



Planning Your Wedding

Opequon Presbyterian Church
217 Opequon Church Lane
Winchester, VA 22601
(540) 662-1843
office@opequonchurch.com
Pastor: The Reverend David Witt
Organist: William Heavner
Wedding Coordinator: Robin Eddy

Opequon Presbyterian Church



Worship since 1732
Organized since 1736

The Opequon Presbyterian Church staff and congregation welcome the opportunity to share with you in the planning of this exciting event in your lives. It is our hope that this booklet will assist you as you plan for your wedding and will be helpful to you in managing the many details so that your ceremony may set the tone for your marriage. As a service of Christian worship, the marriage service is under the direction of the pastor and the supervision of the session, the governing body of each Presbyterian Church. The session shall approve the use of the church building for all weddings.

10.0 Wedding

10.1 Purpose. As a service of Christian worship, the marriage service is under the direction of the pastor and the supervision of the session, the governing body of each Presbyterian Church. Marriage is a gift God has given to all human kind for the well-being of the entire human family. Marriage is a civil contract between a woman and a man to each other, publicly witnessed and acknowledged by the community of faith. Either the man or the woman must be a professing Christian. At least one member of the couple should have a connection to Opequon Presbyterian Church or be open to exploring a commitment to Christ and the church.

It is recommended that those requesting remarriage after divorce be counseled by the pastor. A service of worship recognizing a civil marriage should be in accordance with the Book of Order 2-4.9006.

10.2 Setting the date. It is wise to arrange scheduling for the use of the church well in advance. The church calendar and pastor's schedule are often filled several months ahead of time. The session shall approve the use of the church building for all weddings. A Facility Use Form must be completed. The seating capacity for the church sanctuary is 330. The seating capacity of the Memorial Sanctuary is 125.

The pastor will help with your plans for the wedding and for your new life together. A date for the wedding and for pre-marital counseling with the pastor should be scheduled before other plans are made. The pastor normally requires three sessions of pre-marital counseling at which time many questions can be answered and suggestions offered which will help make your wedding a deeply significant act.

Weddings are not scheduled for Sundays, during Holy Week, Easter, Christmas Eve, or Christmas Day as these special times are reserved for other worship events in the life of the congregation. Also certain Saturdays are not available: for example, Saturday after Thanksgiving, Saturday before Christmas Sunday, Saturday before Palm Sunday, and the Saturday before Easter.

10.3 The Wedding Service. The content, actions, and music of the entire wedding service should be in keeping with the worship of God. During the wedding service a man and a woman pledge their life, love, and faithfulness to one another before God and a gathering of family and

friends.

Celebration of the Lord's Supper at the marriage service requires the approval of the session and care shall be taken that the invitation to the Table is extended to all baptized present.

10.4 Officiating. The pastor of this church will officiate at your wedding. If your family desires to ask another clergy person to participate in the ceremony, our pastor should be consulted. Upon his approval, the pastor and session will extend the invitation. The pastor will indicate the ceremony to be used during the consultation with the couple. The pastor should also be consulted if friends or relatives are to participate in the service and if special readings or departures from the traditional service are planned. A traditional Presbyterian service is encouraged.

10.5 Wedding Coordinator. In making preparations for any wedding, the bride will want to be in communication with the Wedding Coordinator. This is to facilitate the smooth execution of all plans, to answer questions well in advance of the wedding, and to make the bride and groom aware of details that they otherwise may overlook. The wedding coordinator is to be engaged for all weddings.

It is the Wedding Coordinator's responsibility to:

- be your advisor in planning wedding arrangements in accordance with church policy
- assist the pastor in directing the wedding rehearsal

- direct the set-up and decorating as described in this policy
- assist with providing dressing areas if needed
- assist the church sexton with the care and security of the building
- be responsible for seeing that the wedding goes smoothly.

10. 6 Rehearsal. A rehearsal is necessary for all weddings. The rehearsal is usually held on the evening before the wedding and will take one hour, contingent upon a timely start. Promptness on the part of the wedding party is requested. For legal purposes, the pastor must have the wedding license before the ceremony.

Therefore, the license must be brought to the rehearsal and given to either the pastor or the coordinator. Also all fees should be brought to the rehearsal and given to the Wedding Coordinator.

Since the wedding is an act of worship, the minister conducting the ceremony will lead the rehearsal and the wedding. Any questions or concerns not covered in this policy/booklet should be discussed with the pastor prior to making any arrangements. The Wedding Coordinator will meet with the wedding party on a scheduled date to explain procedures and answer questions. If the bride and groom wish to provide a Mistress of Ceremony, that person's responsibility will be limited to assisting the bride prior to the wedding ceremony and working with the wedding party as they enter the sanctuary. She will be

asked to meet with the Wedding Coordinator to discuss how she may assist.

10.7 The Wedding Party. As the church is a place of worship, it is expected that members of the wedding party will refrain from the use of alcoholic beverages prior to and during both the rehearsal and the wedding. Smoking is not permitted in any church building, and the bride and groom are requested to make this known to members of the wedding party. We also ask that members of the wedding party refrain from chewing gum in the church.

10.8 Music. Music is an important part of a wedding service and should be in keeping with the acknowledged standards of the church. The organist acts on behalf of the Session in the choice of appropriate music. If the church organist is unavailable for the wedding, and another organist is engaged, that person and the chosen music are to be approved by the pastor and the church organist.

10.9 Decorations. The bride-to-be is responsible for notifying the Office Administrator at the church of the name of the florist or other individuals responsible for decorating. When using flowers or decorations, care should be taken that no church property is marred. No decorations are to be placed on the organ, piano, or communion table. No nails or tacks are to be used in

decorating the pews or other parts of the Sanctuary. Ribbon or simple floral arrangements may be used to mark reserved seats. An aisle runner must be used if living flower petals are to be thrown. We ask that flower girls carry silk flower petals. Rice or confetti may NOT be thrown inside or outside the church building. Birdseed is permitted outside, but discouraged.

If candles are used during the wedding, "non-drip" candles are required and adequate provisions must be made to protect the carpet and furnishings from possible dripping wax. If candelabra are to be used heavy, clear plastic must be placed beneath them. The pulpit, communion table, and baptismal font, as symbols of Christian worship, along with the hymnbooks and Bibles shall remain in the sanctuary. Movement of church furnishings within the sanctuary is at the discretion and approval of the pastor(s) and wedding coordinator. Any breakage or damage is the responsibility of the bride or the bride's family.

10.10 Photographers. The wedding ceremony is a worship service. Flash pictures taken during the ceremony are disruptive and therefore not permitted. If there is a printed wedding bulletin, please note that "flash photography is NOT allowed during the wedding ceremony." There are to be no pictures taken during the ceremony, with the following exceptions:

- a picture of the bride entering the sanctuary
- time-exposure from unobtrusive locations

- pictures of the bridal party leaving the sanctuary.

Pictures may be taken in the sanctuary after the wedding. If you plan to videotape your wedding the Wedding Coordinator is to approve the locations of such equipment. The location of the video equipment should be decided during the rehearsal rather than the day of the wedding. The couple is to share this information with both professional and amateur photographers.

10.11 Wedding Reception. If you desire to have the wedding reception at the church, arrangements shall be made with the church office. There are to be no alcoholic beverages or smoking in any church buildings. No nails, tacks or tape are to be used to secure decorations. Suitable music for the reception must be arranged in advance and under no condition may pianos be moved without approval and previous arrangement with the organist. The use of the kitchen is to be coordinated with the sexton. It is the responsibility of the families to clean up after the reception. Families are asked to arrange for clean-up following the reception and will be responsible should any damages occur.

10. 12 Security. The church or its representatives are not responsible for the security or care of gifts, wraps, or personal possessions at any time during rehearsals, wedding or reception.

10.13 Fees. All fees are the responsibility of the couple. Please bring fees to the rehearsal. If using checks make check payable to: Pastor David Witt; Pastor Marcia Jaureguizar, Organist William Heavner; Sexton Robert Sydnor; Wedding Coordinator Robin Eddy. Checks for the use of the Sanctuary, Memorial Sanctuary or Fellowship Hall should be made payable to Opequon Presbyterian Church.

10.14 Fee Amounts.

Members

When the bride or groom or at least one of their parents is an active member of the church, the following fees apply:

- Use of the Sanctuary—No Fee
- Use of the Memorial Sanctuary—No Fee
- Use of Fellowship Hall/Kitchen—No Fee
- Organist (wedding & rehearsal)—\$150 Add \$25 for practice with soloist
- Wedding Coordinator—\$100
- Sexton (wedding)—\$75 Add \$50 for reception and/or rehearsal dinner.

The pastor makes no specific charge for his/her services, but it is customary for the bridegroom to give a gratuity to the pastor which is usually the same or more than the amount paid to the organist. The best man presents it to the pastor.

Non-Members

- Use of the Sanctuary—\$375
- Use of the Memorial Sanctuary—\$275
- Use of Fellowship Hall/Kitchen—\$275
- Pastor—\$250
- Organist (wedding & rehearsal)—\$200 Add \$25 for practice with soloist
- Wedding Coordinator—\$150
- Sexton (wedding)—\$125 Add \$50 for reception and/or rehearsal dinner

10.15 Approved by Session: April 19, 2011

Notes