

# CALVARY PRESBYTERIAN CHURCH



## Planning Your Wedding



2515 FILLMORE STREET  
SAN FRANCISCO, CA 94115  
[www.calpres.org](http://www.calpres.org)  
415-346-3832

Congratulations on your commitment to be married!



Calvary Presbyterian Church is an open and affirming community and as such, our pastors gladly officiate the weddings and holy unions of loving couples with a connection to Calvary. We rejoice with you as you prepare to celebrate your wedding. Marriage is a gift God has given to humankind for the well-being of the entire community. For Christians, marriage is a covenant, through which two people are called to live out together their lives of discipleship.

All couples, regardless of sexual orientation, may celebrate their commitment before God and their community in our Sanctuary or Chapel.

Marriage is a sacred union made before God and is not to be entered into lightly. The Session of Calvary has established the following guidelines, in accordance with our denomination's *Directory for Worship*.

### **PRE-WEDDING TIMELINE**

- We advise that you contact the church at least six months prior to the desired date for your wedding to determine availability of the Sanctuary or the Chapel. You may either fill out and submit a request form on the [Calvary website](#) or call us at 415-346-3832 and ask to speak with a wedding coordinator.
- The wedding coordinator is the official representative of Calvary Presbyterian Church, and it is church policy to have them involved in all weddings and receptions held at the church. They will assist with providing available dates, times, estimated costs, and policies of using the church for your ceremony, rehearsal, and reception, if applicable.
- Weddings will be considered scheduled only when the officiating pastor has approved the request and when the wedding coordinator has received a deposit. A 50% deposit is required at the time the wedding date is confirmed. All fees are to be paid in full by the date of the rehearsal. In the case of cancelation, the deposit may be refunded at the officiating pastor's discretion.
- Once a date and time has been reserved, the wedding coordinator will serve as a liaison on your behalf with the church pastors, the music director, and staff. They will work with you to coordinate all the details having to do with the use of the church for your wedding. If you hire your own wedding coordinator, our wedding coordinator will work with them, but Calvary's will take precedence.

## PRE-MARITAL COUNSELING: UNDERSTANDING THE COMMITMENT



- You will be assigned to one of the pastors on staff at Calvary unless you otherwise request a particular pastor. At no cost to the couple, they will meet with a pastor at least four months prior to the wedding for the purpose of discussing such matters as: the strength and growth areas of their relationship, their family backgrounds, the meaning and purpose of marriage, the order of the service, and the vows they will be asked to make.
- Normally, four sessions (1.5 hours each) are required, and the wedding coordinator can help you set up your first session.
- If the pastor has concerns after meeting with the couple about the wisdom or timing of the marriage, the pastor may recommend further pre-marital counseling with a trained professional. The pastor shall assure the couple of the church's continuing concern and support but may decide to not conduct the wedding as initially planned.

## THE SERVICE ITSELF: GOD'S GIFT OF MARRIAGE

- There are two spaces available for weddings at the church: the Sanctuary that seats approximately 900 people, or the Chapel that seats approximately 125. For specific capacity requirements, please discuss with the wedding coordinator.
- The service will be officiated by a pastor at Calvary based on the *Book of Common Worship* of the Presbyterian Church (USA). Scripture will be read. Additional readings, prayers, vows, etc. may be used with the pastor's approval and guidance.
- Other clergy or lay leaders may participate in the ceremony, with the officiating pastor's approval. It would be the officiating pastor's responsibility to extend a formal invitation to any guest clergy.
- The wedding coordinator will coordinate and oversee all aspects and logistics of the wedding service and with arranging a wedding rehearsal, normally scheduled the evening prior to the wedding at a time agreed upon by the church, pastor, and couple. Those who have an active role in the service are required to attend, although others are certainly welcome. While you may invite church staff (pastor, church musicians, etc.) to the rehearsal dinner, there is no expectation that you must do so.

## MUSIC



- All music in a wedding service should be appropriate in a Christian church setting, in reverence to God. Consultation and approval on all music with Calvary's music director and/or the pastor must be done prior to the ceremony.

- Once the date of the ceremony has been approved, the wedding coordinator will arrange to have you meet with Calvary's music director to discuss music you would like at your wedding.
- The organist or pianist of the church will play for weddings except by special arrangement. Church soloists may also be arranged through the church music director. If you would like to provide your own musicians for the ceremony, please consult with the music director. You may provide musicians (such as strings, woodwind, or brass groups) at your own expense.

## CHURCH DECORATIONS

- Decorations should enhance the spirit of worship and celebration. Candles and flowers can be used to provide a nice background. We ask that you kindly avoid using lilies in your flower arrangements due to their allergic reactions in many people.
- Flower delivery and decorations should be coordinated through the wedding coordinator.
- Two 7-candle brass candelabras with 12-inch tapered drip-less candles are available for your use, per your request.
- Chancel furnishings (pulpit, font, and table) may not be removed for a wedding ceremony.



## AUDIO AND PHOTOGRAPHY

- A church staff member will be on-site to provide audio and lighting assistance at your wedding and rehearsal.
- Your wedding photographer and/or videographer should work directly with the wedding coordinator to ensure church protocols are followed and to arrange for any special set-up of equipment in advance of the service. They are also invited to attend the rehearsal.
- We ask that flash photography not be taken by your guests or wedding photographer during the wedding service.
- Livestreaming to our church YouTube and Facebook sites and a digital copy of the service can also be provided by the church at an additional fee, per your request.
- Please note that Calvary staff are not trained A/V professionals and the church equipment has some limitations, but we will make every effort to provide lighting, sound, internet access, Livestream, audio capture and recording for your service to the best of our abilities. Any perceived failure may not result in compensation.

## RECEPTION

- If you would like to host a reception after the service at Calvary, there are two spaces available for an additional fee: Calvin Hall (accommodates 150 seated or 450 standing) or the Lounge (accommodates 50 seated or 75 standing.)
- Catering services are not provided by the church and there are no restrictions on using outside vendors to host your reception. The wedding coordinator can work with your caterer to make all necessary arrangements.

## COURTESY AND RESPONSIBILITIES

- Smoking is prohibited in the church building.
- Limited choices of alcohol are permitted under the existing Calvary Alcohol Policy (available upon request.) A cleaning deposit may be required.
- We appreciate that no one in the wedding party attends either the wedding or the rehearsal intoxicated or under the influence of drugs.
- The wedding party is expected to leave the church and its rooms as clean as they were found.
- As you leave the wedding, we ask that the guests NOT shower you with rice, confetti, bird seed or anything similar. Bubbles may be used outside if you wish. We also ask that nothing be thrown inside the building, including flowers or parts of flowers. Balloons are also prohibited.
- It is the responsibility of the bride and groom to see that these rules are made known to the wedding party and guests.



## Marriage License

- A Calvary pastor can act as a legal representative of the state and is able to sign your marriage license. We believe the act of marriage before God is different, if related, to the act of marriage legalized by the state of California, so while the same person may officiate in both ways, we invite you to consider what each act means, separately.
- The legalizing of your marriage is a separate step that can be fully part of your ceremony at Calvary or signed at another time, apart from your wedding service. A pastor at Calvary looks forward to talking with you about how you would like the civil act of marriage to be a part of your religious wedding.

- A Marriage License can be obtained at the San Francisco Office of the County Clerk. We strongly advise you apply for your license at least one-month prior to your marriage ceremony since there can be delays. More information can be found at <https://sfgov.org/countyclerk/marriage>.

## WEDDING AND RECEPTION FEES

Active members and their family members of Calvary Presbyterian Church will receive a discount in building use fees in honor of their faithful stewardship to the church.

	MEMBERS	NON-MEMBERS
<b>WEDDING &amp; REHEARSAL*</b>		
Facilities	\$ 500	\$ 2000
Pastor Honoraria	\$ 500	\$ 500
Wedding coordinator	\$ 350	\$ 350
<u>Organist/Pianist</u>	<u>\$ 350</u>	<u>\$ 350</u>
<b>TOTAL</b>	<b>\$ 1700</b>	<b>\$ 3200</b>
Optional:		
Soloist	\$ 200	\$ 200
Livestream + a digital copy	\$ 250	\$ 250
<b>RECEPTION*</b>		
FACILITIES	\$ 1000	\$ 2000

The wedding coordinator will review and provide an invoice with the fees and charges for a wedding at Calvary. A 50% deposit is required at the time the wedding date is confirmed. Full payment is due by the date of the rehearsal. Checks should be made payable and mailed to Calvary Presbyterian Church to the attention of the wedding coordinator.

\*Use of the building is subject to approval of the pastor(s) and/or the wedding coordinator and/or the head of administration. Wedding facility fees are based on rehearsal time of two hours or less, and wedding preparation, ceremony, and post-wedding activities (excluding a separate reception function) of four hours or less. Reception facility fees are based on set-up, actual function, and clean-up of four hours or less. If more time is needed, an additional charge of \$150/hour for members, \$300/hour for non-members may be charged.

