

◆ Music

Our Organist, Soloist, or Choir Director can provide music for your wedding. They're happy to discuss your preferences and suggest suitable selections. The minimum fee for each musician is \$300, though additional gratuities are welcome. If your music choices require extra rehearsal time or are particularly difficult or unusual, an additional fee of \$50 per hour will apply. If you decide to cancel the services of our musicians, it must be done one month prior to the wedding date; otherwise, you will be responsible for payment.

◆ Audio and Projection Technicians

For all audio or projection needs during your wedding ceremony church technicians will be required. The Pastor will arrange for the technicians. The fee for each technician is \$350. **An audio technician will be required for all ceremonies in the Sanctuary.** Livestreaming your ceremony is possible and may incur licensing fees. These fees should be paid directly to the technicians.

Reception Fees

Should you choose to host your reception at the church the room use fees are below.

Room Use These fees paid directly to St. Andrew Presbyterian Church	Weddings Church Members	Weddings Non-Church Members
Chapel	No charge	\$120
Ministry Center Rooms A , B or C - Rate is per room.	\$65	\$110
Ministry Center Rooms D & E	\$210	\$835
3/4 Ministry Center - Rooms A, B, D & E (Includes use of commercial kitchen)	\$320	\$1,050
Full Ministry Center - Entire Ministry Center (Includes use of commercial kitchen)	\$380	\$1,125
Late Fee – Assessed per every 15 minutes over allotted time.	\$25	\$25

Please note the following facilities use guidelines:

- Each group is responsible for their own setup, unless previously noted on Wedding Facility Request Form. The church's tables and chairs may be used at no extra cost. The group is responsible for returning tables and chairs to location found at arrival to event.
- There is to be no smoking or vaping within 50 feet of church buildings.
- No food or drinks are permitted in the sanctuary.

St. Andrew Presbyterian Church
1390 Franklin Rd., Yuba City, CA 95993
(530) 673-7353 info@standrewpcusa.org
www.standrewpcusa.org

St. Andrew Presbyterian Church
Wedding Facilities Use Request & Agreement

Wedding Party Name: _____ Today's date: _____

Premarital Couple: Please check box for main contact.

First Name: _____ Last Name: _____
Phone: _____ E-mail: _____
Home Address: _____

First Name: _____ Last Name: _____
Phone: _____ E-mail: _____
Home Address: _____

Please check one:

- Wedding Ceremony & Rehearsal Only (Includes use of Sanctuary, Narthex & Dottie Naylor Room.)
 Wedding Ceremony, Rehearsal and Reception*

Group size or anticipated attendance # _____ (not to exceed maximum room capacity)

Wedding Ceremony

Date of Wedding: _____ Event Time: _____ to _____
Set-up/Arrival time: _____ Clean-up/Leave time: _____
Rehearsal Date: _____ Event Time: _____ to _____

Additional Services - Please indicate any additional services you may need for your wedding:

Sound Projection*? NO YES

Video Projection*? NO YES

Please note: St. Andrew sound and projection equipment is only to be used by authorized church personnel and volunteers.

Church Musician(s)*? NO YES

If yes, please mark all that apply: Piano Organ. Vocalist

Other (Please specify): _____

Outside Musicians? NO YES *(All outside musicians are pending approval from the Pastor.)*

Additional **equipment** needed? _____
(Equipment Use form required.)

***See Wedding Policy packet or discuss with Pastor all associated fees.**

Reception Facilities Use

Reception Event Time: _____ to _____

Set-up/Arrival time: _____

Clean-up/Leave time: _____

Room Requests & Capacity

Please indicate which rooms you wish to use for your wedding reception. Each requested room is subject to a fee. See attached 'Wedding Information' packet. ¾ or Full Ministry Center reservations include use of the Commercial Kitchen.

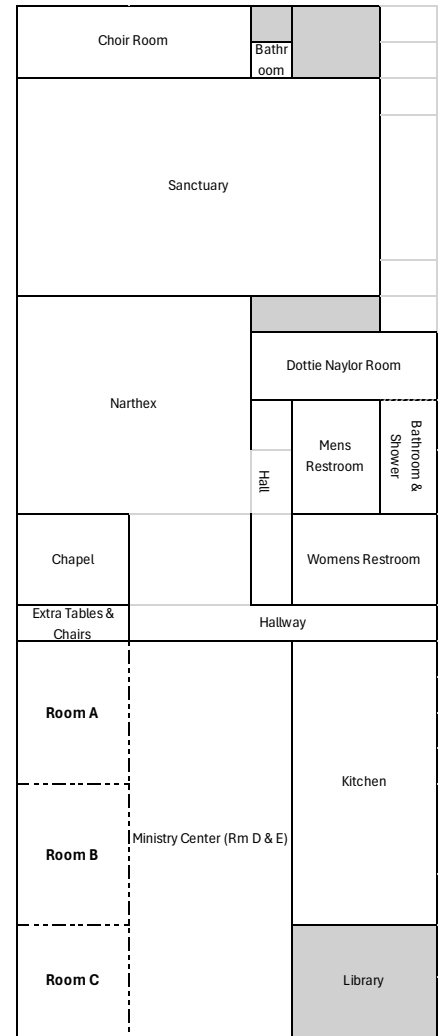
Check all that apply:

- Chapel (28)
- Ministry Center – Room A (32)
- Ministry Center – Room B (36)
- Ministry Center – Room C (36)
- Ministry Center – Rooms D & E (140)
- ¾ Ministry Center – Rooms A, B, D & E (208)
- Full Ministry Center – Entire Room - A, B, C, D & E (236)

Will you need chairs and/or tables? Please indicate amount of each:

- Chairs:** _____
- Tables:** _____ 4' Round tables _____ 5' Round tables _____ 6' Rectangular

Please leave rooms in the same condition in which they were found. All items brought in must be taken away/picked up. Blue painter's tape only on walls. Drinking WATER ONLY and no food allowed in Narthex or Sanctuary.



By signing this form, you acknowledge your understanding and agreement to the following:

- This must be signed by both individuals of the Premarital Couple.
- You have read and understand the instructions, guidelines, and fees for facility use.
- Any changes made after approval require confirmation from the Pastor; otherwise, your date and time cannot be guaranteed.
- You will adhere to all guidelines in the Wedding Policy packet.
- For any clarifications, you will contact the St. Andrew Presbyterian Church Pastor or Wedding Coordinator at least seven (7) calendar days before your event.
- **Security deposit** must be paid in full to secure your date and time.
- All room fees and Damage Deposit **must be received by the Pastor on the day of your rehearsal.**

Signature	Print Name	Date
Signature	Print Name	Date

Approved by Session 8/21/2025