



# Good Shepherd

Presbyterian Church (PCA)

The Lord God said, "It is not good for the man to be alone; I will make a helper suitable for him," Genesis 2:18. "For this reason a man will leave his father and mother and be united to his wife, and they will become one flesh." Genesis 2:24.

The Marriage Ceremony is ordained by God and as such is a form of worship, especially for the bride and groom. We ask that you please consider this as you plan your service.

## **I. WHO IS ELIGIBLE TO USE THE CHURCH**

- 1) Members of Good Shepherd Presbyterian Church
- 2) Professing believers who are not members of GSPC. Must be approved by the church session.

## **II. APPLYING TO USE THE CHURCH**

The following procedures are to be followed by all individuals making application for use of the church:

- 1) Before making application, check with the church office to be sure there is not a conflict on the church calendar with the date you have selected, and make a temporary reservation. Good Shepherd rents their facility to another church every Saturday until 12:00pm. Therefore, Saturday weddings must take place in the afternoon or evening.
- 2) It is the responsibility of the applicant to arrange for:
  - a) The pastor to officiate (the pastor may have additional requirements). Please note that if you wish to use a pastor other than one on the staff of Good Shepherd Presbyterian Church, you must obtain approval from the pastoral staff of GSPC.
  - b) Musicians, wedding music, and special music. Musician services include help at the rehearsal and the wedding service.
    - i) In a wedding, most of the music facilitates movement. It is not the main event but a supplement to it. With that in mind, please think simply about your music selections. Our desire is to support, not to distract from or undermine the meaning of the occasion.
    - ii) The main stage area of the Sanctuary will be cleared by Arts and Worship Ministry personnel by the day of the wedding. Other greenery may be rented and placed on the stage to further obscure the stage area. Care should be taken in the placement of plants and décor so that cables and other items on the stage are not damaged.
    - iii) A grand piano is available for your musicians to use. The piano may not be moved.
    - iv) Members of the wedding party or their assistants (florists, decorators, etc.) may not move or remove anything from the stage without permission from the Arts and Worship Director or Wedding Coordinator.
    - v) The Arts and Worship Director will secure an Audio Technician. The technician will operate all church sound equipment during the wedding rehearsal and the wedding ceremony. If you desire the Director's services as a musician during the wedding, you must contact him personally to secure his services.
    - vi) As previously stated, an Audio Technician from GSPC will be secured for help during the rehearsal and the wedding service. The Arts and Worship Director is responsible for recruiting this person. This service is required for use of the Sanctuary (even if your wedding does not include music).
    - vii) Prior to the service, all photography and/or other activities in the Sanctuary must be finished 30 minutes before the start of the wedding and the Sanctuary cleared so that the musicians and Audio Technician may prepare for the service.

- c) Wedding Coordinator to open and close the church and set air conditioning, lights, etc.
- d) All candles used in candelabras must be refillable, dripless candles. An exception may be made if the candles are placed on a table large enough to protect the carpet from wax drippings. If wax drips on the carpet there will be a \$100.00 charge for carpet cleaning.
- e) No candle may be placed in the windows of the church. (You may use battery operated candle lights instead.)
- f) No nails, tacks, adhesives, staples or anything which would mar the furniture or woodwork may be used in the decorating process.
- g) No candles and/or flowers may be placed on the grand piano.
- h) Any and all potted plants and/or cut flowers must have saucers and/or plastic containers under them to protect the carpet from spills. (Please note: The greenery in the church is available for use if needed. We ask that you return our greenery to its rightful place after the wedding service.)
- i) Agreement with the Wedding Coordinator for arranging furniture and clean up.
- j) Removal of **all** plants, flowers and decorations from the church facility **immediately** following the ceremony/pictures.

The Wedding Coordinator can supply you with the names and phone numbers of those approved by the church for these responsibilities. Please list the names of the individuals who have agreed to perform the services named and the date you talked to them. Return a copy of the completed application to the church office not less than 60 days before the wedding.

Authorization for use of the church will not be given until the application (attached) is complete.

III. CHARGES - It is the church's desire that everyone eligible to use the church be able to do so.

1) The following is a list of fees for use of the facility;

a) Sanctuary (including foyer, restrooms, hallway, and dressing rooms)

|                     |          |
|---------------------|----------|
| Member              | \$50.00  |
| Non-member          | \$150.00 |
| Audio Technician    | \$150.00 |
| Janitorial Service  | \$100.00 |
| Wedding Coordinator | \$150.00 |

(open/close building, set air-conditioning and lights, reserve all dates, technician, janitorial services, discuss rehearsal plus wedding ceremony plans with the bride and groom in person, via telephone, and/or via email, and coordinate rehearsal and ceremony)

(These charges are the actual costs incurred by GSPC on your behalf. They are not optional)

NOTE: Facility fees are payable 7 days in advance of the wedding.

**IV. APPLICATION FOR USE OF CHURCH FOR WEDDING**

**Contact Information**

**Bride** \_\_\_\_\_  
Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (E-mail) \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_

**Groom** \_\_\_\_\_  
Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (E-mail) \_\_\_\_\_  
Address \_\_\_\_\_

**Local Contact** if both bride and groom reside out of town: \_\_\_\_\_  
Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (E-mail) \_\_\_\_\_  
Address \_\_\_\_\_  
Relationship to bride/groom \_\_\_\_\_  
May this person make decisions for the couple? \_\_Yes \_\_No

**Facility Use**  
Wedding Date \_\_\_\_\_ Time \_\_\_\_\_  
Location: \_ Sanctuary \_ Other \_\_\_\_\_  
Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_  
Reception Location: \_\_\_\_\_ Other \_\_\_\_\_

**General Information**  
Presiding Pastor(s) \_\_\_\_\_  
Musician \_\_\_\_\_  
Florist \_\_\_\_\_ Phone \_\_\_\_\_  
Plant Rental \_\_\_\_\_ Phone \_\_\_\_\_

The completion of this form indicates that you agree with all of the terms and rules for the use of the church and will follow all instructions given by individuals listed above.

Mail along with your **\$100 deposit\* payable to:** Good Shepherd Presbyterian Church  
Attn: Elizabeth Hallinan  
151 SW 87th Place  
Ocala, FL 34476

\*your \$100 deposit is completely refundable if you cancel within 30 days of your wedding date.

**WEDDING POLICY PHONE LIST**

- |    |                       |  |
|----|-----------------------|--|
| 1) | Wedding Coordinator   | Mary Lu Strawbridge - 572-9576 - ml.straw@gmail.com      |
| 2) | Church office         | Elizabeth Hallinan - 291-9199 - elizabeth@gspccocala.com |
| 3) | Worship Arts Director | Mike Whitaker - 291-9199 - imikewhitaker@gmail.com       |
| 4) | Custodian             | Arranged through Wedding Coordinator                     |