

# Riverside Church at Park & King

## Wedding Policy

Riverside Church at Park & King finds great joy in providing a ministry with those who are planning a wedding. We are blessed with a beautiful building and feel called by God to use it for members and non-members alike. In addition to a lovely wedding it is even more important for us to help couples prepare for a good marriage. Our ministry involves both planning your wedding and preparing for marriage. A church wedding is more than a wedding in a building owned by a church. A church wedding includes the church's faith and people.

- 1) **Time with the minister.** You will have at least one meeting with a Minister of Riverside Church at Park & King for the purpose of getting acquainted and also for planning a ceremony that reflects the love of God and the promises you are making to each other.
- 2) **Pre-marital counseling.** While it is not required, we encourage all couples planning to be married at Riverside Church at Park & King to participate in a course of pre-marital counseling. The State of Florida encourages couples to receive counseling by discounting the fee for the marriage license. At the time of your meeting with the officiant/minister, the minister will provide resources and options for this counseling.
- 3) **The Wedding as Service of Christian Worship.** The wedding service is a special service with similarities to all worship services. Member or non-member couples may request to include the participation of a minister for their wedding who is not a minister of Riverside Church at Park & King. Ministers/celebrants who are not affiliated with Riverside Church at Park & King may only co-officiate weddings by invitation and consultation with the Pastor of the congregation. Should a couple choose to do this, their minister/officiant must make arrangements with the Pastor of the congregation and adhere to the following policies:
  - a) The program must indicate that the minister/officiant is not affiliated with or an employee of Riverside Church at Park & King.
  - b) If communion is to be shared as part of the wedding service, the invitation must be to everyone gathered, not just the couple, wedding party, or family.
  - c) Rhetoric indicating that marriage is solely between one man and one woman may not be used.
  - d) Rhetoric that implies women are to be submissive to their husbands may not be used.
- 4) The **Minister of Music** will consult with the couple in planning prelude, processional and recessional music. The couple will also notify the Minister of Music if there is a vocal or instrumental soloist for the wedding and whether or not the soloist will require organ/piano accompaniment.
- 5) The Riverside Church **Wedding Coordinator** will help the couple plan the logistics of the rehearsal and the wedding day beyond the ceremony such as photography, changing rooms and the reception if it is held at the church. We are happy to work with wedding coordinators contracted by the wedding couple, but the Riverside Church Wedding Coordinator has final authority over rehearsals and ceremony logistics.

## Wedding Fees

### Weddings Held on Church Property

Due to the high demand of the church staff and church facilities during peak liturgical times, the fee may vary slightly throughout the year. The standard wedding fee is **\$1500**.

For weddings during Advent (between November 15<sup>th</sup> – January 1<sup>st</sup>) and during Lent/Easter (February 1<sup>st</sup> – April 30<sup>th</sup>), there will be an additional charge of **\$400**. This is to honor the time of the minister, musicians, custodian, and church staff during peak liturgical seasons.

All fees for services are included in the wedding fee. The fee includes:

- a) Riverside Church minister
- b) Wedding coordinator
- c) Minister of Music
- d) Sound Technician
- e) Custodian
- f) Building use includes the Sanctuary, parlor/bridal lounge, changing rooms for men along with all the building's public use facilities.

The Fellowship Hall is available for the rehearsal dinner and/or the wedding reception for an additional fee of **\$350**. This includes both the rehearsal dinner and wedding reception. If the couple chooses to only do the rehearsal dinner or only do the wedding reception, the fee will remain **\$350**.

A deposit of one half the wedding fee is required to schedule the wedding. The balance is due prior to the rehearsal.

If you cancel the wedding at least 90 days prior to the wedding date, you will receive a full refund less a \$100 cancellation fee.

Active members of Riverside Church at Park & King will receive a discount of \$600.

Please note that in order for the ceremony to take place as scheduled, all fees must be paid prior to the rehearsal.

The couple will be responsible to reimburse Riverside Church at Park & King for any damage to the building by the wedding party or guests.

### Weddings Not Held on Church Property

Should you choose to have the wedding ceremony at a different location but still utilize a minister from Riverside Church at Park & King, the fee will be **\$350**. There may also be an additional fee for extensive travel outside of Jacksonville.

For weddings during Advent (between November 15<sup>th</sup> – January 1<sup>st</sup>) and during Lent/Easter (February 1<sup>st</sup> – April 30<sup>th</sup>), there will be an additional charge of **\$200**.

A deposit of one half the wedding fee is required to schedule the wedding. The balance for off-site weddings is due three weeks prior to the wedding.

Refunds will be made up to two weeks prior to the wedding upon written request.

Please note that if all fees have not been paid to the church office prior to ceremony, the ceremony will be cancelled.

### Guidelines

Thank you for observing our policy of **no smoking** on church property.

Thank you for observing our policy of no rice or confetti, etc. to be used outside.

Thank you for sharing these guidelines with the florist:

- Tacks, staples, tape or other fasteners that could damage wood may not be used.
- Property belonging to the florist is to be removed immediately following the ceremony.

Thank you for sharing these guidelines with your photographer:

- Flash photography is not appropriate during the wedding service.
- The photographer may take pictures of the wedding party at the rear of the Sanctuary during the Processional.
- The photographer may take available-light only pictures during the ceremony from the back of the sanctuary. Photographs may be taken up to 45 minutes prior to the ceremony and for one hour following.

### Rehearsal & Ceremony Times

Rehearsal:

- Building will be open 1/2 hour prior to the rehearsal.
- Building will be locked 1/2 hour following the rehearsal.
- Encourage the wedding party to be prompt so that the rehearsal lasts no longer than 1 hour. There will be a 5-minute grace period, however, an additional fee of \$10 per 5-minute increment will be charged if the wedding party is not prepared to begin at the designated time.

- All participants, including parents/families, are asked to be present for the rehearsal.
- The marriage license should be given to the minister at the rehearsal.
- Wedding attire may be left at the church following the rehearsal.

#### Wedding Day:

- Building will be open two hours prior to stated hour of the service.
- Building will be closed 1 1/2 hours following the recessional.
- Ushers will begin seating guests 30 minutes prior to the service.
- Additional scheduling requests can be discussed with the wedding coordinator.
- All building use must conclude by 10 pm.

#### **Contact Information**

Please contact the church office for all wedding inquiries.

2650 Park Street, Jacksonville, FL 32204

[weddings@riversidetogether.org](mailto:weddings@riversidetogether.org) | [www.riversidetogether.org](http://www.riversidetogether.org)

Church Wedding Coordinator: Donna Clarke  
Pastor Rev. Adam Gray  
Interim Minister of Music: Roderick Jungbauer