

## **“A Statement About Marriage” Old First Presbyterian Church**

The pastor and session of Old First Presbyterian Church are happy to share in the consideration of marriage with people of the church and community. We believe that Christian marriage is of such great significance in the lives of people that it demands the highest priority in time and preparation. It is appropriately considered in the context of our faith in God and the wedding ceremony is viewed as a service of worship. The pastor will meet with persons considering marriage and explain the views of the church about marriage and wedding ceremonies. The pastor and the couple will discuss the service of worship offered by the church and determine if it describes the relationship the couple intends to establish.

Weddings will be scheduled only after the couple has met with the pastor and in keeping with constitutional requirements, the pastor’s Christian conscience, and other requirements, the pastor can agree to officiate in their marriage service. As a result, couples desiring to be married need to apply to the pastor as early as six months before the expected date of their marriage. Persons asking about marriage services will be given this summary statement concerning marriage at Old First Presbyterian Church, an information sheet detailing the specific requests of the couple for the wedding ceremony, and current church policies and fees associated with building use for wedding ceremonies.

When appropriate preparation has enabled the pastor to determine whether or not to officiate in the marriage, the date and time will be entered on the church calendar and the application signed by the pastor and couple. When considering the scheduling of wedding ceremonies and rehearsals, standing meetings of church committees or groups and other previously scheduled church events will be given first priority. However, all effort will be made to accommodate the date(s) requested by the couple.

The church is not “rented” for weddings that are not under the sole direction of the pastor. A minister of this church shall conduct all weddings held in this church. All participants in the ceremony are to be compensated according to the current policy guidelines (*see attached*). The pastor of Old First Presbyterian Church is willing and able to officiate at wedding ceremonies in locations outside of the church; however, special fees and arrangements may be incurred. Guest pastors are welcome to participate in the wedding ceremony under the guidance, direction, and approval of the pastor of Old First Presbyterian Church.

No alcoholic beverages or non-prescription drugs are used in the church or prior to participation in the services of worship, marriage, or rehearsal. If any member of the wedding party appears to be under the influence of drugs or alcohol at the time of the rehearsal or ceremony, the pastor will ***immediately*** excuse them from their duties and the ceremony will take place without them. If either member of the wedding couple appears to be under the influence of drugs or alcohol at the time of the rehearsal or ceremony, the wedding ceremony will ***immediately*** be cancelled and the wedding will not take place at Old First Presbyterian Church in the future. Smoking is not allowed in the building at any time; however, there are designated smoking areas available outside of the church building.

Use of other rooms in the church is available for dressing and preparing for the ceremony when prior arrangements have been made with the pastor. The pastor will be happy to stay after the wedding ceremony for pictures to be taken by professional photographers or friends and family members.

## Information Sheet for Weddings at Old First Presbyterian Church

This information is to be submitted to the Pastor when wedding arrangements are first discussed. The "Statement About Marriage" containing information about the church's view on marriage as well as requirements for the wedding ceremony should also be read. The date and time for a wedding ceremony will only be entered on the church calendar after appropriate preparation has allowed the Pastor and session to determine that Old First Presbyterian Church may host the wedding ceremony. When this agreement has been reached, the pastor and each member of the wedding couple will sign this form in the spaces below.

\_\_\_\_\_ Person 1 \_\_\_\_\_ Person 2  
\_\_\_\_\_ Pastor \_\_\_\_\_ Date

1. Person 1 Information (Full Name) \_\_\_\_\_  
Present address \_\_\_\_\_ City \_\_\_\_\_  
Age \_\_\_\_\_ Birth date \_\_\_\_\_ Phone \_\_\_\_\_  
Occupation \_\_\_\_\_ Employer \_\_\_\_\_  
How long have you known your partner? \_\_\_\_\_ How long dated? \_\_\_\_\_  
Have you been married before? \_\_\_\_\_ Do you have children? \_\_\_\_\_  
Father's name \_\_\_\_\_  
Mother's name \_\_\_\_\_  
What is your family's attitude toward your marriage? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Person 2 Information (Full Name) \_\_\_\_\_  
Present address \_\_\_\_\_ City \_\_\_\_\_  
Age \_\_\_\_\_ Birth date \_\_\_\_\_ Phone \_\_\_\_\_  
Occupation \_\_\_\_\_ Employer \_\_\_\_\_  
How long have you known your partner? \_\_\_\_\_ How long dated? \_\_\_\_\_  
Have you been married before? \_\_\_\_\_ Do you have children? \_\_\_\_\_  
Father's name \_\_\_\_\_  
Mother's name \_\_\_\_\_  
What is your family's attitude toward your marriage? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Requested Ceremony Date \_\_\_\_\_ Time \_\_\_\_\_  
Rehearsal: Date \_\_\_\_\_ Time \_\_\_\_\_

4. Estimated number of guests in attendance \_\_\_\_\_

5. Wedding Party:

Person 1 or 2 Escort (if any) \_\_\_\_\_

Please list anyone you anticipate being part of the wedding party:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ushers \_\_\_\_\_

Others (Ring Bearer, Flower Girl, etc.):

\_\_\_\_\_

6. Expected residence after marriage (address) \_\_\_\_\_

7. Have you read the summary statement on marriage? \_\_\_\_\_

\* Any objections to the statement? \_\_\_\_\_

8. Service Questions:

Will there be a ring for both participants? Yes / No

Who will have the rings during the ceremony?

\_\_\_\_\_

Will you use a Unity Candle? Yes / No

Will you use an Aisle Runner? Yes / No

Will you use the organist? Yes / No Alternative source of music? \_\_\_\_\_

Is there a soloist? Yes / No Name of Soloist \_\_\_\_\_

9. Miscellaneous:

Will flowers be left for Sunday Worship? Yes / No

Will there be a receiving line at the church? Yes / No

Will there be a reception? Yes / No If so, where? \_\_\_\_\_

Will there be a florist? Yes / No If so, florist's name \_\_\_\_\_

Will there be a photographer? Yes / No If so, photographer's name \_\_\_\_\_

Will there be a videographer? Yes / No If so, videographer's name \_\_\_\_\_

10. Future appointments with Pastor 1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

## **OLD FIRST PRESBYTERIAN CHURCH WEDDING FEES, POLICIES, AND PROCEDURES**

\*All wedding arrangements are subject to the discretion of the Pastor and approval of the Session.

### **FEES ASSOCIATED WITH WEDDINGS AT OLD FIRST PRESBYTERIAN CHURCH:**

Pastor	\$800.00 – Matthew Means
Organist	\$250.00 – Ken Friese
Custodial	\$100.00 – Cash is preferred

**\*\*\* *Payment is to be made directly to each person involved in the service. \*\*\****  
***All payment must be made prior to the date of the wedding ceremony.***  
***If a rehearsal is scheduled, payment may be made at the time of rehearsal.***

### **ADDITIONAL FEE FOR NON-MEMBERS OF OLD FIRST PRESBYTERIAN CHURCH ONLY:**

Building Use	\$850.00 – Please make check payable to “Old First Presbyterian Church.”
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\*Building use fee should be paid when the wedding date is finalized.

The couple is responsible for contacting the office administrator if they desire an “in-house” bulletin for the wedding ceremony. There will be a fee associated with this service to compensate the time of the office administrator as well as to reimburse the cost of the bulletin material and printing.

The couple is also responsible for contacting the church organist regarding specific music desired for the ceremony. Arrangements must be made in advance with the organist to prepare any special music for service items or soloists.

Guest organists are subject to approval by the church organist and session. If the church organist is not providing the music, arrangements for compensation are at the discretion of the parties involved. In this case, arrangements must also be made in advance for a guest organist to have time in the church to practice prior to the ceremony.

## **GUIDELINES FOR PHOTOGRAPHERS AND VIDEO IMAGES FOR WEDDINGS AND OTHER WORSHIP SERVICES**

*\*Couples are expected to share this information with individuals providing these services **prior to the ceremony.***

These guidelines reflect our belief that wedding ceremonies are services of worship and should not be interrupted unnecessarily.

1. Flash photography is not to be taken inside the sanctuary at any time during the wedding ceremony.
2. Existing light photography may be taken from cameras at the back of the sanctuary as long as there is no excessive sound or activity to disturb worshippers.
3. Pictures may be taken in the Fiske Room or other locations prior to the start of or immediately following the ceremony.
4. The pastor is available to walk through the ceremony with wedding parties following the service for additional photographs.
5. The Communion elements, Bible, cross, and other items located in the sanctuary have a sacred use in our worship and may not be used arbitrarily as backdrops for photographs.
6. Videos may be shot from agreed upon locations within the sanctuary; however, no additional lights or other excessive production equipment will be permitted.
7. Pre-set, un-manned, camera(s) will be permitted at the front of the church, off to one side of the chancel.
8. If sound enhancement is desired for video quality, the pastor or groom are happy to wear a microphone provided by the videographer.
9. There is to be no “movement” of videographers or photographers up and down the center or side aisles or front of the church once the processional has been completed.