

*Your Wedding
at
Central
Presbyterian
Church*

Central Presbyterian Church
70 Maple Street
Summit, NJ 07901
(908) 273-0441
www.centralpres.org

Updated August 2026

*This brochure is intended to help guide active
Central Presbyterian Church member families
through planning a wedding at the church.*

SUMMARY

Reminders for a More Successful Rehearsal/Wedding

For Your Rehearsal:

Please be prompt! Everyone involved with the wedding ceremony should plan to be at the rehearsal. This includes attendants (including flower girls and ring bearers), readers, soloists (unless being provided by Central), and parents. Rehearsals take approximately one hour from when we begin, so *please schedule your rehearsal dinner accordingly.*

Remember to bring:

- License
- Unity Candle
- Programs
- Guest Book
- Bubbles, etc.
- FOLLOWING CHECKS

Minister Honorarium(\$500 Suggested) payable to

Rev. _____

Made payable to Central Presbyterian Church

BASIC FEE \$950

Optional Aisle Candles \$50

Total payable to Central Presbyterian Church _____

ADDITIONAL FEES—paid directly to the individual:

Director of Music Ministries _____ \$450

Additional Musician(s): (each) _____ \$250

Soloist _____ \$250

Additionally, a late fee of \$100 will be assessed for a wedding beginning more than 15 minutes after its scheduled time.

Please remind your guests to adhere to city parking restrictions and fees, especially for daytime and Friday weddings. Information is on street meters and also on overhead signs and pay stations in the municipal parking lots. Members of the wedding party and guests are welcome to use Central's lots, if spaces are available.

Congratulations on your engagement! We are pleased to have you consider Central Presbyterian Church as the location for your happy day. You will have the warm and prayerful support of all of us, not only in preparing for the service in which you pledge your love to each other before God, but also in preparing for your life together.

This pamphlet will help answer many of the preliminary questions you might have about a wedding at Central Presbyterian Church. It is designed to provide information about the procedural necessities surrounding the ceremony.

We rejoice with you as you plan for this major event in your lives.

*The Session
Central Presbyterian Church*

1. General Information Sheet

If you would like to be married at Central Presbyterian Church and are a member or the close relative of a member, please call the Senior Pastor's Assistant at the Church Office (908) 273-0441 x19 to see what dates are available. Once a date is chosen, the Session is given your request for marriage. Upon approval by the Session, you will be sent a letter of confirmation. .

2. Wedding Coordinator

The Wedding Coordinator of Central Presbyterian Church will play an important role in helping you plan your wedding. The Wedding Coordinator is the official representative of the church in charge of arrangements for your wedding, and will explain our policies and coordinate the details having to do with the use of the Church. *Please make an appointment with the Wedding Coordinator as soon as the date of your wedding has been confirmed.* If you hire your own Wedding Coordinator, our Wedding Coordinator will work with her, but Central's takes precedence.

3. Pre-Marital Counseling

Central Presbyterian Church requires a *minimum* of two pre-marital counseling conferences. These meetings with the Minister should be arranged as soon as possible. Through counseling, the Minister tries to help the couple prepare for Christian marriage. With a practical and realistic approach, he or she attempts to help the engaged couple understand the basic concepts of the covenant of marriage. The Minister will seek to address the spiritual, physical, social, economic and mental adjustments that attend any marriage.

4. Music

The wedding ceremony is a Christian worship service of the Church. Music attending such a worship service should be consistent with the Presbyterian understanding of worship. Music accompanying the ceremony should direct attention to God who sanctifies marriage, and special care should be taken to assure that it is suitable and reverent.

Attendants:

Name of Maid/Matron of Honor: _____

Name of Best Man: _____

Number of Bridesmaids: _____ Number of Ushers: _____

Flower Girl: Yes No

Ring Bearer: Yes No

Will you dress at the Church for the wedding?

Bride: Yes No

Groom: Yes No

Attendants: Yes No

Color of attendants' dresses (for thread match): _____

Do you plan to use any of the following:

Aisle Candles: Yes No (additional fee \$50)

Unity Candle: Yes No

Organist: Yes No

Soloist: Yes No If yes, Name: _____

Other Musician Yes No If yes, Name: _____

Programs: Yes No

Readers: Yes No

Guest Book: Yes No

Receiving Line: Yes No (No rose petals, bird seed, etc.

Bubbles: Yes No are allowed inside or outside.)

Reserved pews for family/honored guests (number): _____

Number of handicapped/disabled guests: _____

Florist - Name: _____

Phone: _____ Time of Delivery: _____

Center Arrangement: ____ Pew Décor: ____ Take with: ____ Leave: ____

Boutonnieres: Groom: ____ Best Man: ____ Ushers: ____

Others: (Please give names and ask florist to do the same)

Corsages: Mother of the Bride: ____ Mother of the Groom: ____

____ Others: (Please give names and ask florist to do the same)

Photographer: _____ Phone: _____

Videographer: _____ Phone: _____

Reminder:

Contact the following people after your wedding date has been confirmed:

Director of Music Ministries: Dr. Charity Wicks - (908) 273-0441 Ext. 16

Wedding Coordinator: Linda Hander - (908) 477-4124

Minister Performing Marriage: _____

**At Central Presbyterian Church
General Information**

Please fill in this wedding plan in as much detail as you can at this time,
make a copy for your files and return the original to:

Wedding Coordinator, Central Presbyterian Church
70 Maple Street, Summit, New Jersey, 07901
Please include your \$100 deposit.

Bride's Name: _____

Home Address: _____

Work Address: _____

Home Phone: _____ Work Phone: _____

E-mail Address: _____

Church of Membership: _____

Parents' Names and Address: _____

Groom's Name: _____

Home Address: _____

Work Address: _____

Home Phone: _____ Work Phone: _____

E-mail Address: _____

Church of Membership: _____

Parents' Names and Address: _____

Wedding:

Wedding Date: _____ Time: _____ Confirmed: _____

Wedding In (circle one): _____ Sanctuary _____ Chapel _____ Other

Will the bride be escorted down the aisle? _____

If yes, by whom? _____

Double or single ring ceremony? _____ Number of Guests: _____

Place of Reception: _____

Address Following the Wedding: _____

Weddings at Central Presbyterian Church may feature pipe organ music, piano music, or a wide variety of combinations of instrumentalists and vocalists. Consult with our Director of Music Ministries who will assist you in selecting music and will play at your wedding. We recommend an early conference with her to make arrangements for the music. If she is unable to be at your wedding, she will arrange for a substitute musician.

Our Music Director will recommend a soloist, or will work with a qualified vocalist of your choice.

5. Flowers and Decorations

Our traditional, neo-gothic Sanctuary is most appropriately enhanced by a single bouquet of relative simplicity behind the communion table.

The couple selects the florist and arranges for placing the flowers and candles. Two single candles are always in place on the communion table, and center aisle candles are also available and can be arranged for a fee of \$50. The Wedding Coordinator is to be consulted regarding floral decorations. No nails, screws or other hardware that penetrate the woodwork may be used in the Sanctuary or Chapel. Florists must assume all responsibility for all damage caused by decorations or the equipment used to decorate.

It is understood that any decorations attending a wedding will be in addition to those furnishings, appointments or banners already in place.

6. The Marriage License

Because the act of marriage is a civil matter in New Jersey as well as a spiritual one, a license must be obtained in advance of the ceremony. It is illegal for a pastor to perform your wedding without your license. Be sure to have your license here at your rehearsal! Give the license to the Wedding Coordinator at the beginning of the rehearsal. The license will be signed by the Minister at the time of the wedding. Your marriage license may be obtained at your local Health Department up to 30 days prior to the wedding. Licenses are filed in the community where the wedding was performed. For weddings at Central that would be Summit, New Jersey.

7. The Rehearsal

The rehearsal serves to acquaint each participant with the proceedings so that each will feel comfortable about his or her part in the service. The date and time for the wedding rehearsal will be in your confirmation letter. If you need to change it, please call the Wedding Coordinator, who will inform the Church office. *It is extremely important that the rehearsal begins on time and that the entire wedding party be present.*

8. Photographs and Video Recording

Photographers come at the invitation of the family and are to be instructed in advance as to the procedures by the Wedding Coordinator. A list of guidelines will be given to the couple. A copy of these guidelines should be given to your photographer and videographer. Flash photographs are not allowed during the wedding ceremony itself, but may be taken during the processional and recessional.

9. The Marriage Service

The order for the solemnization of marriage found in the *Book of Common Worship*, or *The Worshipbook* of the Presbyterian Church, will be used. The Minister will welcome your suggestions about specific details of the service.

10. Wedding Guidelines

It is neither tradition nor proper etiquette to arrive late for your wedding. Please be considerate of your guests, the Minister and Organist, and arrive on time. Weddings that begin more than 15 minutes after their scheduled time will be assessed a late fee.

On rare occasions members of a wedding party have arrived at the church under the influence of drugs or alcohol. Because this is a sacred occasion, as well as a legal binding of two parties, neither the rehearsal nor the wedding will proceed if either the bride or groom is incapacitated by drugs or alcohol, and any member of the wedding party under the influence will not be welcome to participate in the wedding party.

11. Restricted Dates

Sunday weddings are not available, nor are the following weekends of: Holy Week (Palm Sunday to Easter); Memorial Day, Independence Day, Labor Day, Thanksgiving weekend, Christmas (including the week before and after), and any other National Holiday..

Wedding Fee Schedule

The following information is provided to help you as you prepare for your wedding.

Members:

When the couple or their families are active members of Central Presbyterian Church, the fees for use of facilities are waived in honor of their faithful stewardship. As members of the congregation, only fees for the Music Director, Wedding Coordinator, and Custodian are expected.

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| • Wedding & Rehearsal
(fee includes: Wedding Coordinator & Custodian) | \$950 |
| • Director of Music Ministries | \$450 |
| • Additional Musicians/Vocalists | \$250 |
| • Optional Aisle Candles | \$50 |
| • Late Fee (see #10) | \$100 |
| In addition, the suggested honorarium for the Minister is: | \$500 |

At the time of confirmation of reservation, please make a deposit of \$100 (non-refundable if canceled within 3 months of agreed upon date). Please make a deposit check payable to Central Presbyterian Church and forward to the Wedding Coordinator, noting your wedding date in the memo portion of your check.

Wedding Coordinator:	Linda Hander	(908) 477-4124
Director of Music Ministries:	Dr. Charity Wicks -	(908) 273-0441 Ext. 16
Sr. Pastor's Assistant:	Evelyn Thiel -	(908) 273-0441 Ext. 19