

# WEDDING GUIDELINES

Ogden Presbytery Church  
2400 South Union St.  
Spencerport, NY 14559

[www.ogdenpresbyterian.org](http://www.ogdenpresbyterian.org)

*It is a pleasure to make available to you the facilities of our church  
for the consecration of this important event in your life.  
The following guidelines are provided for your assistance in planning your wedding.*

## The Meaning of Marriage

*Marriage is a gift God has given to all humankind for the well-being of the entire human family. Marriage is a civil contract between a woman and a man. 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.* (This and other italicized quotations are from the Directory for Worship, Book of Order of the Presbyterian Church (USA), W-4.900).

## Premarital Counseling

*In preparation for the marriage service, the minister shall provide for a discussion with the man and the woman concerning  
the nature of their Christian commitment, assuring that at least one is a professing Christian,  
the legal requirements of the state,  
the privileges and responsibilities of Christian marriage,  
the nature and form of the marriage service,  
the vows and commitments they will be asked to make,  
the relationship of these commitments to their lives of discipleship,  
the resources of the faith and the Christian community to assist them in fulfilling their marriage commitments.*

*This discussion is equally important in the case of a first marriage, a marriage after the death of a spouse, and a marriage following divorce.*

*If the minister is convinced after discussion with the couple that commitment, responsibility, maturity, or Christian understanding are so lacking that the marriage is unwise, the minister shall assure the couple of the church's continuing concern for them and not conduct the ceremony. In making this decision the minister may seek the counsel of the session.*

Ogden Presbyterian Church requires that couples married in this church engage in 8 to 10 hours of premarital preparation. The premarital counseling materials cost \$35 and this must be paid at the first counseling session. The purposes of the preparation are fourfold:

- to provide opportunities which will deepen the couple's relationship with one another,
- to enable to couple to consider their relationship with God;
- to develop the relationship between the Pastor and the couple;
- to involve the couple in the development of the wedding service.

It is the responsibility of the bride and groom to phone the minister for an appointment. If the premarital counseling requirement is not met, if invitations are mailed out prior to receiving Session approval, or if any of the following guidelines are not honored, the minister or Session may cancel the marriage service at any time prior to and including the day of the wedding.

**In the situation of another minister being involved with the wedding ceremony, it must be with the approval of and with participation of the OPC minister.**

## **A Service of Worship**

Christian marriage should ordinarily be celebrated in the place where the community gathers for worship. As a service of Christian worship, the marriage service is under the direction of the minister and the supervision of the session. The marriage ordinarily takes place in a special service which focuses upon marriage as a gift of God and as an expression of the Christian life. Others may be invited to participate as leaders in the service at the discretion of the pastor. Celebration of the Lord's Supper at the marriage service is entirely appropriate, but does require the approval of the session, and care shall be taken that the invitation to the Table is extended to all baptized present. The marriage service may take place during regular Sunday worship upon authorization by the session.

Ordinarily the service of marriage shall follow the forms in The Book of Common Worship of the Presbyterian Church (USA). In every case the order of worship for the service of marriage shall conform to the standards of the Presbyterian Church.

## **Music**

The bride and groom should make an appointment with the church organist prior to the wedding for the purpose of planning music. The regular church organist shall ordinarily play for all services of marriage. Guest organists shall play only with prior approval of the church organist. The organist must be notified well in advance of the wedding if special music is desired. If a soloist is to be accompanied, then arrangements must be made with the organist for rehearsal. Because a service of marriage is a service of worship, all music must be appropriate to Christian worship.

In all cases, the final decision regarding the music for a service of marriage shall remain with the church organist and the minister. Every good effort will be made to provide music which pleases the bride and groom and which is in good taste, as well as conformity to Presbyterian standards for worship.

## **The Rehearsal**

The minister shall direct the wedding rehearsal. Rehearsals usually take from forty-five minutes to one hour. All members of the wedding party should make every effort to be on time. If no one in the wedding party arrives within thirty minutes of the established rehearsal time, the minister may refuse the service of marriage.

## **Decorations, Flowers and Candles**

Ribbon or simple floral arrangements may be used to decorate pews. However, no thumbtacks or nails are to be used on church woodwork. Masking tape works well to fasten pew decorations. A white aisle runner may be obtained from the florist if desired. The church office should be notified as soon as possible concerning the disposition of flowers left at the church following the wedding.

All candles in the sanctuary are oil filled and may not be moved. Additional non-drip candles can be obtained from one's florist or purchased by the family. Candle lighters and flower stands are available for your use.

The sanctuary will be available for decoration by prior arrangement through the Church Office.

## **Photographs**

Since a wedding is a service of worship, wedding guests may take photographs only during the processional and recessional. A designated wedding photographer may take non-flash photographs from the balcony or in the back of the sanctuary during the service. A video camera may be used in the balcony or in the back of the sanctuary. The wedding bulletin will specifically request worshippers not to take any photographs during the service.



**WEDDING BUILDING USE FORM**

**Ogden Presbyterian Church**

2400 South Union Street, Spencerport, NY 14559 (585) 352-6802  
ogdenpres@frontiernet.net

**Applicant Name:** \_\_\_\_\_

**Wedding Date Requested:** \_\_\_\_\_

**Time Requested:** \_\_\_\_\_

**Approximate number that will be using facility:** \_\_\_\_\_

**Reception Requested at OPC using the Fellowship Hall and Kitchen?** \_\_\_\_ Yes \_\_\_\_ No

**If Yes, indicate Date and Time Requested:** \_\_\_\_\_

**Approximate number that will be using facility:** \_\_\_\_\_

**Rehearsal Date Requested:** \_\_\_\_\_

**Time Requested:** \_\_\_\_\_

**Approximate number that will be using facility:** \_\_\_\_\_

**Contact Name Requesting Use:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**NOTE:**

- Sanctuary use must be approved by Session
- Food consumption must be confined to the Fellowship Hall
- Only rooms assigned may be utilized

**Automatic External Defibrillator (AED) located in a case on north wall of Fellowship Hall near entrance/exit door. Accident forms are located by AED.**

**Accessibility:** A ramp is available at our southeast entrance and an elevator at the North side entrance.

Do you anticipate use of the elevator? \_\_\_\_ YES \_\_\_\_ NO

I have read and initialed the conditions governing the use of the facilities (reverse side) thereby agreeing to assume responsibility to see that all regulations are complied with by my organization,

**Requestor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Confirmation that the time is available on church calendar (initial and date): \_\_\_\_\_

The above use has been added to the church calendar (initial and date): \_\_\_\_\_

Trustee Approval: \_\_\_\_ YES \_\_\_\_ NO

Trustee Signature and date: \_\_\_\_\_

The Board of Trustees of OPC has the responsibility of governing the use of the church building and facilities.

The church will make available its facilities based on the following conditions:

1. The attached application is received and approved by the Board of Trustees. Please submit a completed application a minimum of 6-8 weeks prior to the desired use date. Applications will be evaluated at the Board of Trustees meeting held once a month.
2. Use of the Sanctuary needs approval by Session and the Board of Trustees.
3. Smoking is not permitted in the building or on the church property.
4. Alcoholic beverages are not permitted on the church property.
5. The use of the church facilities does NOT include consumables (i.e. coffee, tea, paper, sugar, etc.)
6. Adult supervision must be provided for all children or youth present.
7. Use of the facilities is limited to the area assigned.
8. The applicant is responsible to see that the building is left in a reasonably good condition. Any damage caused during the time assigned to the applicant is the responsibility of that applicant. Such damage must be reported to the church secretary or to the Trustees.
9. If you are the last person to leave, turn off all the lights and lock all exterior doors.
10. Advanced decorating or arrangement of furniture must be done in the time requested so that the activity does not interfere with other church functions. If functions are scheduled immediately before or after the applicant's use, the church secretary or Trustees will notify you well in advance. Adherence to the requested time is very important to avoid usage conflicts.
11. Rice and confetti are not to be thrown inside the church building. It is suggested that in place of rice or confetti, birdseed or bubbles may be used outside.

I have read and agree to abide by these conditions.

\_\_\_\_\_ (Applicant initials/date)