

Timeline and Fees

Fee Schedule

All building fees are due no later than thirty-days prior to the wedding date. Checks for the security deposit and building fees should be made payable to Arch Street Presbyterian Church. The security deposit is due before a wedding can be confirmed and will be applied to the final fees due to the church. In thanksgiving to God, couples are encouraged to give ten percent of the total cost of their wedding as a gift to the church.

Security Deposit \$500 (due to secure a date, applied toward the total)

Building Fees

– Sanctuary use: \$1000 or chapel use: \$600

Reception fees

- Inquire for cost
- Security deposit increases to \$700

Staff Honorariums, if using ASPC

- Pastor: \$500
- Minister of Music: \$500
- Pre-Marriage Counseling (4-5 sessions): \$400-\$500 (typically \$100.00 per session)
- Sexton: \$150
- Church Wedding Coordinator: \$250

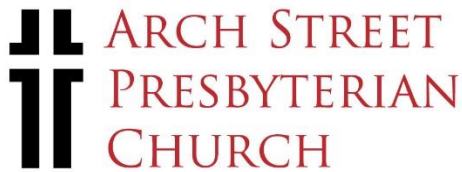
Total cost for sanctuary service without reception: \$2350—\$2950 Total
cost for chapel service without reception: \$1950—\$2550

Cancellations

Should the space become unavailable for use, the Church will provide a minimum notice of 90 days before the wedding. The Church shall refund all monies provided by the couple within 30 days of the cancellation date.

Timeline

- Fill out our initial wedding inquiry form and someone will be in contact with you shortly.
- Send \$500 deposit payable to Arch Street Presbyterian Church to ASPC, 1724 Arch Street, Philadelphia, PA 19103 once date is confirmed.
- If an ASPC pastor is assigned to you, please schedule a time as soon as possible to meet and arrange for approved pre-marital counseling. If officiant is outside of ASPC staff, provide contact information to Rev. Carla Jones Brown three months prior to ceremony.
- If ASPC's Minister of Music & the Arts is engaged with the wedding service, coordinate conversations at least three months in advance to discuss music.
- Between thirty and sixty days prior to the wedding, obtain the marriage license.
- At least thirty days prior to the wedding, send the balance due for the building fee.
- Ten days prior, approve bulletin text with presiding minister.
- At the rehearsal, bring the marriage license, wedding programs and individual checks for the staff.



Wedding Invoice

Wedding of: _____

Address: _____

Phone: _____

Building	Fees
<input type="checkbox"/> Sanctuary (seats 1,000)	\$1,000.00
<input type="checkbox"/> Chapel (seats 100)	\$600.00
<input type="checkbox"/> Reception - Social Hall (seats 50, 100 Standing)	Please Inquire
Staff Honorariums (individual checks to each at rehearsal)	
<input type="checkbox"/> Pastor – Rev. Carla Jones Brown	\$500.00
<input type="checkbox"/> Minister of Music – Dr. Donald Dumpson	\$500.00
<input type="checkbox"/> Pre-marital Counseling – ASPC Pastoral Staff	\$400-\$500 (\$100 per session)
<input type="checkbox"/> Church Wedding Coordinator - TBD	\$250.00
<input type="checkbox"/> Sexton – TBD	\$150.00

Security Deposit

- \$500.00 – without reception – Social Hall
- \$700.00 – with reception – Social Hall

Remaining balance due no later than 30 days before the wedding. Please return this form with a check for your deposit made payable to:

Arch Street Presbyterian Church
1724 Arch Street
Philadelphia, PA 19103

Thank you for choosing Arch Street Presbyterian Church!