



WEDDING PACKET

*Updated May 2017*



Dear Tenth Member:

We are pleased to know of your upcoming wedding. This packet will give you information about logistical questions you might have in planning your wedding at Tenth. Please read it carefully.

Tenth Church typically holds weddings for Tenth members only. The only exceptions are for members of other churches belonging to the Presbyterian Church in America and for members of sister churches with whom we already have a relationship. In such a case, we would need to receive a request from the church's minister. We are unable to perform weddings for couples in which partners attend separate churches from one another or are of differing faiths.

We believe that a Christian marriage means that the couple who are to be married are both Christians and adhere to the biblical standards regarding marriage and pre-marital relations. If a couple is living together or having sexual relations before marriage, we are unable to perform the wedding. Both groom and bride will need to meet with a Tenth minister to ascertain your Christian testimony and commitment.

Attendance at our "Preparation for Marriage Class" is required. You will need to sign the Statement of Faith printed on the other side of this letter.

Procedure:

1. Arrange an appointment with a Tenth Church minister.
  - Discuss wedding plans and Christian testimony.
  - Give a tentative date. Only ministers may reserve this date on the church calendar. No Sunday weddings can be scheduled at Tenth.
2. Register with Minister of Family, Rev. Carroll Wynne, for "Preparation for Marriage Class."
3. Plan your wedding ceremony with your minister and the music with the music director.
4. Return wedding reservation form (3 pages).
  - Include fees (see forms for details) and return to me at least 2 months in advance of your wedding date so it can be finalized on the church calendar and parking arrangements can be made in time (the church cannot accommodate changes made the final week before the wedding).
  - Finalizing the wedding date is contingent upon the minister's confirmation and your completion of the Preparation for Marriage Class.

As you prepare for your wedding, please be assured of our continued interest and prayers. We desire that the Lord Jesus Christ may be honored in your marriage and in your home, thereby making these the showcase of true Christian love and joy that they are intended to be. If you have any questions concerning the information in this letter, please email me at [dboersma@tenth.org](mailto:dboersma@tenth.org).

Sincerely,  
Dorothy M. Boersma  
Office Manager

**Statement of Faith**

I believe in one God who is a trinity of God the Father, God the Son, and God the Holy Spirit.

1. I believe the Bible teaches truly that Jesus Christ is the Son of God who became man, died on a cross, rose bodily from the grave, and ascended into heaven; that he will return again at the end of time.
2. I believe that by his death Christ redeemed (saved) me from my sins and reconciled me to God; that by faith alone I receive this salvation. Without the work of Christ, both dying and rising from the dead, I would remain lost in my sins. I cannot earn my salvation nor receive salvation through any other means.

**Some Scripture passages that you will find helpful are:**

Mark 10:45

John 14:5-6

Acts 4:8-12

Romans 5:1-11

1 Corinthians 15:12-28.

**Scripture references about marriage are:**

Genesis 2:18-25

Malachi 2:13-16

Matthew 19:3-9

Ephesians 5:23-33

Should you have questions about any of these statements or Scripture references, your minister would be happy to discuss them with you.

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### Your Wedding Coordinator and Tenth's Wedding Representative

- Tenth requires that you have a wedding coordinator who is not part of the wedding party and who is designated to communicate with and answer questions for the sexton and minister at the rehearsal and wedding. A paid professional is not required, but the coordinator needs to be a competent, highly organized person. Please give a copy of the entire wedding package to your coordinator.
- Tenth has wedding representatives, one of whom assists with each rehearsal and wedding on behalf of the church (fee is required: see wedding reservation form). The representative for your wedding will attend your rehearsal and wedding but has no responsibilities before the rehearsal. All logistical communication to the church about weddings goes through the office manager, who will keep the church's representative informed.

### Marriage License

- A Pennsylvania marriage license is required of the bridal couple (go to <http://www.phila.gov/justice/orphans/> for information).
- Obtain marriage license. The Marriage License Bureau issues marriage licenses, which may be used anywhere in the Commonwealth of Pennsylvania. To apply for a marriage license, a couple must appear together in room 415 of City Hall (Orphan's Court, NE corner, 4th floor). You must each be at least eighteen years old and have a valid photo I.D. and an original Social Security card. Non-citizens must present proof of legal entry into the United States. Blood tests are not needed. The marriage license is issued in three days and is valid for sixty days thereafter. Please call 215.686.2233 for more information if you are a minor or were previously married.
- Give license to the minister before or at the wedding rehearsal.

### Dressing Rooms

- Bride and attendants use Catacombs C4 (below Sanctuary).
- Groom and attendants usually use the Nursery areas off Reception Hall.
- Please do not leave personal items, purses, etc., unattended in unsecured areas (Tenth is not responsible for your personal belongings). We can provide locked storage for personal items in C4 or a closet during your wedding ceremony—your coordinator can handle the arrangements with Tenth's staff or representative.

### Flowers and Other Decorations

- All flowers are provided by the wedding party.
- Kneelers, candles, bows and other decorations for the pews are provided by the wedding party, usually through a florist. Runners are not recommended; we have a tile floor. If you use one, you'd need a 75-foot runner with a slip-resistant backing.
- Tenth has 14 candelabra that may be used along the center aisle. Each holds 3 candles, so if used, you or your florist must provide 42 (3½ boxes) Colonial Candle of Cape Cod—12" *classic* tapers, available from a source of your choice or <http://www.candles.net/p/colonial-classic-taper-candles.html> or <http://www.capecandle.com/colonial-candle-classic-dinner-candles.aspx>. Your florist will need to provide bows made of ribbon at least 3" wide, which need to go around the pew end in order to cover the attachment of the candelabra to the pew. Note: heat and air conditioning must be turned off while candles are burning. From Thanksgiving weekend through December (and possibly the first weekend of the new year, depending on Tenth schedule), Tenth decorations (tree, red poinsettias, *red* candles and pew bows) must be used. You must provide *red* candles for sextons to install if you burn candles. Except during December, you may reduce the number of candelabra used to minimize setup, cleanup, and number of candles needed. You could use as few as 8 candelabra, which would require 2 dozen candles. Don't pre-freeze the candles.
- If the wedding includes using a unity candle, that may be placed on the communion table. The florist/wedding party must provide the unity candle, the two candles used to light it, holders for all three candles, and a cloth to protect the table (the table is 5 feet long by 2.5 feet wide by 32.5 inches high)
- Tenth's decorations and furnishings, including the communion table and urns on the pulpit platform, are not to be moved or disturbed without prior arrangement. If you have special requests related to this, include them with the wedding reservation form no less than 2 months in advance.

- Tenth's logo may not be used on invitations, programs, etc.—only on the parking placard provided by the church in this package.
- Helium balloons may not be used in the facility. Protect surfaces in the buildings. Bows and ribbons must be tied on. Tape, screws, nails, tacks, and staples are forbidden. Decorative items may be placed on a flat surface (like a table) or tied in place. Any candles must be in glass containers that are taller than the enclosed tea lights or candles. No flowers or decorations may be placed on pulpit or pianos.

### **Still and Video Photography**

- Photographs/video of the wedding party may be taken during the processional and recessional.
- Photographs/video may be taken without flash during the service from either the back of the sanctuary or from the balconies, provided the service is not disturbed. Flash photography is not permitted during the wedding service.
- No photographs /video may be taken from the front of the sanctuary (pulpit area) until after the recessional.
- Please note that if candelabra are used, photographers often want to remove the front two for unobstructed photographs. You may wish to have the first one located at the third pew to give a wider angle for photographs. If installed candelabra are removed for photographs, they will not be reinstalled.
- Wedding party must inform photographer and guests of these policies. A note in the wedding program is one way to communicate this.

### **Sound Engineering**

- Amplification is necessary (see wedding reservation form for fee). Sound engineer will be at the rehearsal to learn details.
- Sound system provisions include: a sound engineer, 2 wireless mics (to be used by the minister and the groom), 2 stand mics and the pulpit mic as necessary.
- Musicians do not need amplification.
- An audio recording will be made and archived. This recording will be emailed to you at the address you indicate. It will be in .mp3 format.

### **Webcast (for additional fee)**

- NOTE: If you want a high quality video, you will need your own videographer.
- Webcast begins when your prelude starts, so let us know on your form what time that should be.
- We will stream to Sermon Audio and the Tenth.org/Livestream.
- We will stream to Tenth Presbyterian Church YouTube channel. The YouTube stream will remain available for subsequent viewing.
- We suggest you recommend [www.tenth.org/livestream](http://www.tenth.org/livestream) as the direct link for viewers unable to attend the service in person.
- An .mp4 file will be generated and sent to you at the email address you indicate. You can use this file to view and upload to other outlets.

### **Music**

- Arrange for all wedding music through organist Colin Howland at [chowland@tenth.org](mailto:chowland@tenth.org). Three months' notice is desirable. If he is not available to play for your service, he will arrange for another Tenth organist or pianist for you. He will also contract any/all additional musicians desired for your service.
- Complete music details are included in this package on a separate page.

### **Catering and Decorations**

- **Not permitted on any Tenth property: smoking, dancing, and alcoholic beverages**
- Catering and catering staff are provided by the wedding party.
- Caterer must provide a certificate of insurance (fax to Dot Boersma at 215.735.3960) and contact Dot to review arrangements, including room scheduling, floor plans, etc. (215.735.7688x233).
- Wedding party/caterer provides all supplies (tablecloths, dishes/paper products, utensils, punch bowl, etc.) for reception.
- Caterers must set up and remove tables, chairs, dishes, etc., that they provide *the same day* as the reception.

- Wedding party/caterer is responsible for decorating and removing decorations that day (see Flowers and Other Decorations).
- Wedding party/caterer is responsible for cleaning and mopping the kitchen and vacuuming the hall after its use.
- Caterer is responsible for putting trash in trash cans. Tenth is not responsible for items left behind.

### Departure

- Wedding parties must notify the church of any use of limos, carriages, trolleys, buses, etc., and discuss parking with us.
- Bubbles are permitted outside (all other materials are prohibited because of safety and/or health concerns related to the environment, birds, rodents, etc.).

### Parking/Photocopying Parking Placards

- Your wedding reservation form is *due a minimum of two months* before your wedding. Information on the form is needed to request any parking options and get back to you with the times granted before invitations are sent. You are responsible for communicating your parking information, including the specific times granted for your wedding, to your guests. Tenth is not responsible for this.
- **Street parking.** The parking placard is needed inside the car's front windshield for any street parking permitted. Please do not change the appearance of the parking placard included with this wedding information pack. Fill in the times you are granted on the Wedding Parking Placard. Then photocopy the two pages on two sides of one sheet of paper—you will need only half as many copies as guests because you will cut the pages in half. Make some extra to have in the Narthex at your wedding. Please mail them with your invitations and/or post the information on your wedding website if you have one.
- If street parking is granted for your wedding and/or reception at Tenth, these are the locations:
  - ▶ Both sides of Spruce from 17th to 18th
  - ▶ Both sides of 17th from Spruce to Pine
  - ▶ Both sides of 18th from Spruce to Pine
- **Garage parking.** The garage at 1740 South Street allows reduced (\$6) parking with stamped tickets (stampers in church lobbies) for Saturday weddings at Tenth. Tenth will notify the garage. This location is available for Friday weddings and rehearsals *only if you enter past 5:00 pm*. Please think this through when planning weekday rehearsals or Friday weddings. Parking at street meters is usually not available.

### Facilities and Fees (see wedding reservation form for facility and audio fees that apply)

- Minister Honorarium (\$200 suggested): payment should be made directly to the minister at rehearsal.
- Facility Fees: see wedding reservation form. In addition, the wedding party is responsible for payment for any damage to church property.
- Reception location at Tenth (if desired) must be reserved separately; fees apply, depending on location(s). See reservation form.
  - ▶ Fellowship Hall (41 by 78 feet) and adjacent kitchen. Capacity: 225 persons (175 seated at tables).
  - ▶ Reception Hall, just behind Sanctuary. Capacity: 200 (100 seated at tables).
  - ▶ Catacombs. Capacity: 175 (80 seated at tables).
  - ▶ 1710 Spruce, large conference room. Capacity: 50 (seated at tables or not)
- Tenth's policy is that employees may not accept tips. Staff compensation covers all duties associated with weddings other than minister's and musicians' fees.
- Wedding reservation form is *due a minimum of two months* before your wedding (so we can confirm your parking information before invitations are sent)
- No floor plan/layout changes after three days in advance of the event (*i.e.*, no changes after Tuesday for a Saturday event).
- Smoking and alcoholic beverages are not permitted on church property.
- Couples planning to have dancing are encouraged to hold their reception elsewhere.
- The church must be vacated no later than 10:00 pm. This means that a ceremony can start no later than 5:00 pm if your reception is to be held here.

Tenth requires that brides have a wedding coordinator who is not part of the wedding party and who is designated to communicate with and answer questions for the sexton and minister at the rehearsal and wedding. A paid professional is not required, but the coordinator needs to be a competent, highly organized person. Please copy entire wedding package to your coordinator.

Tenth has wedding representatives, one of whom assists with each rehearsal and wedding on behalf of the church (fee is required: see wedding reservation form). The representative for your wedding will attend your rehearsal and wedding but has no responsibilities before the rehearsal. All logistical communication to the church about weddings goes through the office manager, who will keep the church's representative informed.

### General Coordinator Responsibilities

- Before rehearsal: stress being on time and let them know to park at the garage at 1740 South Street, \$6 parking with stamped tickets (*must enter after 5:00 pm*; stress that they must use stampers in church lobbies to get this price). Street parking at meters is usually not available.
- Work with the sextons, Tenth wedding representative, minister, florist, and photographer.
- Attend rehearsal; work with all involved to plan smooth flow; assist with entry cues for musicians, ushers, bridesmaids.
- At rehearsal, inform wedding party to not leave possessions unattended. It is preferable to give them to a friend for safekeeping. As an alternative, the wedding coordinator should plan with Tenth's wedding representative or sexton when the wedding party should deliver and retrieve items they want locked in C4 or a closet.
- Set up processional and recessional positions.
- Coordinate ushers—seating people at the right time; who sits where (typically at Tenth the first row is left empty for bridal party; second row is parents; third row is for grandparents; other special family members).
- Communicate the wedding day schedule for bridal party; this includes the timing—where to be and at what time.
- Inform the wedding party to arrive an hour before the ceremony, or pictures are scheduled to begin, two hours if dressing at Tenth; allow ample time for traffic and parking.
- Bring the wedding programs to the rehearsal; give to minister, organist, other musicians, sound engineer, Tenth representative, sextons, and any others as desired.
- Tenth will photocopy all hymns and leave on first pew for each member of the wedding party (ask the Tenth representative or sexton for these). Any other photocopies of wedding material should be photocopied elsewhere and brought to the rehearsal by the coordinator.
- Remove Bibles from the first row of pews at rehearsal; place them under the pews.
- Be aware of how the programs, guest book, candle lighting, and unity candle (if applicable) are to be handled.
- Learn the arrangement of the bridal party during ceremony and if they should be seated at any time.
- Oversee decorating and removal of decorations. Put trash in trash cans.
- Let the church sextons know when they may begin to take the church's decorations down after any post-ceremony photography.
- Before leaving, check all the areas used for any items left, take them, and get them to the owners; Tenth is not responsible for items left.

### Other Advance Planning

- Include the answers to questions in this section on wedding reservation form (due from bride and groom two months before wedding).
- What time is the wedding party arriving? What time do you need the building opened?
- What time will gates need to be opened? The standard time is 30 minutes before the wedding. Do they need the handicapped gate opened? Is there a florist? If so, what time are flowers arriving, and where do they need to go?

- What rooms do you need in addition to the Sanctuary?
- What hymns are you using? Please provide names of hymns and hymn numbers (Trinity Hymnal), if applicable, and sextons will post them.
- Do you need a lectern in the Narthex for a guest book?
- Do you need a gift table? Where (Narthex, Fellowship Hall, etc.)?
- Do you need any pews roped off?
- Will you use a unity candle? If so, provide cloth to cover communion table.

Work with the minister and organist to coordinate the procession and ceremony; typical Tenth procedures follow; variations are acceptable, with approval.

### **Prelude and Processional**

- When all members of the wedding party are in place for the procession (5 minutes before service should start) and when most guests have arrived, signal the organist, who will then start the last prelude piece.
- During the last prelude piece, special guests are seated (mother of the bride, etc.; know who is to be seated where and by whom).
- The organist pauses after the last prelude piece; the minister, groom, and groomsmen come in from the southwest sanctuary entrance during the silence.
- The organist plays the music for the bridesmaid processional and they go in; the first should be halfway up the aisle before the second starts, etc.
- The center back doors are closed after the last bridesmaid or flower girl.
- The organist finishes the bridesmaid's music and begins the bride's processional music. On the first chord, the ushers (or coordinator and representative) open the center back doors for the bride and her escort; center doors are closed once the ceremony begins; ushers (or coordinator and representative) stay close to the Narthex to open the doors for the bridal party when they recess.
- Know general wedding practices, such as how the bride is escorted in (on the left "bride's side of the aisle)

### **Recessional**

- Plan for dismissal of guests and instruct ushers.
- Plan for the receiving line (if any). Know where each person should be/in what order.

### **Departure**

- Bubbles are permitted outside (all other materials are prohibited because of safety and/or health concerns related to the environment, birds, rodents, etc.)



<input type="checkbox"/>	Before guests arrive, hang doorknob signs on left and right side doors that say to ENTER AT CENTER DOORS. At the same time, hang ENTER HERE on center entrance door handles. Signs have black Velcro straps; see photo below and put in numbered order, 1-4 (numbers are on white tags) Keep both exterior side doors closed (but unlocked) and have guests enter by the center airlock doors (keeps AC and heat in); gives room for the line for the guest book.
<input type="checkbox"/>	Close curtains on both sides. Close interior side doors to the sanctuary (unless people are being ushered in that way). Usually everyone is ushered in via the center door. (Weddings have sometimes ushered people in via the side aisles; those arriving earlier would tend to move to the center aisle, making space for those arriving later at the other end of the pews or further back.)
<input type="checkbox"/>	When it is time to assemble the grandparents, parents, and bridal party (except the bride and her father/escort) for the processional, flip all ENTER signs (they are on a swivel clip to make this easy) and open groom's side exterior and interior doors for late guest entry. Close center air-lock doors, including the inside wooden doors and keep them closed (but unlocked) through the ceremony, including recessional (better lighting for pictures of the processional and recessional —no backlit photos, no late-coming guests in pictures of bride walking down the aisle).
<input type="checkbox"/>	Coordinator and rep close center sanctuary doors to assemble bridal party (late guests enter the groom's side sanctuary door, but they may cross to the bride's side by crossing the back of the sanctuary). Open for processional (usually this order) grandparents, parents, bridesmaids, flower girl/ringbearer, maid/matron of honor). Close doors and assemble bride and her escort (bride takes her father's left arm with her right hand and walks on the "bride's side" of the aisle. At appropriate musical cue, coordinator and rep open the sanctuary doors, staying out of view behind doors.
<input type="checkbox"/>	Shut doors once the bride reaches the front. Open side sanctuary doors if desired. Remove door signs and put them away once it seems like all guests have arrived.
<input type="checkbox"/>	Remain in the Narthex through the ceremony.
<input type="checkbox"/>	At the end, open the center sanctuary doors as the couple is introduced and applauded.
<input type="checkbox"/>	Sign wedding license and the church's marriage book (optional to make this part of ceremony)
<input type="checkbox"/>	Check sanctuary and all areas used by wedding party with wedding coordinator to confirm nothing is left behind
<input type="checkbox"/>	Put away leftover wedding parking placards in left cabinet drawer, door signs in wedding rep mailbox, etc.



### General Florist Responsibilities

- Florist must contact Dot to review arrangements ([dboersma@tenth.org](mailto:dboersma@tenth.org) or 215.735.7688x233); she is also available to answer questions.
- Wedding party, florist, or caterer is responsible for decorating and removing decorations.
- Kneelers, candelabra, bows, and other decorations for the pews are provided by the wedding party, usually through a florist. Runners are not recommended; we have a tile floor.
- Tenth has 14 candelabra that may be used along the center aisle. Each holds 3 candles, so if used, you or your florist must provide 42 (3½ boxes) Colonial Candle of Cape Cod—12" classic tapers, available from source of your choice or <http://www.candles.net/p/colonial-classic-taper-candles.html> or <http://www.capecandle.com/colonial-candle-classic-dinner-candles.aspx>. Your florist will need to provide bows made of ribbon at least 3" wide, which need to go around the pew end in order to cover the attachment of the candelabra to the pew. Note: heat and air conditioning must be turned off while candles are burning. From Thanksgiving weekend through December (and possibly the first weekend of the new year, depending on Tenth schedule), Tenth decorations (undecorated tree, red poinsettias, red candles and pew bows) must be used. You must provide red candles for sextons to install if you burn candles. Except during December, you may reduce the number of candelabra used to minimize setup, cleanup, and number of candles needed. You could use as few as 8, which would require 2 dozen candles. Don't pre-freeze the candles.
- If the wedding includes using a unity candle, that may be placed on the communion table; the florist/wedding party must provide the candles and a cloth to protect the table (it is 5 feet long by 2.5 feet wide by 32.5 inches high)
- Tenth's decorations and furnishings are not to be moved or disturbed without prior arrangement. If you have special requests related to this, include them with the reservation form no less than 2 months in advance.
- Helium balloons may not be used in the facility. Protect surfaces in the buildings. Bows and ribbons must be tied on. Tape, screws, nails, tacks, and staples are forbidden. Decorative items may be placed on a flat surface (like a table) or tied in place. Any candles must be in glass containers that are taller than the enclosed tea lights or candles. No flowers or decorations may be placed on pulpit or pianos.

### General Caterer Responsibilities

- Catering and catering staff are provided by the wedding party.
- Caterer must provide a certificate of insurance (fax to Dot Boersma at 215.735.3960) and contact Dot to review arrangements, including room scheduling, floor plans, etc. (215.735.7688x233).
- Any rented tables, chairs, dishes, etc., provided by caterer must be set up and removed by caterer the same day as the reception. Tenth has round tables in Fellowship Hall (60"; we have a few 48" tables we use to fill in when we need to fit maximum number of people); Tenth has rectangular tables in Reception Hall (standard 8-foot tables). Our tables may be used but they may not be moved between locations
- Wedding party/caterer provides all supplies (tablecloths, dishes/paper products, utensils, punch bowl, etc.) for reception.
- Wedding party/caterer is responsible for decorating and removing decorations *the same day* as the reception (see Flowers and Other Decorations).
- Wedding party/caterer is responsible for wiping down tables and cleaning spaces to as-found or better condition. Caterers must set up and remove tables, chairs, dishes, etc., that they provide *the same day* as the reception.
- Caterer is responsible for putting trash in trash cans. Tenth is not responsible for items left.

### Sexton Responsibilities

- Sextons will set up the room if Tenth furniture is to be used; they will follow the setup diagram the wedding party must provide with the other forms at least two months in advance of the wedding.
- Sextons will mop, vacuum, and take out trash.
- Sextons cannot assume any catering responsibilities.

Please make an appointment to meet with Tenth's Director of Music and Organist Colin Howland up to six months before your wedding to discuss the service music. The best way to initiate contact is via email: [chowland@tenth.org](mailto:chowland@tenth.org). This meeting generally lasts 30 to 40 minutes. If you are making plans long distance and cannot meet in person, phone meetings will be just fine.

### **Musical Coordination**

Colin will guide and help you through the process of facilitating all of the musical details for your wedding service. This includes:

- Helping you choose your musical selections
  - ▶ Processionals
  - ▶ Recessionals
  - ▶ Solos
  - ▶ Hymns
  - ▶ Prelude and postlude music
- Selecting an organist or pianist for your service.
- Helping you hire any additional musicians if that is wanted.
- Helping you organize and proofread your wedding program, especially listing the musical selections and where they fit in the service.
- Helping coordinate rehearsals with the musicians the weekend of the ceremony.
- Screening and approving all guest musicians.
  - ▶ All musicians who are not on the Tenth music staff must be approved through the Director of Music.
  - ▶ Tenth encourages the participation of musical family members and friends, so please be prepared to give their musical background and what role you want them to play during your meeting with Colin.

### **Organist/pianist for your wedding service**

Colin is generally available to play the organ and/or piano for your service. If he not available, he will find an excellent organist/pianist for you. The fee for an organist is \$250 for the wedding ceremony, and additional \$50 if you want him or her present at the rehearsal.

### **Things to consider before your meeting with Colin**

- Listen to some music before the meeting to narrow down your musical ideas.
- Think about whether you want a vocal soloist or any instruments other than piano or organ for your service. If you want to hire professional musicians, consider budget. Pros cost about \$200-\$250 per musician.
- Do you want to have any congregational hymns during the service? A maximum of three is recommended.
- Please respect Tenth Presbyterian Church as a house of Protestant Christian worship. All musical selections should seek as much as possible to honor and glorify God. Further information about how the Scriptures guide music making at Tenth Church is available through the Music Office.

**Due a Month before Your Wedding Invitation Orders**

*Bride*

*Groom*

Name \_\_\_\_\_

Street \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Home Telephone \_\_\_\_\_

Work Telephone \_\_\_\_\_

Email \_\_\_\_\_

Church membership \_\_\_\_\_

Parents' names \_\_\_\_\_

Street \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Telephone/Email \_\_\_\_\_

**Permanent Address of Couple after Marriage**

Name \_\_\_\_\_

Street \_\_\_\_\_ Email \_\_\_\_\_

City, State, ZIP \_\_\_\_\_ Home Telephone \_\_\_\_\_

**Dates and Times**

Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_

Wedding date in/out times \_\_\_\_\_

When pictures are to be taken \_\_\_\_\_

Minister performing ceremony \_\_\_\_\_

Organist/Pianist \_\_\_\_\_

Sound Engineer (to be added by office staff) \_\_\_\_\_

**Contact Information *Wedding Coordinator (required)***

*Florist*

*Caterer*

Name \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

**Number of expected guests**

**Use of candelabra**

- Yes—I have read and will comply with candle and bow requirements.  
Please indicate the number of candelabra you plan to use—8, 10, 12, or 14:
- No

**Guest book in Narthex**

- Podium (wooden, with slanted top at comfortable writing height)  
 Café table (2 feet square; 48 inches high)  Table (4 feet x 18 inches, 30 inches high)

**Use of the hymnal board in front of the Sanctuary** (include title and hymnal number for 1 or 2 hymns for congregation)

Hymn 1: \_\_\_\_\_

Hymn 2: \_\_\_\_\_

**Describe any other setups** needed for guest arrival in the Narthex or any other requests. Please also note any limos, carriages, or other special parking requests here.

\_\_\_\_\_

\_\_\_\_\_

**Reception location**

- Fellowship Hall—capacity 225 persons (175 if everyone is seated at tables)  
 Reception Hall—capacity 200 (100 if everyone is seated at tables)  
 Catacombs—capacity 175 (80 if everyone is seated at tables)  
 1710 first floor conference room—capacity 50 (50 if everyone is seated at tables)  
 Reception will not be at Tenth.

**Sound Engineering/Webcast**

- Locations of any speakers/readers:

- Any other notes re audiovisual needs/services:
- \_\_\_\_\_

We would like a digital audio mp3 file to be emailed to:

\_\_\_\_\_

We would like our ceremony to be webcast live. Please indicate the start time of the prelude music: \_\_\_\_\_

We would like a digital mp4 file (audio and video, suitable for web use but not professional video quality), to be emailed to:

\_\_\_\_\_

**Giving records at Tenth Presbyterian Church**

In order to properly handle your giving records, Tenth needs to know if you plan to file taxes separately or jointly for the calendar year in which you are married. If you file jointly, we will need to combine your giving records for the year in which you are married. If you will file separately, we will keep your giving records separate. Please note that records can be combined or kept separate only for full calendar years. We cannot advise you on what filing status is appropriate for you; please consult with a tax advisor. Contact Pattie Lee at [plee@tenth.org](mailto:plee@tenth.org) if you have questions about the four categories in this list.

- Combine our giving records for the current year (the year of our wedding)  
 Combine our giving records, beginning in the calendar year after our wedding date  
 Keep our records separate until we notify you that we want them combined in a future year  
 This does not apply to us

Return all pages of the wedding reservation form with all facility fees (the total below) a minimum of two months before your wedding to guarantee use of facilities on the indicated date and time. Check those that apply.

Check	Facility and Other Fees	Members	Non-Members
<input type="checkbox"/>	Sanctuary	NA	\$ 600
<input type="checkbox"/>	Fellowship Hall (incl. Kitchen)	NA	\$ 400
<input type="checkbox"/>	Reception Hall	NA	\$ 250
<input type="checkbox"/>	Catacombs	NA	\$ 250
<input type="checkbox"/>	1710 first floor conference room	NA	\$ 300
<input type="checkbox"/>	Audio and Wedding Representative fees (required for all)	\$200	\$200
<input type="checkbox"/>	Webcast (if webcast is desired)	\$ 25	\$ 25
<b>Total</b>			

**If your reception will be at Tenth, please enclose your own sketch** to show how you would like these set up in the reception area:

- Bridal table and number to be seated there
- Arrangement of chairs and tables for guests
- Serving tables for food and beverages
- Gift table or any other special arrangement of furniture
- Receiving line

I have read and will comply with requirements described in the wedding information package.

Signature

Date



*17th & Spruce Streets*

MAILING ADDRESS

1701 Delancey Street  
Philadelphia, PA 19103

*p* 215.735.7688

*f* 215.735.3960

welcome@tenth.org

www.tenth.org



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**ATTENDING WEDDING**

17TH & SPRUCE STREETS

*Must be displayed inside car windshield*



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**ATTENDING WEDDING**

17TH & SPRUCE STREETS

*Must be displayed inside car windshield*



# TENTH

PRESBYTERIAN CHURCH

## WEDDING PARKING

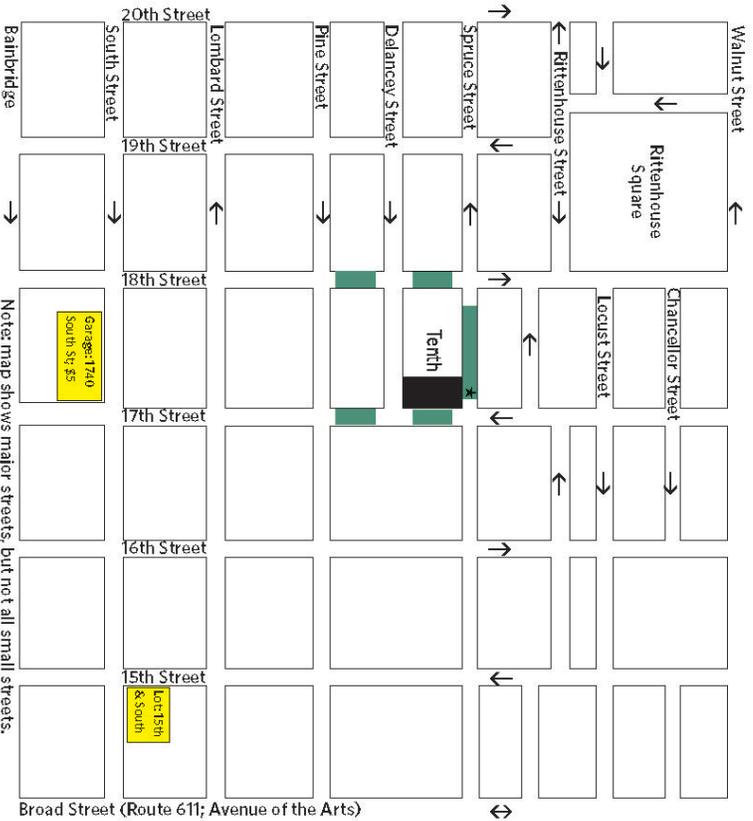
The City of Philadelphia permits parking in designated areas near the church, but you are responsible for complying with conditions and other information posted at [parking.tenth.org](http://parking.tenth.org), including parking permission for special events, what to do if you get a ticket in error, and available reduced rate garage and lot parking. You are also responsible for communicating your parking information to guests, including the specific times granted for your wedding: from \_\_\_\_ to \_\_\_\_.

■ Tenth Presbyterian Church

■ Parking permitted for weddings on both sides of the street

■ Parking lots that give reduced rates; tickets must be stamped in Tenth lobbies; rates vary (see [parking.tenth.org](http://parking.tenth.org))

\* Handicapped parking in front of church



# TENTH

PRESBYTERIAN CHURCH

## WEDDING PARKING

The City of Philadelphia permits parking in designated areas near the church, but you are responsible for complying with conditions and other information posted at [parking.tenth.org](http://parking.tenth.org), including parking permission for special events, what to do if you get a ticket in error, and available reduced rate garage and lot parking. You are also responsible for communicating your parking information to guests, including the specific times granted for your wedding: from \_\_\_\_ to \_\_\_\_.

■ Tenth Presbyterian Church

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