



BOONE MEMORIAL  
PRESBYTERIAN  
CHURCH

WEDDING GUIDE

406 S. 14th Ave. Caldwell, Idaho 83605

**(208) 459-0069**  
**office@boonepcusa.org**



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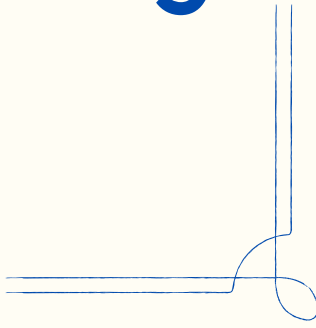

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# YOUR CELEBRATION

The celebration of a wedding is a joyous and holy occasion for a couple, their families and friends. The wedding service is a witness to the Christian conviction that marriage was instituted and blessed by God.

Boone Memorial Presbyterian Church wants the preparation time for your wedding to be a period of growth in your understanding of Christian marriage.

The wedding policy and traditions of Boone Memorial Presbyterian Church have been developed over the years to ensure the beauty and dignity of the wedding ceremony. In order to help you plan your wedding with an understanding of these policies and traditions, the following information is provided.





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# SCHEDULING YOUR WEDDING

To schedule a wedding at Boone Memorial Presbyterian Church, you need to follow the procedures listed below:

**Call the Church Office** – and check to see if the date you would like is available on the church calendar.

**Request a Date** – If the requested date is available, the date can be penciled in on the church calendar.

However, the date is not considered confirmed until we receive a completed wedding information form and \$250 deposit. The money is applied to the wedding fees. (See Fees, p. 9)

**Pastor Notified** – The pastor will be notified of the requested date.

**Schedule an Appointment** – If it is your wish to have an outside pastor perform your wedding service, permission must be granted in advance by the Boone Memorial Presbyterian Church Session. If you wish to have the Boone Memorial Presbyterian Church pastor perform your wedding service, the next step is to meet with the pastor.





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# CONTACT LIST

To contact the Pastor, please call the church office.

**Organist:** (Sylvia Hunt) 208-454-1376

**Church Office:** (Luke Elmer) 208-459-0069

### **Marriage License:**

The marriage license is issued from the State of Idaho. You need to contact one of the state's courthouses to obtain information about applying for a license. Answers to questions regarding this subject can be obtained by calling the Canyon County Courthouse.

For your information, you can contact the Canyon County Courthouse at 208-454-7360 with questions or to make an appointment to get your marriage license. The courthouse is located at 111 N 11th Ave. Suite 330. Don't forget to bring your payment for the license fee with you.





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# FACILITY DETAILS

**Location:** Boone Memorial Presbyterian Church is located at the corner of S. 14th Avenue and Dearborn Street in Caldwell, ID.

**Sanctuary:** A large space with a central aisle will seat 220 guests, complete with a pipe organ and sound system. The focal point is the stained-glass window above the altar.

**Chapel:** An intimate space with folding chairs will seat 125 guests. Intended for simpler ceremonies, there is no sound system. There is a good piano available, and a musician can be provided at an extra cost. (This is generally only available on weekends.)

**Shupe Hall:** A reception hall that seats up to 152 people. There is a complete kitchen with two electric ovens. Alcohol is not permitted inside the facility or on church grounds. Dishware and decorations are the responsibility of the wedding party and must be removed before leaving the property. There is an additional cost to use Shupe Hall.





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# OUR POLICIES

**Components of the Wedding Service:** All parts of the wedding service are to be worshipful. The officiating pastor will discuss the components of the wedding service with you.

**Photographer:** No flash pictures may be taken during the service; either by a professional photographer or by attendants of the wedding. The professional photographer may have time before and after the service for posed pictures.

**Video Taping:** This service must be provided by the wedding party and equipment with an operator must be positioned behind the pillars last row. Only video equipment without an operator may be used at the front of the sanctuary.

**Dressing Room:** The Fireside room next to the Sanctuary can be used by the bridal party. It is suggested that the bride and her attendants arrive at the church about two hours before the service to dress and have photos taken. The groom and his attendants are expected to arrive at least one hour before the service. Snacks and non-alcoholic beverages are permitted.





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OUR POLICIES  
(CONT.)



**Music:** All music must be in keeping with the dignity and sacredness of the occasion and must be mutually agreed upon by the wedding couple and the pastor. The use of any instruments, other than piano and organ, must be approved in advance by the pastor.

It is our policy that the church organist plays at all weddings held in the Sanctuary of Boone Memorial Presbyterian Church. If the church organist isn't available, a list of qualified organists will be provided.

Chapel weddings do not include a musician, although one can be provided for an additional cost.

**Parking:** A lot is located across from the church on Dearborn Street. Street parking around the church is also allowed, although we ask that guests avoid parking immediately in front of 406 S. 14th Ave as a courtesy to the daycare that operates there.







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# YOUR RESPONSIBILITIES

**Meet with Pastor:** The bride and groom are asked to meet at least twice with Boone's pastor prior to the wedding.

**The Wedding Rehearsal:** A rehearsal is required for all but the simplest weddings and is usually held the evening before the service. All members of the wedding party are expected to attend and be punctual. The rehearsal usually lasts about one hour.

**Marriage License:** The marriage license must be brought to the wedding rehearsal.

**Decorations:** You are responsible for any decorations, subject to approval by session. No nails, tacks, or screws are to be inserted into any part of the building's woodwork. No carpentry work, artificial platforms or other structures are allowed within the building. It is the responsibility of the wedding couple to notify their florist of these requirements. Flowers, ribbons and family or unity candles must be cared for by the family and removed after the service.





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# FEEES

The costs of a wedding at Boone Memorial Presbyterian Church are:

**Sanctuary Wedding** (up to 220 people)

Active Member \$775.00\*

Non-Member \$1,175.00\*

**Chapel Wedding** (up to 125 people)

Active Member \$525.00\*

Non-Member \$725.00\*

**Use of Shupe Hall** (up to 152 people)

Active Member \$200

Non-Member \$200

\*This number includes a security deposit of \$100. The security deposit is a compliance agreement and is refundable if there is no damage to the building or excessive cleaning required after the service.

All weddings require a \$250 deposit to secure a date on the church calendar. This money is put towards the remaining amount due.

Weddings are required to be paid in full one week prior to the wedding rehearsal.

