

---

# Wedding Contract



**Mt. Nebo United Presbyterian Church**  
1828 Roosevelt Road  
Sewickley, PA 15143

## MT. NEBO UNITED PRESBYTERIAN CHURCH

Dear Friends:

Thank you for inquiring about having your wedding at Mt. Nebo United Presbyterian Church. Our church staff has prepared this packet for you so that we are all on the same page about all that is involved in a church wedding.

At Mt. Nebo, we believe that marriage is a gift God has given to all human kind for the well-being of the entire human family. The sacrificial love that unites the couple sustains them as faithful and responsible members of the church and the wider community. We also believe that marriage is a covenant in which God has an active part, and which the community of faith publicly witnesses and acknowledges.

A couple requesting a service of Christian marriage shall receive instruction from the minister, who may agree to the couple's request only if, in the judgement of the minister, the couple demonstrates sufficient understanding of the nature of the marriage covenant and commitment to living their lives together according to its values. In making this decision, the minister may seek the counsel of Session, which has the authority to permit or deny the use of church property for a marriage service.

Couples planning to be married at Mt. Nebo should contact the church from between one year to four months prior to the wedding date, so that appropriate preparations can be made. Four preparatory pre-marital sessions are required. I will not officiate at any wedding without these sessions.

In order to request a wedding at Mt Nebo, please fill out the enclosed "Wedding Information Form", and return it to the church office as soon as possible. I will then take the completed form to Session to determine if the wedding circumstances fall within the guidelines for a wedding at Mt. Nebo.

Congratulations on your engagement! My staff and I look forward to helping you both navigate this exciting life transition.

God Bless,

Rev. Rebecca DePoe

---

## MT. NEBO UNITED PRESBYTERIAN CHURCH

### What is a Christian Marriage?

A Christian marriage is a covenant relationship between two people that is lifelong and has its basis in God's covenant relationship with humanity through Jesus Christ. The Bible, God's inspired and written word, is our source of authority for this relationship and how it is to be ordered or lived out.

### What is a Wedding?

A wedding is a service of worship in which God is honored and a couple exchange their vows of love and life long commitment to each other.

### Why Have a Wedding?

While there are cultural accommodations and options for a couple to be married in other places and by a variety of people, we believe that a Christian wedding will most commonly be held in a sanctuary with a minister officiating. The Christian understanding is that God is the only one who can take two individuals and bring them together as "one flesh". A wedding gives the couple the ability to publicly declare their love and devotion to one another. The service also gives families and friends the opportunity to participate in and witness God's grace as the couple are united together.

## MT. NEBO UNITED PRESBYTERIAN CHURCH

### Requirements for Planning Your Wedding

The first step for the couple is to completely fill out the Wedding Information Form at the earliest possible date.

It is required that the couple arrange for a pre-marriage interview with the pastor. After receiving the Wedding Information Form, the church office will contact the couple to make this appointment. Based on this interview, the pastor may or may not make her recommendation for Session's approval for the marriage.

It is expected that the pastor will officiate at all weddings at Mt. Nebo. If another minister is to participate in the service, the officiating pastor of this church must extend an invitation to the minister. Mt. Nebo reserves the right to decline the addition of outside clergy's participation.

The pastor will require 4 counseling sessions with the couple. In these sessions we will cover the meaning of Christian (specifically Presbyterian) wedding and marriage. Three of our sessions will be structured on topic and questions raised from the book "Growing Love in Christian Marriage". This book is to be purchased by the couple by the second counseling session. Each session will allow 50 minutes for counseling and up to 30 minutes to discuss and review plans for the ceremony.

It is the responsibility of the couple to obtain a marriage license. This should be done no later than 30 days in advance of your wedding. It should be in the church office at least one week prior to the wedding. For license information in Allegheny County, please call (412) 350-4230. Feel free to visit the following web site for more information: <https://dcr.alleghenycounty.us/Marriage/HowToApply.aspx> Requirements for other counties may be different.

## MT. NEBO UNITED PRESBYTERIAN CHURCH

### Premarital Counseling Guidelines

1. 4 pre-marital counseling sessions beginning at least 3 months before the wedding.
  - a. Introductory session covering:
    - i. The meaning of Christian weddings and marriage
    - ii. The Christian (specifically Presbyterian) wedding service
    - iii. Getting to know you
  - b. 2 meetings structured on topics and questions raised during session 1 and around the book "Growing Love in Christian Marriage." This book is available at:  
[http://www.amazon.com/Growing-Christian-Marriage-Third-Edition/dp/1426757905/ref=tmm\\_pap\\_title\\_0](http://www.amazon.com/Growing-Christian-Marriage-Third-Edition/dp/1426757905/ref=tmm_pap_title_0) in either paperback or kindle version. This book is to be purchased by the couple by the second counseling session.
    - i. *If the couple prefers another counselor or pastor for these marriage counseling sessions, a letter to the minister from the chosen counselor outlining the counseling they are receiving/have received is acceptable.*
  - c. 1 final meeting 2-3 weeks before the wedding.
  - d. Each session will allow 50 minutes for counseling and up to 30 minutes to discuss/review plans for the ceremony.
2. The couple is asked to commit to reading scripture and praying together on a regular basis. Couple may either report what devotional plan/lectionary they will follow or plan one together with the pastor.

### Ceremony & Rehearsal Guidelines

1. A wedding is first and foremost a worship service. The traditions and theology of the Presbyterian Church will be observed during the service. The couple is welcome to question and talk to the minister about these traditions, the theology and meaning of the service, or any other questions about the church during pre-marital counseling and meetings.
2. Weddings to be held in the church will be performed by the minister, and must first receive approval of the session.
3. While the couple will have a choice of what scriptures and music are used in the service, the pastor will have final approval of what is appropriate for the worship service. While extra-biblical poems, music, and readings may be considered, they are not to take the place of Scripture in the service.

4. Mt. Nebo's music director will play at the wedding unless prior arrangements are made. After approval by the pastor, any outside musician that is brought in must meet with the pastor before the rehearsal and ceremony.
5. Wedding planners, photographers and videographers will be expected to remain respectful of the worship space and will not enter the pulpit area during the service.
6. Flash photography is not allowed during the service. Wedding planners will not be given say in the structure of the worship service.
7. The pastor is unable to perform weddings and/or rehearsals on Sundays, during Holy Week (the week between Palm Sunday and Easter), Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve or New Year's Day.
8. Punctuality is important. We ask that the couple and all parties involved in the rehearsal and wedding arrive at the designated arrival time. Please note that the "arrival time" and "program start time" is not the same.
9. We ask that all parties involved in the rehearsal and wedding turn off their cell phones to show respect for everyone's time and commitment to the event.
10. We reserve the right to cancel the rehearsal and wedding if parties involved in the event arrive inebriated. Mt. Nebo does not allow smoking or alcohol in the building or on church premises (including consuming alcohol inside of cars or limos in the parking lot).

## Information and Notes About Mt. Nebo

- There are 31 pews; 15 on one side, 16 on the other. (Seats approx. 217 people)
- Birdseed and/or rice may not be thrown inside or outside of the church
- Photos may be taken. Flash photography is prohibited during the wedding ceremony
- If you are having a Unity Candle, please bring it to the sanctuary for the rehearsal
- Mt. Nebo has a no smoking and no alcohol policy in the building and on all church property.



## MT. NEBO UNITED PRESBYTERIAN CHURCH

### Sample Order of Worship

PRELUDE

PROCESSIONAL

CALL TO WORSHIP

STATEMENT ON THE GIFT OF MARRIAGE

PRAYER

DECLARATIONS OF INTENT

AFFIRMATION OF THE FAMILIES (OPTIONAL)

AFFIRMATION OF THE CONGREGATION (OPTIONAL)

READING FROM SCRIPTURE

SERMON

VOWS

EXCHANGE OF RINGS

PRAYER / LORD'S PRAYER

ANNOUNCEMENT OF MARRIAGE

CHARGE AND BLESSING

RECESSIONAL

## MT. NEBO UNITED PRESBYTERIAN CHURCH

### Wedding Checklist for the Couple

#### At least 6 months before the wedding:

- Fill out the Wedding Information Form on [www.mtneboupc.com](http://www.mtneboupc.com)
- Arrange a preliminary meeting with the church office. Discuss with the pastor the possibility of being married at Mt. Nebo Presbyterian Church.
- Confirm the date and time with the pastor for both the rehearsal and the wedding.
- Make an appointment for the first (of four) pre-marital counseling sessions with the pastor.
- Review and complete information forms with the church office. If any information has changed, notify the church office immediately.

#### Three months before the wedding:

- Make an appointment with the Director of Music (Rebecca Lewis) to plan wedding music. [rlewisplano@gmail.com](mailto:rlewisplano@gmail.com)
- Meet with the church Wedding Coordinator
- Make arrangements for marriage license
- Turn bulletin information form into the church office

#### One month before the wedding:

- Payment of all fees are due to the church office
- Drop off marriage license to the church office



## MT. NEBO UNITED PRESBYTERIAN CHURCH

### Wedding Honorariums and Fees for Members and Non-Members

#### MEMBERS

##### **Due to the church office 1 month before wedding ceremony:**

<input type="checkbox"/> Minister	\$200.00
<input type="checkbox"/> Organist (Director of Music)	\$150.00
<input type="checkbox"/> Administrative Fee	\$25.00
<input type="checkbox"/> Wedding Coordinator	\$100.00
<input type="checkbox"/> Sanctuary	\$Free
<input type="checkbox"/> Custodial Fee	\$50.00

#### NON-MEMBERS

##### **Due to the church office 1 month before wedding ceremony:**

<input type="checkbox"/> Minister	\$200.00
<input type="checkbox"/> Organist (Director of Music)	\$150.00
<input type="checkbox"/> Administrative Fee	\$50.00
<input type="checkbox"/> Wedding Coordinator	\$100.00
<input type="checkbox"/> Sanctuary	\$200.00
<input type="checkbox"/> Custodial Fee	\$100.00

##### **Due at 2nd counseling appointment with pastor:**

<input type="checkbox"/> *Security Deposit	\$200.00
--	----------

\*For both a member of Mt. Nebo Church and a non-member, the Security Deposit is due at the time of the couple's second counseling appointment in the form of a check made out to Mt. Nebo Presbyterian Church. If you cancel your wedding after the required four counseling sessions, your deposit will not be refunded.

Mt. Nebo Presbyterian Church will review the condition of the building immediately following your event. If no damage is found, the security deposit will be returned to the couple within 30 days of the wedding date. Mt. Nebo reserves the right to keep the security deposit based on this review of the property and all rules outlined in this contract as well as the Fellowship Hall Contract, if applicable. If this is the case, the church office will share with the couple the specific reason(s) why the decision was made.

## MT. NEBO UNITED PRESBYTERIAN CHURCH

### Fellowship Hall Rental

Separate arrangements should be made with the church office and/or pastor if use of Fellowship Hall is required following the wedding. A separate rental agreement and schedule of fees will be presented to the couple after reviewing their needs for this portion of the wedding day. Please contact the church office to learn more.

### Payment

**All fees are to be made payable in one check to Mt. Nebo Presbyterian Church and can be submitted to the church office during regular business hours (M-F, 9:15-1:15) or by mail: 1828 Roosevelt Road, Sewickley, PA 15143.**

**NOTE: If you have a financial concern, please speak to the pastor. Money should not prohibit anyone from being married at Mt. Nebo.**



## MT. NEBO UNITED PRESBYTERIAN CHURCH

### Wedding Coordinator Worksheet

#### Wedding Party:

Maid of Honor \_\_\_\_\_

Best Man \_\_\_\_\_

Bridesmaids \_\_\_\_\_

Groomsmen \_\_\_\_\_

Flower Girl(s) \_\_\_\_\_

Ring Bearer \_\_\_\_\_

Parents of the Bride \_\_\_\_\_

Parents of the Groom \_\_\_\_\_

**If you plan on hiring a florist, please make sure to communicate the exact delivery time, phone number of, and any other pertinent information, with your wedding coordinator. Mt. Nebo staff are not always on site. We want to make sure to be there to connect with your vendor(s).**

**Mt. Nebo does not permit an aisle runner to be placed on the sanctuary floor for the wedding service.**

#### NOTES: