

Celebrating Your Pinnacle
Wedding



Wedding Ceremonies
Pinnacle Presbyterian Church



Congratulations!

Dear Friends:

Congratulations on your upcoming wedding. We at Pinnacle are glad that the church is the centerpiece for you as you begin your life together as a married couple.

This handbook provides essential information for planning your wedding at Pinnacle Presbyterian Church. Please read it carefully before you meet with a Pinnacle pastor who will officiate at your wedding. This booklet will enable you to understand the wedding policies of our congregation and should answer most of your questions about your wedding.

A wedding at Pinnacle is a worship service, a sacred event that reflects the same commitment to dignity and beauty for which the church community has become known over the years in its Sunday worship services.

It is a high privilege for us to work with you as you prepare for your wedding. Please know that we are committed to helping you in every way possible to celebrate the gift of your love in the worship of Almighty God.

With every blessing,
The Pastoral Staff at Pinnacle Presbyterian Church

ABOUT CHRISTIAN MARRIAGE

The celebration of marriage in the Christian tradition is a service of worship during which the people of God gather to give thanks and to share their joy as a couple begins a new and unique relationship in their lives. Marriage is a covenant through which a couple is called to live out lives of discipleship together before God. In Christian marriage two belong to each other, and with affection and tenderness freely give themselves to each other in the context of Christian community. Christian marriage is a gift from God, sustained by the Holy Spirit. It is an institution larger than the two who enter it, and so succeeds only through a combination of prayer and effort. We desire to not only celebrate your wedding with you, but to be helpful to you throughout your marriage.



FIRST THINGS FIRST

Our church staff wants to make your wedding a meaningful and joyous experience. We are here to serve you and to answer all your questions. The first step in planning your special day is to contact the church office (480-585-9448) to schedule your wedding date and the date of your rehearsal. When a particular date has been selected, it is considered tentative until the church office receives a

\$200 deposit, (which is refundable after the wedding) and a pastor has met with you and approved the date. The fees for the sanctuary or chapel are due at the church office no later than one week prior to your wedding. Individual fees for the pastor and organist are to be paid directly to them at your rehearsal. *Please note:* we will not officially place your wedding date on the church calendar until we have received your deposit and a pastor has met with you.

SCHEDULING YOUR WEDDING

Weddings are never scheduled at Pinnacle on Sundays. In addition, weddings are not to be scheduled on the holidays of: Christmas Eve, Christmas Day, the day after Christmas, New Year's Eve and New Year's Day, Holy Week, Memorial Day, the 4th of July, Labor Day, and Thanksgiving week. Weddings are also not scheduled on days when the church office is closed such as Martin Luther King's Day and Presidents' Day. Our church office can give you a complete list of unavailable dates.

The date and time for rehearsals is ordinarily the night before the wedding between 4 and 6 pm.

The church office will give you a wedding information form to be filled out and returned within a week. After you return the form to the church office, a pastor from Pinnacle will contact you to schedule an appointment to get to know you, give appropriate counsel, give final approval, and work with you in planning your service.

Your officiating pastor will work with you in planning a ceremony that's beautiful, personal, and in conformity with Presbyterian understandings. Services follow an order that emphasizes the covenant (the *promise*) God gives each of us that is reaffirmed in the covenant a couple makes with one another. The institution of marriage is historical as well as contemporary, and so promises made in traditional language alongside prayers, scripture, and spoken affirmations give a wedding depth. With the agreement of your officiating pastor, special readings, gestures such as unity candles, or personal promises may enhance your ceremony.

BULLETINS AND PRINTED MATERIALS

If you wish to distribute bulletins or programs for the ceremony, you are responsible for their preparation, printing and distribution. Please consult with the pastor to confirm the information you would like to have included in your bulletin.

MUSIC AT YOUR SERVICE

Our organist will play for your service. All music must be arranged and approved by our Music Director. Please call him at the church office (480-585-9448) at least one month prior to the wedding to discuss appropriate music. He would be pleased to meet with you and play music for your consideration. In the event that he is not available on your wedding date, he will be happy to locate another musician to officiate in his stead. Pre-recorded music is not used in services at Pinnacle. Music for the service must be sacred in character. Popular music, secular songs, and Broadway music are more appropriate for the reception following the service.

PARTICIPATING GUEST PASTORS

If you wish to have a guest pastor participate in your service, please consult with the Pinnacle pastor who is officiating your service. They will then invite the guest pastor to participate. Final liturgical authority will fall to the Pinnacle pastor.

OBTAINING YOUR MARRIAGE LICENSE

Please bring your marriage license to the rehearsal to be filled out by the pastor. The following website provides all the information you need to know about obtaining a marriage license in the State of Arizona: <http://www.arizonabridalsource.com/wedding-tips.php?link=marriage-license>

BEFORE AND AFTER THE SERVICE

The church is open two hours prior to the service for the wedding party to be dressed and for photography. The church will remain open one hour following for photography or a receiving line.

ALCOHOL AND TOBACCO POLICY

The Pinnacle campus is an alcohol and tobacco-free facility.



Weddings in the Chapel

The Pinnacle Chapel is a beautiful space which offers an intimate setting for smaller weddings of up to 200 guests.

FLOWERS AND DECORATIONS

We ask that flowers not be placed on the communion table and the pulpit is to remain undecorated. We have available for your use a pair of brass seven-branch candelabras, which may be decorated. Additionally, you may place a unity candle on the communion table.

To preserve the beauty of our chapel, we ask that no tacks, brackets or tape be used to scar the pews. Experience has proven that an aisle runner for the center of the chapel can be dangerous due to the risk of tripping. Therefore, a runner is not recommended.

Live rose petals are not allowed, however, silk is permitted. No rice, confetti, or birdseed are allowed anywhere on the church campus. Bubbles are allowed outside.

Please remove all decorations, except those belonging to the church, immediately following the ceremony.

PHOTOGRAPHY AND VIDEOGRAPHY

Before and after the Service:

The chapel is open two hours prior to the service for the wedding party to be dressed and for photography. The chapel will remain open one hour afterward for a receiving line, if the wedding party desires, or for photography. Please inform the pastor if you would like him or her to be in any photos.

Informal photographs of the bride and/or members of the wedding party may be taken in the parlor, narthex, Chapel, and outdoors. Photography must conclude no later than one-half hour before the service begins.

During the Service:

No flash photos are permitted, except from one-fourth of the way down the center aisle during the processional. The photographer is not allowed to be “down front” in the chancel area during the ceremony. A time exposure or “available” light photo of the wedding party may be taken from the entrance into the Chapel.

Following the Service:

A flash picture of the recessional may be taken from the opened glass-center-aisle-doors. The bridal party may return to the chancel area for post-service pictures.

A video camera may be used as follows in the Sanctuary:

A camera and operator may be located discreetly in the back of the Chapel. The operator must remain in a stationary position and the camera must not make any noise.

If you or your videographer have any questions not addressed here, please see the officiating minister prior to your wedding. He/she has full authority to make final decisions about taping the service.

See page 9 for fees related to your wedding in the Chapel.



Wedding in the Sanctuary

For larger weddings, Pinnacle's Sanctuary provides an elegant setting in a stunning space. The sanctuary comfortably seats up to 750 guests.

FLOWERS AND DECORATIONS

We ask that flowers not be placed on the communion table and the pulpit is to remain undecorated. We have available for your use a pair of brass seven-branch candelabras, which may be decorated. Additionally, you may place a unity candle on the communion table.

To preserve the beauty of our sanctuary, we ask that no tacks, brackets or tape be used to scar the pews. Experience has proven that an aisle runner for the center of the sanctuary can be dangerous due to the risk of tripping. Therefore, a runner is not recommended.

Live rose petals are not allowed, however, silk is permitted. No rice, confetti, or birdseed are allowed anywhere on the church campus. Bubbles are allowed outside.

Please remove all decorations, except those belonging to the church, immediately following the ceremony.

PHOTOGRAPHY AND VIDEOGRAPHY

Before and after the Service:

The church is open two hours prior to the service for the wedding party to be dressed and for photography. The church will remain open one hour afterward for a receiving line, if the wedding party desires, or for photography. Please inform the pastor if you would like him or her to be in any photos.

Informal photographs of the bride and/or members of the wedding party may be taken in the parlor, narthex, Sanctuary, and outdoors. Photography must conclude no later than one-half hour before the service begins.

During the Service:

No flash photos are permitted, except from one-fourth of the way down the center aisle during the processional. The photographer is not allowed to be “down front” in the chancel area during the ceremony. A time exposure or “available” light photo of the wedding party may be taken from the entrance area of the Sanctuary or the North Terrace.

Following the Service:

A flash picture of the recessional may be taken from the opened glass-center-aisle-doors. The bridal party may return to the chancel area for post-service pictures.

A video camera may be used as follows in the Sanctuary:

A camera and operator may be located discreetly in the back of the Sanctuary, or in the North Terrace. The operator must remain in a stationary position and the camera must not make any noise. (The acoustics in the Sanctuary tend to be magnified by the glass and stone walls.) The camera and operator may not be situated in front of the Sanctuary.

If you or your videographer has any questions not addressed here, please see the officiating minister prior to your wedding. He/she has full authority to make final decisions about taping the service.

See the next page for fees related to your wedding in the Sanctuary.



FEES AND HONORARIA

The Session of Pinnacle Presbyterian Church has established the following fee schedule for weddings.

| | Church Members | Non-Member |
|---|----------------|------------|
| A Sanctuary Wedding | No charge | \$1,100 |
| A Chapel Wedding | No charge | \$550 |
| Clergy* | \$500 | \$600-900 |
| Organist | \$350 | \$350 |
| (If your guest musician is unable to participate at the wedding rehearsal, there is an extra \$75 fee to set up a separate rehearsal) | | |
| Sexton | \$150 | \$250 |
| Audio services (Sanctuary only) | \$150** | \$200** |

Outsourced musician fees may vary.

*** If video services (either live stream or recording are requested) there will be an additional \$100 charge.*

If a/v staff are required to attend the rehearsal, there will be an additional \$100 charge.

We do not permit outside technicians to use our A/V equipment. We do not provide media services for weddings off campus nor do we provide post-production editing.

To be considered a member at Pinnacle Presbyterian Church either the bride or groom must be a member on the church rolls a minimum of one year prior to the wedding. The membership category also applies if the parents or grandparents of the bride and/or groom are current members of the church.

If you are a member and would like to make a donation to Pinnacle in thanksgiving for its ministry, we suggest a gift in percentage of the total cost of your wedding.

Soloists and other musicians can be arranged with our Director of Music, who will advise you of their fees. If you have a particular instrumentalist or guest musician you would like to include in your ceremony, you must make pre-arrangements with our Director of Music, and their participation is subject to his approval.

*Depending on the number of pre-marital meetings, complexity of planning, or total cost of your wedding, you may consider a higher honorarium for your officiating pastor.



PINNACLE

PRESBYTERIAN CHURCH

25150 N. Pima Road, Scottsdale, AZ 85255
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