



# Calvin Presbyterian Church

26 Delisle Ave., Toronto, Ontario, Canada, M4V 1S5  
Tel. (416) 923-9030

## **WEDDING POLICIES AND PROCEDURES 2015/2016**

The members and leaders of Calvin church hope that your wedding will be a significant and beautiful occasion for you. It is a holy occasion when the gathered community gives thanks for God's gift of marriage, witnesses your promises in His presence, and pledges its support and prayers to you for your future.

For your ceremony to be all it can be, careful thought and planning are essential. The session of Calvin Church has found, through experience, the following procedures to be a great help.

### **Setting the Time of Your Wedding**

Try and set the date and time of your wedding as much in advance as possible to assure the availability of space and pastor. Please call the church at 416-923-9030 to confirm availability of the date you have chosen.

### **Rehearsal**

Calvin's wedding package includes time for a rehearsal, usually the night before the wedding but the timing can be arranged when you book your wedding.

### **Music**

The music you choose for your wedding reflects the reverence and joy of the day. A Grand Piano is available in the Sanctuary for use by a pianist of your choice.

Calvin's vintage organ may only be played by our Music Director or designate and can be booked at the same time you book the Sanctuary. If you wish to book a soloist or special music, with the organist, it is your responsibility to ensure that the soloist contacts the Organist/Choir Director to arrange selections and rehearsal time, since the Organist does not usually attend the wedding rehearsal.

### **Photographs and Video Taping**

Photographs and filming can be highly intrusive in a wedding ceremony. For this reason, all plans for filming and photography must be approved in advance by Calvin's minister.

It is the responsibility of the Bride and Groom to secure their photographer and to ensure the photographer is familiar with Church policy.

### **Flowers and Decorations**

The Calvin congregation is justifiably proud of the sanctuary at our Church. It is a beautiful setting for worship and requires minimal decoration. To protect the Sanctuary from damage, we ask that the following guidelines be observed when decorating for your wedding.

*Candles:* Candles must be of the drip-less variety and must be in a candelabra that will contain any melted wax in such a way that the floor and furniture is completely protected.

*Flowers:* Nailing, pinning or gluing of flowers or decorations to pews or other furniture is strictly prohibited.

Your florist is welcome to call the church office with questions or for clarification of our policy. Please have the florist confirm the time they plan to decorate, to ensure the sanctuary is open.

*Confetti:* The throwing of confetti or rice is prohibited inside the church and on the grounds.

It is the responsibility of the Bride and Groom to secure a florist and to give the Church's policy to the florist. The wedding party will be held responsible for the cleaning of all wax from all floor covering and furniture in every case

## **Calvin Presbyterian Church**

### **Policy for Sanctuary Use and Rental**

#### Who We Are

Calvin Presbyterian Church and Deer Park United Church are two distinct congregations that share a history, a neighbourhood, worship services, and one Lord and Saviour whom we worship and trust. Our cooperation is unique and we rejoice and take strength in the words written to the faithful at Ephesus: “one faith, one hope, one baptism” (Ephesians 4:5).

The Sanctuary has the primary purpose of worship of God in the Christian tradition. Good stewardship of this primary purpose requires careful consideration of all requests for rental of the sanctuary space and clear guidelines for its use. Calvin Presbyterian Church has a commitment to community outreach and makes the sanctuary and other spaces in the church building available for activities that are uplifting and edifying.

Calvin Presbyterian Church adheres to the Presbyterian Church “Leading with Care” policy<sup>1</sup> and the Policy for dealing with sexual abuse and harassment, which states that the church is a place where sexual “abuse or harassment does not occur within its jurisdiction.”<sup>2</sup>

#### Definition of Sanctuary Space

The “Sanctuary” refers to the physical space of worship bounded by the bank of doors on the south and east sides, and includes the chapel, chancel and balconies. It does not include the Narthex to the south and the lobby to the east. “Chancel” refers to the raised area at the front of the sanctuary from the stairs to the north wall, including the choir seating area and organ.

#### Expectations for the Use of Sanctuary

1. All users of the Sanctuary must respect that it is first and foremost a place of Christian worship. No rental agreement will be given for any event that will interfere in any way with regular worship activities of the combined congregations of Calvin Presbyterian and Deer Park United Churches.
2. Programmes being held in the sanctuary shall be of a nature acceptable within the statement of purpose of our Church.
3. Furniture, furnishings, symbols of worship including hymnals and Bibles, and musical instruments shall not be removed or moved without prior arrangement,

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<sup>1</sup> Leading with Care: A Policy for ensuring a climate of safety for children, youth, and vulnerable adults in The Presbyterian Church in Canada (2005)

<sup>2</sup> Policy of the Presbyterian Church in Canada for Dealing with Sexual Abuse and Sexual Harassment, page 2 (2010)

- which must then be stipulated in the contract. All furnishings will be returned to their previous location and all garbage removed at an agreed upon time, as soon as possible after the event, at the cost of the renter.
4. Renters shall take care to not damage the facility or furnishings and will provide fair compensation to the Church for any damage that occurs as a result of the activity.
  5. Security for building during renter use will be approved by Calvin Church and paid by the renter.
  6. Calvin Church property is a “smoke free” environment. No smoking on Church property is allowed.
  7. Food or drink is not allowed in the Sanctuary. Water in enclosed containers is acceptable.
  8. Renters shall not nail, pin, tape or glue flowers, other decorations, or items to pews, furniture, walls, ceiling, or floors.
  9. Handling of money within the Sanctuary can be offensive to some members of the congregation(s). Renters shall attempt that all money transactions will occur outside the Sanctuary such as in the Narthex or lobby. If this is not possible, arrangements will be made known to the Church Administrator at time of contract agreement.

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Created by Calvin Presbyterian Church Worship Committee November 25, 2002;

Revised January 11, 2015 and approved by Session of Calvin Presbyterian Church,  
January 20, 2015

This document replaces all others dated prior to this date.

## Wedding Package Fees

The following fee schedule has been set for 2015/2016:

Use of sanctuary for ceremony and rehearsal	\$500.00
Church Officer	\$100.00
Basic Cost	\$600.00

The minister and the church organist each set their own fees.

Please make cheques payable to Calvin Presbyterian Church.

In some instances, a reception hall may be available; terms and fees depend on the type of reception being planned. Please call the office for details.

***A non-refundable deposit of \$100 is required to book your date***

Please note that you may be charged for any damages that occur as a result of your use of the building.

----- please detach and send this portion to Calvin Church with your deposit -----

**Calvin Presbyterian Church 26 Delisle Ave. Toronto ON M4V 1S5**

### WEDDING RESERVATION FORM

Applicants' names: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Prospective wedding date and time: \_\_\_\_\_

Do you wish to use Calvin's minister?       Yes     No

Home church: \_\_\_\_\_

Home minister's name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Number of guests expected: \_\_\_\_\_

Will you be using Calvin's organist?       Yes     No

Preferred rehearsal date and time: \_\_\_\_\_

*Please enclose a deposit cheque for \$100 made out to Calvin Presbyterian Church and indicate the date of your wedding on the cheque*