

**HILLTOP/FIRST PRESBYTERIAN CHURCH  
MENDHAM, NEW JERSEY  
MARRIAGE SERVICE AGREEMENT**

DATE OF WEDDING: \_\_\_\_\_ HOUR: \_\_\_\_\_

DATE OF REHEARSAL: \_\_\_\_\_ HOUR: \_\_\_\_\_

SANCTUARY \_\_\_\_\_ OR CHAPEL \_\_\_\_\_ *(Please check one.)*

FULL NAME OF CELEBRANT #1: \_\_\_\_\_ AGE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ CURRENTLY A MEMBER OF HILLTOP? \_\_\_\_\_

PREVIOUS MARRIAGE INFORMATION (when applicable):

- FORMER SPOUSE'S NAME: \_\_\_\_\_
- DATE & CITY OF DIVORCE: \_\_\_\_\_

FULL NAME OF CELEBRANT #2: \_\_\_\_\_ AGE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ CURRENTLY A MEMBER OF HILLTOP? \_\_\_\_\_

PREVIOUS MARRIAGE INFORMATION (when applicable):

- FORMER SPOUSE'S NAME: \_\_\_\_\_
- DATE & CITY OF DIVORCE: \_\_\_\_\_

EXPECTED SHARED FUTURE ADDRESS:

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

If there are any particular requests or arrangements that we should be aware of, please list them below.

***WE AGREE TO THE FOLLOWING PROVISIONS:***

1. We will meet with the officiating pastor for pre-marital counseling session(s) at least two months prior to the date of the rehearsal at mutually agreed upon days and hours.
2. The service will be in accord with the basic principles of the Reformed Christian faith with the presiding minister the final determiner of the service.
3. The presiding minister shall be the pastor of the First Presbyterian Church, unless prior approval for a different officiant has been granted by the pastor and the Session. This is rare, usually only approved if the host pastor is unavailable on the wedding day. In all services the host pastor or his designee will be in attendance.
4. If there is a pastor in the couple's family, they can request that the host pastor invite the family clergy member to assist in the service. Only the host pastor can issue the formal invitation to participate. The host pastor shall normally hear the vows, conduct the ring and pronouncement portions, however in some circumstances, the host pastor may approve an exception regarding those parts of the service. If you would like to have an assisting guest minister invited in accordance with this plan, please include there contact information here:  
  
 Guest Minister's Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Church Served: \_\_\_\_\_ Phone: \_\_\_\_\_
5. The organist of the First Presbyterian Church shall serve unless other provisions are agreed to by the Director of Music and approved by the host pastor.
6. The presiding minister has the right to eliminate from the service at any time anyone (including members of the wedding party) who may, because of highly improper dress or conduct, be detrimental to the Christian worship involved in the wedding service.
7. The marriage license must be delivered to the officiating minister before the wedding ceremony (the rehearsal at the latest) and will be signed following the ceremony.
8. The throwing of birdseed, rice, confetti and other organic or inorganic matter is not allowed.
9. Except for the processional and recessional, picture taking is not permitted during the wedding service, except for existing-light photography or videos with available light from the balcony only. Please make certain photographers understand this policy. The pastor and wedding party can reenact portions of the service for photographs after the service.
10. The church's wedding assistant, under authority of the pastor, will have the final say about appropriate decorations and use of the facilities.

11. Financial obligations are due at the wedding rehearsal or before. All fees shall be given before the rehearsal to the wedding assistant who will forward them to the appropriate parties.

	<u>MEMBERS</u>		<u>NON-MEMBERS</u>
Wedding Assistant Fee	\$125.00		\$125.00
Custodial Fee	75.00		100.00
Counseling/Professional Services*	<i>(Honorarium only)</i>		600.00
Use of Facilities*	-----	Sanctuary	700.00
		Chapel	150.00
Director of Music/Organist Fees	300.00		300.00
<b><i>Optional</i></b> video recording and/or live stream	-----		200.00

\* If at least one celebrant or any parent is a member of the church, there is no fee for pastoral counseling/professional services or for the use of the facilities.

12. All flowers shall be removed from the sanctuary by the wedding party after the service. One exception is if you would like to donate *one bouquet* for our next Sunday Service, which could be recorded as a \$45 donation to the church. Will you be donating a bouquet? \_\_\_\_\_ *(Yes or No)*
13. We agree to the aforementioned provisions for the service of Holy Matrimony in the First Presbyterian Church of Mendham, New Jersey.

Celebrant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Celebrant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

1st Presbyterian Minister's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***This form must be completed and returned to the church office before the date can be confirmed.***

First Presbyterian Church  
 14 Hilltop Road  
 Mendham, NJ 07945  
 Phone: 973/543-4012 Email: office@hilltopchurch.org

**Copies will be provided for:**

1. The couple
2. Presiding Minister
3. Minister of Music
4. Wedding Assistant
5. Church Office
6. Sexton
7. Audio Operator