

**YOUR WEDDING
AT
OAKMONT PRESBYTERIAN CHURCH¹**

Christian marriage is a public act of worship and a sacred trust and covenant.

The intent of this information is to help you plan a meaningful service which is suited to your personal goals and which maintains Oakmont Presbyterian Church wedding conventions.

I. Procedures For Scheduling A Wedding

To schedule a wedding at the Oakmont Presbyterian Church you will need to make several appointments with various persons on the staff. As early as possible, you will need to meet with the Minister to discuss the meaning and preparation for marriage, as well as available dates and times for your ceremony.

Your wedding date will not be placed on the church calendar until you have met with and/or received approval of the Minister. The Sanctuary will then be reserved for you.

Having established the date, you will then make these appointments:

1. As far ahead of the wedding as possible, schedule any additional appointments for pre-marital counseling with the Minister who will be officiating at the service of worship.
2. Schedule an appointment with the church Organist for the purpose of selecting music for your wedding.
3. Schedule meeting with church Wedding Coordinator.

Because marriage ceremonies are services of worship, the pastoral staff retains the right of final approval of all aspects of the service.

II. Guiding Principles For Your Wedding

The Session of the Oakmont Presbyterian Church has established the following guidelines in response to the most common questions about weddings at Oakmont Presbyterian Church. These guidelines will assist you and provide for orderly wedding ceremonies.

1. **The Minister** - Normally, one of the Oakmont Presbyterian Ministers will officiate or assist in each wedding held at the Oakmont Presbyterian Church. If it is your wish to have a guest Minister, permission must be granted by the Minister. The Minister will then extend an invitation to the guest Minister.
2. **The Organist** - Music is an integral part of most weddings and will be provided by the Oakmont Presbyterian Church Organist. This person will meet with you at a time of mutual convenience to discuss the selection of appropriate music. The Organist is

¹ Revised June 2023

prepared to play when the guests begin to arrive. You may include solos where suitable. Please provide the Organist with any copies of unfamiliar musical arrangements at least one month in advance. Music deemed inappropriate for Christian worship should be considered for the wedding reception. The congregation may join in hymns and other musical forms of praise and prayer. In the event that the services of a qualified guest organist are requested, permission must be obtained from the Organist.

It is the responsibility of the couple to secure the dates and times for the rehearsal and the wedding with the Oakmont Presbyterian Church Organist.

3. Other Possible Participants in the Wedding

Poems and readings approved by the Minister may be a part of the ceremony. Family members or friends are welcome to participate as readers. Please discuss this with the Minister during the planning meetings.

- 4. Flowers and Decorations** - Decoration guidelines for the Sanctuary have been established by the Trustees of the church. The use of nails, screws, wire, and tape is prohibited. The Christian symbols of the cross, communion table and baptismal font are an integral part of the sanctuary and remain for all weddings. It is suggested that you keep in mind the architectural simplicity of the Sanctuary when planning your decorations.

The list of floral guidelines attached to this policy is for reference with your florist. The florist should be selected well in advance of the wedding and be advised whether you are using pedestals, a Unity Candle, and candelabra. The florist should plan to have the decorating completed one hour prior to the ceremony. The *Wedding Coordinator* will take care of the pinning of the flowers. Be sure they are labeled "Bride's Mother", "Groom's Mother", etc. Please advise the *Wedding Coordinator* well in advance if you would like to have the flowers remain for the next worship service, or have a family member remove them after the wedding. When flowers are donated for worship, a notation in the Sunday bulletin is possible if the church secretary is notified a week in advance.

The florist should contact the church for a time when the flowers may be delivered. Because the aisles in the sanctuary are curved, it is suggested that a runner or crash not be used for safety reasons.

Candles are a witness to the light of Christ and are appropriate for the wedding service. The church has two candelabra (seven candles each) that may be reserved by the couple.

Lighting a Unity Candle, symbolizing the two lives of the couple becoming one, is appropriate for the wedding service. The church will provide a unity candle holder. It is the responsibility of the couple to check the fit of their candles in the candle holder at the wedding rehearsal.

4. **Confetti, rice, bird seed, etc.** has been prohibited by the Trustees inside and outside the church building. Because of the number of trees adjacent to the church and the danger to wildlife, balloon launches are not allowed.
5. **Alcoholic Beverages-Smoking** - No alcoholic beverages are permitted on church property. Also, Oakmont Presbyterian Church is a smoke free building.
6. **Photography/Videography** - Since the wedding ceremony is a service of worship, photographers and videographers must be discreet.
 - (a) Flash pictures are not to be taken during the ceremony except during Processional and the Recessional.
 - (b) Photographers are not to walk forward, that is beyond the last row of pews.
 - (c) Posed pictures may be taken in the Marie Berg Room (Bride's Room) and the Lona McCrea Room (Groom's Room) prior to the service. Following the service and after the departure of the guests, posed pictures of the ceremony may be taken in the Sanctuary. The photographer's work is expedited if the couple provides a list of pictures to be taken after the service. In consideration of the Minister's schedule, it is requested that any pictures with the Minister be taken in a timely manner.
 - (d) Videos may be taken with permission of the officiating Minister. An area in the Sanctuary has been designated where the videographer may record without distracting your guests.

We realize that guests are often unaware of the great distraction caused when cameras flash during weddings. We do our best to eliminate this and regret it when it occurs. Nevertheless, we appreciate professional conduct from the Wedding Photographer.

Copies of the instructions for your photographer and videographer are attached to this wedding policy.

7. **The Rehearsal** - The officiating Minister leads the rehearsal. Promptness is requested. For all but the simplest of weddings, a rehearsal is recommended, usually the evening before the ceremony. It is important that all members of the wedding party be present, including the parents of the bridal couple.

The rehearsal will be expedited if the couple submits in writing the standing order of the attendants and which ushers will seat the mothers.

If special seating is desired, please inform the *Wedding Coordinator* of these details prior to the rehearsal. If any conflict among guests is possible, the *Wedding Coordinator* should be fully informed.

In making your arrangements, time limits may be necessary to accommodate other services and/or church events. The *Wedding Coordinator* will guide you in this matter.

8. **Ushers** - Instructions about seating guests will be given by the Wedding Coordinator at the rehearsal. Since the ushers are the first to meet and greet the wedding guests, it is

important that they convey the welcome of the couple and maintain the decorum appropriate for a worship service.

9. **Wedding Programs** - The church does not provide wedding programs. If the couple elects to have programs, we encourage them to use a professional printer for providing the programs. The wedding liturgy that the Minister provides in the pre-marital meetings has a sample order for wedding programs.
10. **Wedding Day** - The Bride and her attendants should arrive at the Church one hour in advance of the ceremony if they are dressing at the Church. The *Wedding Coordinator* will be present to provide any needed assistance. All belongings should be removed immediately following the ceremony. The ushers should arrive one hour prior to the ceremony. The groom and best man should arrive 30 minutes before the ceremony and go immediately to the Lona McCrea Room. The church is not responsible for any articles left by the wedding party.

III. Available Facilities

The Sanctuary - The Sanctuary seats 275 people. Its graceful architecture and fine pipe organ provide a beautiful setting for your wedding. The Church's candelabra (including candles) are available to you.

The Marie Berg Room (Bride's Room) - This room, located off the foyer adjacent to the Sanctuary, is adequate in size to serve as a dressing room for the Bride and her attendants. This room is also available for use as a chapel for small wedding parties.

The Dining Room - The dining room is located downstairs from the Fifth Street entrance to the church. It can accommodate approximately 150 people and is available for wedding receptions.

Handicap Access - Along with handicapped on-street parking spaces and the front ramp into the sanctuary, an elevator, is located at the rear of the church. The elevator provides access to all levels of the church.

IV. The Wedding Coordinator

Our church provides a *Wedding Coordinator* to assist you in planning your wedding. The bridal couple is responsible to contact the Wedding Coordinator. The Minister or church office can provide the contact information. The Wedding Coordinator will be present at the rehearsal and the wedding to assist in the smooth flow of your Wedding Day.

It is a privilege to participate in your wedding. May the miracle of Christ's love transform your lives as you are made one in Him!

V. Fees For Facilities And Services²

The fees below are due at the wedding rehearsal. Please write individual checks and consult the church office (412.828.5770) for the names to be included.

	<u>Member</u>	<u>Non-Member</u>
Use of Sanctuary	\$100	\$100.00
<i>Bridal Service</i> and Supplies	\$75.00	\$ 75.00
Dining Room (if used)	\$100	\$125.00
	<u>Member</u>	<u>Non-Member</u>
Minister	A donation may be made at member's discretion.	\$175.00
Organist		
Without a soloist	\$175.00	\$175.00
With a soloist	\$200.00	\$200.00
Custodian		
Sanctuary Use	\$100.00	\$125.00
Dining Room Use	\$100.00	\$125.00

The undersigned agree to follow procedures and agree to reimburse the church for damages.

Bride _____ Date _____

Groom _____ Date _____

² Revised June 2023

- () This copy is for the Bride
- () This copy is for the photographer

OAKMONT PRESBYTERIAN CHURCH
415 Pennsylvania Avenue
Oakmont, Pennsylvania 15139
(412) 828-5770

As photographer for the _____
wedding on _____ at _____, you are asked to observe the following:

1. Make any photographing inconspicuous so it in no way interrupts the ceremony in a sacred space.
2. Flash pictures are not to be taken during the ceremony except during the Processional and the Recessional.
3. Photographs of the procession will be permitted as the bridal party comes across the back of the Sanctuary and starts down the aisle. Please do not detain the procession once it has begun.
4. Posed pictures may be taken in the Marie Berg Room (Bride's Room) prior to the service. Also, posed pictures may be taken in the Lona McCrea Room (Groom's Room).
5. Following the service and after the departure of the guests, posed pictures of the ceremony may be taken in the Sanctuary. In consideration of the Minister's schedule, it is requested that any pictures with the Minister be taken in a timely manner.
6. If any furniture is relocated for the staging of pictures it is the responsibility of the photographer to return the furniture to its original location.
7. The *Wedding Coordinator* will be available to you prior to the ceremony to assist with any questions.

- () This copy is for the Bride
- () This copy is for the videographer

OAKMONT PRESBYTERIAN CHURCH
415 Pennsylvania Avenue
Oakmont, Pennsylvania 15139
(412) 828-5770

As videographer for the _____
wedding on _____ at _____, you are asked to observe the following:

1. Make any video taping inconspicuous so it in no way interrupts the ceremony in a sacred space.
2. A tripod will be necessary as you will be positioned in the front of the sanctuary from where you can tape the processional and the ceremony without having to move.
3. Before the ceremony, you are permitted to video tape in the Marie Berg Room (Bride's Room) and the Lona McCrea Room (Groom's Room).
4. The *Wedding Coordinator* will be available to you prior to the ceremony to assist you with any questions.

- () This copy is for the Bride
- () This copy is for the Florist

OAKMONT PRESBYTERIAN CHURCH
415 Pennsylvania Avenue
Oakmont, Pennsylvania 15139
(412) 828-5770

As florist for the _____ wedding on _____ at _____, you are asked to observe the following:

1. Guidelines for the use of decorations in the Sanctuary are set by the Oakmont Presbyterian Church Trustees. The use of nails, screws, wire, and tape is forbidden. The Christian symbols of the cross and communion table may not be removed or obstructed. It is suggested that you keep in mind the architectural simplicity of the Sanctuary when planning your decorations.
2. If you mark pews with bows, use ribbon to hold the bows in place. If your pew markers are heavy and you need to use clamps, the clamps must be padded to protect the wood. (Oasis clamps do not fit on the end of our pews.)
3. The church has two candelabra that are available for wedding use. Each holds seven candles. Church candles are included in the wedding fee. Wax candles may not be used. The candelabra may be decorated using chenille wires. Do not use tape. Candles, with a burning flame, may not be used in the windows.
4. Decorating should be completed one hour prior to the ceremony. Containers used for carrying flowers are to be removed from the premises. Clean-up after decorating is the responsibility of the florist. Church staff will have completed their work before you come.
5. Pedestals, urns, greens, etc. must be removed from the Sanctuary within one hour after the ceremony (usually about a 30 minute service) so that the Sanctuary can be made ready for Sunday morning worship service. There is no space available for weekend or overnight storage. Brides who want to keep pew bows must arrange for someone to get them after the service. The church is not responsible for equipment left in the Sanctuary.
6. If you have any questions, please call the church's Wedding Coordinator or the church office (412.828.5770).

WEDDING FORM
OAKMONT PRESBYTERIAN CHURCH

415 Pennsylvania Avenue
Oakmont, Pennsylvania 15139 Date This Form Completed _____
Phone: (412) 828-5770 Fax 412/828-0907

Bride's Name _____

Bride's Address _____

Bride's Phone Numbers: Home _____ Cell _____

Groom's Name _____

Groom's Address _____

Groom's Phone Numbers: Home _____ Cell _____

Date of Wedding _____ Time of Wedding _____

Date of Rehearsal _____ Time of Rehearsal _____

Place of Wedding _____

Bride's Church _____

Groom's Church _____

Address Following Wedding _____

Organist: Yes _____ No _____ Name: _____

Soloist: Yes _____ No _____ Name: _____

Size of Wedding Party: Bridesmaids _____ Maid of Honor _____ Flower Girl _____

 Ushers _____ Best Man _____ Ring Bearer _____

Names and Relation to Bride/Groom

Bridesmaids _____

Ushers _____

Maid of Honor _____

Best Man _____

Flower Girl _____

Ring Bearer _____

CONFIDENTIAL INFORMATION

Groom

Date of Birth _____

Single _____ Widowed _____ Divorced _____

Divorce Date _____

Birthplace _____

Father's Name _____

Mother's Name _____

Bride

Date of Birth _____

Single _____ Widowed _____ Divorced _____

Divorce Date _____

Birthplace _____

Father's Name _____

Mother's Name _____

Please include with this form a list of the attendants and their placement in the bridal party beginning with the maid/matron of honor and the best man.

Please mail to:

Minister
Oakmont Presbyterian Church
415 Pennsylvania Avenue
Oakmont, Pennsylvania 15139