

Mt. Tabor Presbyterian Church

5441 SE Belmont St

Portland, Oregon, 97215

www.mttaborchurch.net

(503) 234-6493 Church

(503) 238-3904 Tabor Space

(541) 554-3438 Wedding Coordinator



Your Wedding

Information for the Bridal Couple

Marriage is a gift God has given to all humankind for the well-being of the entire human family. ... For Christians, marriage is a covenant through which a man and a woman are called to live out together before God their lives of discipleship. In a service of Christian marriage, a lifelong commitment is made by a woman and a man to each other, publicly witnessed and acknowledged by the community of faith (Book of Order, Presbyterian Church U.S.A.)

The marriage ceremony is a service of worship, in which bride and groom thank God for the gift of love, publicly commit themselves to one another, and seek God's blessing to fulfill the vows that they have made. Music, decorations, and other aspects of the ceremony should reflect this worshipful atmosphere.

It is our prayer here at Mt. Tabor that God will bless your union and your family and friends as they join you in your special day.

Our Facilities

Our Sanctuary was originally built in 1910 and has been tastefully renovated in the years since. It holds 275 people. The Dining Room, where receptions are generally held, is directly below the Sanctuary. It has a maximum capacity of 150 people. The room can expand into a neighboring Annex to accommodate up to 250 people. Copeland Commons may be used for receptions if the wedding is for fewer than 80 attendees.

Timeline of Events

- Bridal couple contacts Tabor Space for tour and to check date availability
- TaborSpace schedulers put a two-week hold on the space.
- Within two weeks of initial request, couple fills out information form and schedules an initial meeting with the wedding coordinator. Options for the ceremony and rehearsal are discussed and many decisions are finalized. The room deposit and cleaning deposit are given to the Wedding Coordinator. Deposit is held until wedding is confirmed.
- Wedding Coordinator finalizes Tabor Space calendar and schedules all other staff (pastor, organist/pianist, sound technician, reception coordinator). Once staff is scheduled, wedding is confirmed and couple is notified.
- Two weeks before ceremony, please remit all remaining fees to the church.
- Day before ceremony a rehearsal is held in the Sanctuary.
- After the ceremony the Financial Secretary will complete the payment voucher and return necessary deposits to the couple.
- Make all checks payable to "Mt. Tabor Presbyterian Church."

General Wedding Policies

The furniture in the Sanctuary is carefully placed and holds spiritual meaning; it stays in place for all wedding ceremonies. Typically the paraments (the cloths draping the pulpit, lectern, and communion table) are changed to white for the wedding.

Mylar balloons and glitter (in any form, including decorations and clothing) are not allowed inside the building. We would appreciate it if you would inform those who will be assisting you with your event.

Childcare is not provided for rehearsals or the day of the ceremony, so please plan accordingly. All children in attendance must be supervised at all times and should remain in the event room (Sanctuary, Copeland, Dining Room) with their parents.

Alcohol, smoking, or drugs are not allowed on any church property, including the parking lot. (See additional information in the Receptions section.)

Rice or birdseed is not to be used on church property, including the parking lot. Bubbles are a good alternative.

A Wedding ceremony with a Dining Room reception can start no later than 5:00pm.

Included in the Wedding Package:

- Weddings that are held in our Sanctuary include the services of our Wedding Coordinator, Pastor and Sound Technician. There is an additional fee for the organist, or pianist.
- The flat fee also includes the use of our candelabras (the couple provides dripless taper candles)
- The Sanctuary usage will include 60-90 minutes the day of the rehearsal and 4 hours the day of the ceremony, including time for the service itself and cleanup.
- Bridal party dressing areas
- 60-90 minute wedding rehearsal. If scheduling allows, some Sanctuary decorating can happen at this time.
- One of our pastors will be assigned for your wedding. However, a specific Pastor that does not work Mt. Tabor Presbyterian may be chosen by the couple to officiate the ceremony.
- Our building Wedding Coordinator will be assigned to help you with your wedding. She will meet with you before the day of your wedding to arrange all details, and will also be available through e-mail and phone.
- It is preferable by the Mt. Tabor staff to use only our coordinator on the Wedding day, as that person is familiar with our space.

Receptions

For all receptions the food must be prepared off-site. Our kitchen is available as a holding and prep area. If you wish to hire a caterer these details can be discussed with the Wedding Coordinator. The only alcohol allowed is enough to serve each guest a champagne toast. If you wish to have a champagne toast, you will be responsible to provide a licensed server and to abide by OLCC regulations.

Included in the Reception Package:

Once scheduled, weddings and receptions are treated separately, whereby one can happen at Mt. Tabor Presbyterian without the other.

- Use of the dining room for up to 150 people (small) and additional annex for up to 250 people (large)
- The Reception Coordinator will work with you in planning and during the event regarding room setups, dishes, and catering
- Day-of decorating is the responsibility of the bridal party
- If there is enough space, you may wish to rent a dance floor from an outside vendor.
- The Dining Room is equipped with a PA system, where you may play music during the reception; the family provides the music selections as well as the device to play it (CD, cassette, MP3 player).
- The wedding party is allowed 2 hours of pre-wedding setup time, 2.5 hours for the reception, and 2 hours for cleanup. The building closes at 10 PM.
- If the Wedding Coordinator needs to find a non-bridal-family person to assist with setting up the Dining Room, a setup fee will be added to your total bill.

Marriage Licenses

Your marriage license may be issued in any county within the State of Oregon. Licenses for Multnomah County, where the church is located, are issued in the Marriage License Section, Suite 175, Multnomah Building, 501 SE Hawthorne Blvd, Portland 97214-3577. Hours are 9am to 4:30pm, Monday through Friday. Telephone (503) 988-3326. Website: <http://multco.us>.

Please bring the license to the wedding rehearsal and give it to the wedding coordinator or pastor. The officiating pastor will sign your certificate on the day of the wedding and it is the pastor's responsibility to see that it is properly completed and mailed to the County Clerk.

Photography & Videography

Policies at Mt. Tabor Presbyterian Church & Tabor Space:

- Flash photography during the ceremony is not appropriate, as it distracts people from the holy moment they are witnessing. This includes professional photographers and guests. The pastor will normally request guests to refrain from photography and to turn off cell phones at the beginning of the service.
- If you plan to take pictures during the ceremony, please arrange these shots with the Pastor or Wedding Coordinator ahead of time and work out where you will stand and when these pictures will be taken. Please be discreet.
- As a general rule, you may take pictures from the back only, behind the last pew, and there is no flash photography after the processional until the recessional.
- For video recording, please pre-arrange with the Wedding Coordinator. There are several discreet locations for this to be set up.
- During the ceremony, please do not use any special lighting, move around the Sanctuary, or leave equipment in any aisles.
- Flash photography is acceptable for the reception unless arranged otherwise. Please ensure that your equipment is neither in people's way nor blocking any doorway. Also, please collect all your belongings from the wedding space before working at the reception.
- Please do not plan to arrive before your scheduled time.
- Please plan to conclude formal pictures no later than 45 minutes before the ceremony.

Flowers

Policies at Mt. Tabor Presbyterian Church & Tabor Space:

- Flowers should be delivered no more than three hours before the wedding (unless brought to the church at the rehearsal; coordinate this with the Wedding Coordinator).
- Flowers may be placed on the communion table, on the table in front of the lectern, on the small wooden tables on either side of the chancel stairs, on the back ushers' table, and on tables in the Belmont narthex (where the guests enter). Flowers may also be incorporated with any candelabras being used, however please coordinate this with the Wedding Coordinator.

- Small ribbon and/or flower decorations may be attached to the pews, facing the center aisle. Secure with ribbon or rubber bands only, no tape or tacks.
- No flowers or ribbons may be strung from pew to pew blocking access to the aisles.
- If there is a Flower Girl, she may only scatter artificial flower petals.
- No glitter is allowed in the sanctuary
- If you have questions about any particular decoration, please be in touch with the Wedding Coordinator.

Fees for the Bridal Couple

Sanctuary Wedding: \$1,225

Includes: Use of building for the rehearsal and ceremony, booking fee, Pastor, Wedding Coordinator, Sound Technician, Custodian, use of candelabras

Optional Extras:

Organist/Pianist accompanying soloist: \$150 (extra rehearsal \$50/session)
Pre-Marital Counseling: \$150

Large Reception: \$1,250

Includes: Use of Dining Room and Annex for the reception & setup, booking fee, Reception Coordinator, 6 servers, Custodian, use of church dishes & serving pieces

Optional Extras:

Sound Technician \$50
Extra setup person: \$100
Extra Server: \$50/server
Pianist: \$50-100

Small Reception \$875

Includes: Use of Dining Room for the reception & setup, booking fee, Reception Coordinator, 2 servers, Custodian, use of church dishes & serving pieces

Optional Extras:

Sound Technician \$50
Extra setup person: \$100
Extra Server: \$50/server
Pianist: \$50-100

For all events, a non-refundable deposit is due with your completed information form. When the wedding is confirmed, this deposit will be credited towards the total price of the event. For weddings this is \$100 and receptions are \$100. This deposit will not be deposited in the bank until the event has been confirmed.

There is an additional cleaning deposit of \$200 per event (\$400 total if having both the wedding and reception here) that will be refunded if the building is left in good order and the event has not required significant extra time and effort of our staff. Mt. Tabor reserves the right to withhold any or all of this deposit with good cause.

Two weeks before the event, the remaining balance of the event(s) along with the cleaning deposit(s) must be paid. Make checks out to "Mt. Tabor Presbyterian Church."

*Discounts are given for Mt. Tabor Presbyterian Church members.