

**LEESBURG PRESBYTERIAN
CHURCH
207 WEST MARKET STREET
LEESBURG, VIRGINIA 20176
703-777-4163**



Wedding Policy and Procedures

LEESBURG PRESBYTERIAN CHURCH

Leesburg, Virginia

Marriage is a gift God has given to all humankind for the well being of the entire human family. For Christians, marriage is a covenant through which a man and a woman are called to live out together, before God, their lives of discipleship. In a service of Christian marriage, a life long commitment is made by a woman and a man to each other, publicly witnessed and acknowledged by the community of faith. (PCUSA Directory for Worship)

A Christian wedding is always a celebration of great joy and hope. Leesburg Presbyterian Church believes that a marriage ceremony is, however, primarily a service of worship. We want to help you make your wedding as significant as possible; a time when a community surrounds you with their love and support, and joins with you as your vows are made to each other, as prayers are offered, and God's blessing is given. We will help you make your wedding ceremony as personal and memorable as possible, within our understanding of what is appropriate in our historic sanctuary.

Weddings are not restricted to our own members. We welcome the opportunity to share our hospitality with others. We do believe that marriages which are nurtured by the church and grounded in the maturing faiths of both partners are much better able to withstand the formidable pressures of family life and society in today's world. We urge every engaged couple to find a church home and begin worshiping together regularly. We would welcome you as a part of the Leesburg congregation.





Logistics

Before you consider our church as a site for your wedding, here are some important facts to consider.

- ◆ LPC has no middle aisle.
- ◆ We can seat 150 comfortably, using the balcony. If you wish not to use the balcony seating, 120 people would be the maximum.
- ◆ No rice may be used inside the church
- ◆ No animals are allowed in the church
- ◆ The use of the LPC Wedding Coordinator is required

Steps to Reserve the church

- 1. Make an appointment to visit the church**
Email us at weddings@lpcva.org or call the church office at 703-777-4163.
- 2. Setting the date/Minister**
Once you have chosen your date, contact the wedding liaison to make sure both the Church and minister are available.

Wedding Officiant/Minister

The use of outside officiants is possible, but they must be from an authorized denomination and licensed in the state of Virginia.

Once all of the steps above have been completed, an application will be sent to you by the wedding liaison. Fill it out and send it in to the church with the non-refundable deposit check (\$150)

Rehearsal

A rehearsal date should be set at the time of application. The usual time for this is the evening before the wedding. The rehearsal should take about one hour. Everyone in the wedding party should attend, and needs to be punctual. When requested, the Organist will play for the rehearsal.

Meeting with the Minister

An appointment must be made with the Minister as early as possible for consultation and counseling.

Invitations

When ordering printed invitations, the suggested form for the name and address of the church is:

Leesburg Presbyterian Church
207 West Market Street
Leesburg, Virginia, 20176

Guests can use this address for Google Maps/GPS

License

The marriage license must be given to the Minister no later than the day before the wedding, normally at the rehearsal.

Music

All music for the ceremony should be planned in consultation with the church Organist. Since a wedding is a sacred service of the church, appropriate music should be used. The Organist and Minister can assist in the selection of appropriate music.

The use of a Guest Organist must be approved in consultation with the church's Organist. The church Organist will acquaint the guest with the organ.

Soloists (vocalists or instrumentalists) may be arranged for by individuals or through the Organist. All music selections must be approved after consultation with the Organist and Minister.

Church Decoration

Arrangements for decorations may be made with a florist of your choice. Please ask the florist to contact the church office to ensure that the church will be open at the hour desired for setting up the decorations as well as their removal. Decoration guidelines must be discussed with the church Wedding Liaison.

Reception

The Fellowship Hall and kitchen are available for receptions. The church considers the serving of alcoholic beverages inappropriate at a church function. **Please note also that the entire church building and grounds are a smoke-free zone.**

Photographers

Photographs during the ceremony may be taken without the use of flash attachments, providing the photographer works quietly and unobtrusively, so as not to distract from the sacredness of the ceremony. If videotaping, arrangements should be made in advance, with final arrangements made at the time of the rehearsal.

Other Arrangements

Aisle runners are discouraged.

The church's pair of seven-branched candelabra is available for use, but must be requested in advance so that candles may be ordered and on hand. Other candleholders may be used, but if you want candles, you must use the church's.

Expenses

For a typical wedding with rehearsal, the following charges are made for the use of facilities and the services desired:

Wedding Fees

Minister	TBD
Sanctuary and Dressing Area	\$650
Fellowship Hall & Kitchen	\$350
Candles	\$ 50
Organist (Rehearsal & Wedding)	\$200
This is the base rate that includes the rehearsal, prelude, processional, and recessional. Additional fees to be negotiated with organist if there is additional music, soloist, etc.	
Organist (to orient a guest organist to our instrument)	\$ 25
Custodian (Rehearsal & Wedding)	\$200
Custodian (Rehearsal, Wedding & Reception)	\$300
Wedding Liaison (available to assist the bride, groom, and their families)	\$250
Deposit Required to Reserve Date (nonrefundable)	\$150
Meeting with Pastor required to Reserve.	

Payment

Payment should be made one week prior to rehearsal and delivered or mailed to the church office. The office will distribute the specific payments (checks). Checks may be made payable to the following individuals:

Organist: Terry Sisk

Wedding Liaison: TBD

All other checks may be made payable to:
Leesburg Presbyterian Church



Leesburg Presbyterian Church
703-777-4163
weddings@lpcva.org
www.leesburgpresbyterian.org

weddings@lpcva.org

Deborah Dodson Parsons, Pastor 703-777-4163
revdeb@lpcva.org

James F. Cubie, Associate Pastor 703-777-4163
revjames@lpcva.org

Terry Sisk, Organist 703-389-1978
Terrysisk@aol.com

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