

**Wedding Information Guide,
Policy & Agreement for Guests & Non-Members
Mt. Horeb Presbyterian Church (U.S.A.)**

2793 Iron Works Pike, Lexington, KY 40511

Rev. Dr. Lisa B. Culpepper, Interim Minister (859) 254-9794

The people of Mt. Horeb Presbyterian Church are an active community of believers abundant in history and hopeful for the promise of God's future. The doors of this church stand open to receive any and all who wish to join its pilgrimage as followers of Christ.

Thank you for considering Mt. Horeb Presbyterian Church as you plan this important day in your lives. If you have any more questions or would like to begin the process of having your wedding approved at Mt. Horeb, please contact Rev. Dr. Lisa Culpepper at lisabculpepper@gmail.com or call (859) 254-9794.



We feel led to be married at Mt. Horeb. What do we do next?

First things first:

1. Meet with the minister, Rev. Dr. Lisa Culpepper as a couple. This meeting may take place after church on a Sunday or during pastor office hours depending on Rev. Dr. Culpepper's availability. This meeting will serve to get acquainted and have a brief tour of the facilities. At this time, details will be reviewed, and any questions may be answered.
2. Plan to attend at least two worship services at Mt. Horeb. The congregation would like to meet you and will be praying for you. We consider you extended family whether you choose to continue worshipping with us or elsewhere.
3. Please write a joint statement to the Session (church board) of Mt. Horeb explaining why you feel led to be married in this place. While we are very grateful for our beautiful grounds and lovely, historic house of worship, this is our spiritual home. We encourage you to begin your married life in your chosen spiritual home. Please send this statement and the completed **Wedding Information** form by email to Rev. Dr. Culpepper at lisabculpepper@gmail.com.
4. Session meets on the first Wednesday of each month. Rev. Dr. Culpepper will present your statement and info form to the Session at the monthly meeting following receipt. She will notify you after the meeting if your request was accepted or declined. Upon approval of your wedding date, a \$500 fee is due. Please see the next section for more details.

We are interested in being married at Mt. Horeb Presbyterian Church, but feel like we need more information...

Is Mt. Horeb Presbyterian Church the “right” location to begin our life in marriage?

The people of Mt. Horeb Presbyterian Church love hosting weddings. We believe that our unique space offers the blessings of peace, simplicity, and reflection that God offers us all. We welcome the opportunity to share this with you as you begin life in marriage. Please understand, while we offer a natural and picturesque setting, we are a place of worship. Mt. Horeb is not just a wedding venue.

Sounds good! Tell me more about weddings at Mt. Horeb.

- We ask a \$500 fee* for hosting your wedding in our sanctuary. Please send a check made out to Mt. Horeb Presbyterian Church within one month of officially booking your wedding date. This fee may be mailed to:

Mt. Horeb Presbyterian Church
2793 Iron works Pike
Lexington, KY 40511

Memo: “Wedding: *your first & last name + wedding date*”

- The fire code allows a maximum of 120 people in the sanctuary, including the wedding party. *You may want to consider allowing for ample distancing due to Covid 19, but we are not currently mandating this. You assume the risk of possible infection, by booking the space for your wedding ceremony.*
- We do not have an on site coordinator, however, a church member will open the sanctuary and Rainey Building fellowship hall on the days of your rehearsal and wedding ceremony. The time that the church and fellowship hall will be open depend on the time of your rehearsal and ceremony. This person will remain discreetly on site in case you have any questions that need to be addressed by someone familiar with the property.
- The communion table, lectern, and wooden seats at the pulpit area of the sanctuary may be moved within the sanctuary upon request only. These pieces are not to be removed from the sanctuary. If you

wish to move these pieces for your ceremony, please take a cell phone photo of the space before moving so that you can be sure to place them in the correct places following your ceremony.

- Decorations should be minimal, and no permanent changes may be made to the sanctuary or Rainey Building. The following considerations will need to be communicated to your florist, coordinator/planner, and others helping with decor.
 - Permanent changes include, but are not limited to new nails, tacks, pins, staples, and tape or other adhesives. In short, nothing that could mar woodwork, furniture, or pew cushions may be used.
 - Please refrain from placing floral arrangements or anything with moisture on the piano.
 - Floral decorations may not be placed on the sanctuary cross at the pulpit.
 - Nothing should be scattered on the hardwood flooring or carpets (ie, no fresh flowers or petals). Artificial flower petals are acceptable, but please be sure to remove them all as part of the after-service cleanup.
- All decorations need to be removed from the sanctuary before you depart. You are responsible for coordinating removal and cleanup so that all spaces used are left as they were found. Please designate a person(s) to stay and ensure that this is completed.
- The Rainey Building (Fellowship Hall) has two rooms and two half bathrooms you may use to get ready on the day.
- There is no area available for a reception. You will need to secure an alternative reception location if you wish to hold one.
- Outdoor weddings and/or receptions are limited to members of Mt. Horeb only.
- Parking is limited. You may park on the grass around the outside of the driveway and in the churchyard between the Rainey Building and Iron Works Pike. You may want to designate a person to help direct parking efficiently. Please note, if the churchyard is wet, cars tend to get stuck, and you will need someone with chains to assist in pulling cars out.
- No alcohol is permitted on the premises.

Who can officiate at the wedding?

Mt. Horeb provides a spiritual home for members and friends. The Session and Minister are responsible for the Christian worship that takes place within. Therefore, we do ask that your desired officiant speak with our Minister, Rev. Dr. Lisa B. Culpepper to ensure:

- They are an ordained Christian minister in good standing with their denomination.
- They will complete, or see to the completion, of at least two sessions of premarital counseling prior to the ceremony by a qualified person.
- Their theology is in keeping with that of Mt. Horeb's. Please do not hesitate to inquire about Mt. Horeb's theology if you have questions or concerns.

Does Mt. Horeb provide musicians for the wedding ceremony?

Ms. Beth Scherfee is our church Music Director and pianist. She does play for weddings at her discretion. If you wish to inquire about Ms. Scherfee's availability for your wedding day and her fee, please contact her at scherfee@gmail.com.

I affirm that I have read, and will abide by, each point in this agreement.

Signature of Responsible Party

Print Name

Date

*If this fee presents a hardship, please speak with Rev. Dr. Culpepper.

Wedding Application & Agreement Contract

Those to be Married

Full Legal Name

Full Legal Name

Email

Email

Best Phone Number

Best Phone Number

Date & Time of Wedding (times you would like the church to be open, including set up & cleaning)

Date & Time of Rehearsal (times you would like the church to be open, including set up & cleaning)

We will receive at least two premarital counseling sessions from _____.

The two witnesses who will sign the wedding license are (typically members of the wedding party):

1. _____

2. _____

Mt. Horeb considers those married in our sanctuary to be part of our extended family. We would like to stay in touch. Please check all ways you would like to hear from Mt. Horeb in your married life.

- We would like to discuss joining Mt. Horeb Presbyterian Church with the minister.
- We would like to receive a first wedding anniversary card from Mt. Horeb at the following mailing address: _____
- We would like to receive minimal email announcements from Mt. Horeb. This would include notices of special events at Mt. Horeb, such as concerts, Christmas and Easter schedule.
- We would like to receive the monthly e-newsletter from Mt. Horeb at this email _____
- Other: _____

I affirm all of the information I provided here is correct. By submitting this form, I acknowledge that I have read and understood the Wedding Information & Policy document and will abide by the expectations therein.

Signature of Responsible Party

Print Name

Date

- Rev. Dr. Lisa Culpepper recommends that Session approve this wedding.
- Rev. Dr. Lisa Culpepper does not recommend that Session approve this wedding.
- Session approved the wedding at the meeting on _____
- Session did not approve the wedding at the meeting on _____