

Westminster Presbyterian Church-OKC
4400 North Shartel Avenue
Oklahoma City, Oklahoma 73118
Telephone 405-524-2204
FAX 405-524-4740
www.wpcokc.org

WEDDING POLICY

Congratulations on your engagement! Our desire is to help you create a wedding that is a special and meaningful day for you and a worshipful service that honors the Lord. Following are the wedding policies and practices of the church. We look forward to working with you as you begin your marriage and hope that you will consider making Westminster your church home after your wedding. We wish you every joy and blessing!

A Christian Marriage at Westminster Presbyterian Church

"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." Book of Order W.4.9000.

Following a conference with the Presiding Minister, the facilities of Westminster Presbyterian Church are available for the weddings of all active members and their immediate families. This includes the children, grandchildren, parents, and grandparents of active members. In certain circumstances, couples that are not active members of the Westminster community may be granted permission to have their wedding in the church. The Interim Executive Pastor/Head of Staff grants permission on a case-by-case basis.

Weddings solemnized in Westminster Presbyterian Church are Christian, and therefore, considered to be worship services under the direction of the Presiding Minister. The Christian wedding is a sacred gathering of worshipers invoking God's blessing and spiritual guidance on those being united in holy matrimony and should be conducted with reverence and dignity. In order that you may have a sacred and dignified ceremony, you are asked to make careful and thorough preparation,

practically and spiritually. The ministerial and administrative staff of Westminster will guide you through this process.

Scheduling A Wedding at Westminster

General Guidelines on Selecting A Date

Westminster Church is a busy facility with a variety of worship services, classes, and childcare activities occurring daily. As a result, we have established guidelines on the timing of wedding activities on the church calendar. In general, the guidelines are as follows:

- Westminster facilities may be scheduled for wedding services Monday through Saturday.
- Because of the need to prepare the church for Sunday worship services, weddings scheduled for Saturday must commence no later than 7:00 p.m. and receptions may not be held in church after 2:00 p.m. No more than two wedding related events, either wedding services or receptions, will be scheduled on Saturdays.
- On any available date, if multiple wedding services are scheduled, they must be at least six hours apart and may not be held concurrently.
- Weddings will not be scheduled on Sundays, Easter weekend, Christmas Eve or Christmas Day.

Reserving the Church for Your Wedding Ceremony

One of your first steps in planning a wedding at Westminster Presbyterian Church is to set up a meeting with the Executive Assistant to Interim Executive Pastor/Head of Staff to select a date that is available on the church calendar, discuss church guidelines, wedding fees, the availability of Westminster ministers to preside over your ceremony, the assignment of a Westminster Wedding Coordinator, and the premarital counseling process required for all couples. Church administrative office

hours are Monday through Friday, 8:30 a.m. – 5:00 p.m. To arrange this initial meeting, please contact the Executive Assistant by phone at 405-524-2204, Extension 228.

When you are ready to make a decision regarding the wedding date, a non-refundable deposit of \$150.00 is required to hold the date and time for your wedding ceremony and related activities. This deposit may be made using cash or by check made payable to Westminster Presbyterian Church and given to the Executive Assistant. We do not accept credit or debit cards. We urge you to plan carefully. Any change of date will necessitate an additional \$150 deposit to hold the new date and time.

Westminster Staff Members With Whom You'll Work Closely

Presiding Minister for Your Wedding

A Christian marriage is a covenant in God's sight. No person is more capable or eager to guide you to a truly mature, Christian marriage than the minister. With this in mind, it is our policy that all weddings taking place at Westminster Presbyterian Church be officiated by one of the Westminster staff ministers. The staff minister will be the Presiding Minister who will approve any written materials used in the wedding service, be present for your rehearsal, and conduct your wedding ceremony. The Presiding Minister will also conduct the premarital counseling process required for all couples. This counseling process will be a series of meetings that may include discussions of spiritual formation, service planning, and personality assessment components.

If you would like a visiting minister to also participate in your wedding service, several specific procedures must be followed:

- Notify the Executive Assistant to the Interim Executive Pastor/Head of Staff at least three months in advance of the wedding date.
- Upon the Interim Executive Pastor/Head of Staff's approval, you will need to submit a written request to the Session of Westminster Presbyterian Church for its approval.
- Upon approval by the Session, the Interim Executive Pastor/Head of Staff will extend an invitation to your visiting minister and will identify the parts of the wedding service in which he or she may be involved. When an invitation is extended, please note that the outside minister is a guest of Westminster

Presbyterian.

- Participation by an ordained PCUSA Westminster Staff minister is required for all wedding rehearsals and weddings conducted at Westminster when a visiting minister is participating.

Westminster Wedding Coordinator

When your wedding has been scheduled on the church calendar and your deposit received, the Executive Assistant will assign a Westminster Wedding Coordinator for your ceremony and related activities. The Westminster Wedding Coordinator will contact you to arrange a time to meet at the church to review the Westminster policies, the details of your wedding, and give you a tour of the church and the equipment that is available for your use.

The Coordinator's knowledge of the policies regarding the rehearsal, the ceremony, and the facilities will keep the service of marriage running smoothly and in accordance with Westminster Presbyterian Church's manner of worship. It is mandatory for a Westminster Wedding Coordinator to be the sole wedding coordinator involved in the planning of all rehearsals, wedding ceremonies, and receptions at Westminster. If either the bride or groom has four or more attendants, an additional Westminster Wedding Coordinator will be assigned to assist with the rehearsal and wedding.

The Westminster Wedding Coordinator has the authority to make decisions and enforce guidelines regarding the elements of the service and related matters. It's important for you to help your family, friends, florists, and photographer understand this relationship, the coordinator's authority and role as the sole wedding coordinator involved.

Please note, however, it is not the responsibility of the Westminster Wedding Coordinator to assist with decorating or the removal of decorations and equipment after the wedding. You must make arrangements for someone to be responsible for this task.

Director of Worship & Music

The wedding service at Westminster Presbyterian Church is a Christian worship service celebrating the joining of the couple in holy matrimony and invoking God's blessing and spiritual guidance. Because of this, the Director of Worship & Music is closely involved in the musical aspects of the wedding service.

The Wedding Service

"Music suitable for the marriage service directs attention to God and expresses the faith of the church. The congregation may join in hymns and other musical forms of praise and prayer. Flowers, decorations, and other appointments should be appropriate to the place of worship, enhance the worshipers' consciousness of reality of God and reflect the integrity and simplicity of Christian life." Book of Order W.4.9005*

**Hymns as found in the blue (1990) PCUSA hymnal)*

Music

All music for wedding services at Westminster Presbyterian Church must be sacred in nature. The Director of Worship & Music must approve the following:

- All musical selections for the ceremony. Please see Appendix A for a listing of vocal music appropriate for wedding services at Westminster Presbyterian Church.
- The inclusion of guest musicians and the selections of the music they perform.

The Director of Music & Worship may be contacted Monday through Friday between 8:30 a.m. and 5:00 p.m. to schedule a meeting to discuss your musical selections. The Director can be reached by telephone at the following number 405-524-2204, Extension 240.

It is important to note the following with regard to the music for your wedding:

- Recorded music is not permitted.
- No electronically enhanced instruments may be attached to the church audio system.
- External amplification is not permitted.

Communion

Communion will not be served at weddings conducted at Westminster Presbyterian Church.

Flowers

Flowers may be placed in specific positions in the Sanctuary or Chapel. Typically the placement is at each end of the Communion Table and at the sides of the chancel steps. The church provides a limited number of pedestals for flowers. Please confirm the placement locations and pedestal availability with the Westminster Wedding Coordinator prior to consultation with your florist.

As you consult with your florist, it's important to remember the following:

- Flowers and candles may not be placed on the Communion Table or on any musical instrument.
- There are to be no nails, adhesive tape, wire or any kind of fastener used that might mar surfaces of the church.
- Live or artificial flower petals may not be dropped on the carpet of the Sanctuary or Narthex, on any area of the church or church grounds.
- Rice, birdseed, potpourri, and feathers are not to be thrown in any area of the church or on church grounds.
- When floral arrangements and other decorations have been placed in the Sanctuary or Chapel for special liturgical days, including Advent, they will not be removed for weddings.
- Special seasonal decorations in the church will not be removed for weddings unless necessary for the flow of traffic.
- The two cast iron urns containing silk floral arrangements may not be moved from their pedestals in the Chancel.
- Furniture in the Sanctuary and Chapel may not be moved.
- Any outside rented fixtures, such as candelabras, will not be set up or taken down by our facilities employees or the Wedding Coordinator.
- All floral decorations and fixtures must be removed from the church immediately following the ceremony. The removal is the responsibility of the wedding party. The church staff and Wedding Coordinators will not provide this service. Any decorations left in the church will be discarded. The church

does not assume responsibility or liability for any fixtures that do not belong to the church

Candles and Unity Ceremonies

Only dripless candles may be used in the church. Eighteen aisle candleholders that attach to the ends of the pews in the Sanctuary are available. The Chapel pews do not accommodate aisle candleholders. Two brass seven-branch candelabras are also available for use during the ceremony. Votive candles may be used in a limited number and restricted placement. The Westminster Wedding Coordinator must approve the use and placement of votive candles.

If you plan to include a unity candle in your marriage service, the church has available gold and silver unity candles that you may take with you following the service.

If you wish to include a unity sand element in your marriage service, you will need to provide all sand and containers. These will be placed on a covered table provided by the church and located in the same general area designated for the unity candle.

Programs

It is not necessary to have a program or written order of service for your wedding. However, if you choose to print a program, the Presiding Minister must approve the draft before it is printed. If programs are to be used, please plan to bring them to the church at the time of your rehearsal. The church is unable to accept early delivery or to provide storage for printed wedding programs.

Children in the Wedding Party

Please keep in mind that the wedding is a sacred and dignified service of worship. If you are uncertain that the children in your wedding party will be able to behave during the service, consider including them in the photos, but not in the actual wedding service. Your Westminster Wedding Coordinator can help you with creative ways to include children if you desire.

Video/Audio/Photographer

The wedding is a special day for the couple, their families, and friends. In this joyfulness, there is a desire to 'capture the moment'. Every wedding at Westminster, however, is first and foremost a service of Christian worship. This service should be conducted with reverence and dignity with the primary focus on God, rather than the wedding party. For this reason, five minutes prior to the beginning of the worship service, the Presiding Minister will instruct the congregation to refrain from taking videos or photos during the service.

During the service, your professional photographer will have access to the two camera platforms located in the north and south transepts, the balcony, the center aisle behind the seated congregation, and west of the bell tower entrance. Flash photography during the worship service is not permitted.

Outside video and audio operators will not be allowed access to the Westminster audio room. A complete three-camera video production system may be scheduled with the church's audio/video crew for an additional charge and subject to availability. The church provides microphones for the minister and musicians; and must be arranged in advance in consultation with the Westminster Wedding Coordinator.

Rehearsal

A thorough rehearsal will facilitate a smooth wedding ceremony. Rehearsals must be scheduled before the day of the wedding, typically the late afternoon or early evening before the day of the ceremony. The Westminster Wedding Coordinator, Presiding Minister and wedding party will schedule a mutually available time for the rehearsal. Everyone participating in the wedding ceremony should be present and on time for the rehearsal. The rehearsal usually takes an hour, depending on the size of the wedding party. Please request that your musicians and vocalists arrive 15 minutes prior to the beginning of the rehearsal for a sound check with the audio engineer. Sound checks cannot occur during the rehearsal or on the day of the wedding.

Marriage License

In order for the wedding ceremony to be conducted at Westminster Presbyterian Church, the bride and groom must have a valid marriage license issued by the Oklahoma County Court Clerk's Office. Please see the Court Clerk's website for details on obtaining the license:

<http://www.oklahomacounty.org/courtclerk/marriage.asp>

A reduced marriage license fee is available upon the submission to the court clerk of an original certificate of successful completion of a premarital counseling program. This can be arranged with the Presiding Minister. The certificate must be an original document stating that the named persons have successfully completed the premarital counseling requirements. No copies, faxes, or emailed certificates are accepted.

The marriage license should be delivered within ten (10) days from the date of issue to the Presiding Minister. Within the five days following the wedding ceremony, the

Presiding Minister will return the marriage license to the Oklahoma County Court Clerk's Office.

Westminster Presbyterian Church Facilities

The following facilities are available for wedding ceremonies and receptions at the church.

Wedding Ceremonies

The Sanctuary that has a seating capacity of 650.

The Chapel that has a seating capacity of 125.

The Adult Lounge accommodates 50 people standing.

Receptions

The Payne Garden Court accommodates 400-500 people standing or 300 seated.

The Campbell Social Hall accommodates 500 standing.

Bride's Dressing Room

A dressing room is available for both Sanctuary and Chapel weddings for the bride and her attendants. Located away from the regular flow of traffic, this room provides ample carpeted space, mirrors, dressing tables, and a restroom. Locked storage space is available to store the wedding dress overnight, but the church is not responsible for theft or for damage by vandalism, fire, or natural disasters. Please consult with your Westminster Wedding Coordinator if you are interested in storing your dress overnight.

Groom's Dressing Area

A dressing room is available for the groom and his attendants. Let your Westminster Wedding Coordinator know if you would like to store clothing overnight in a locked closet. Again, the church is not responsible for theft or for damage by vandalism, fire or natural disasters.

Nurseries

Nursery services are available for children upon request. The charge for using the nursery at Westminster is \$50 per two-hour period for up to three children. If you desire to use nursery service, please coordinate this with your Westminster Wedding Coordinator.

Receptions

The Payne Garden Court and Campbell Social Hall are available for wedding receptions. If you desire to have your wedding reception at the church, please consult with your Westminster Wedding Coordinator. In general, caterers may not use the church kitchens, but may set up and serve from the various hallways or in a designated part of the reception area. The church does not furnish linens, plates, flatware, serving trays, or punch bowls to be used during weddings or receptions.

General Facility Guidelines

You and your wedding party may arrive at the church four (4) hours before the wedding service begins. You will need to plan to be out of the church one hour following the end of your wedding service or reception if it's being held at the church.

It is the responsibility of the bride and groom to communicate the following policies to the wedding party, families and guests:

- No smoking is permitted in the church or on church property.
- Alcoholic beverages are strictly prohibited on all church property, including parking lots.
- No person under the influence of alcohol or drugs may be present at the rehearsal, wedding ceremony, or reception held at the church.
- The wedding party and guests have access to only those areas designated for wedding activities, i.e., the Sanctuary or Chapel, restrooms, Bride's Dressing Room, Groom's Dressing Area, and rooms used for the reception.
- No electronic equipment such as TV/DVD's will be brought into the Bride's Dressing Room or Groom's Dressing Area.
- It is your responsibility to see that the dressing rooms and church facilities are left as clean as possible after the wedding. We suggest that you designate someone to be sure everything has been removed. Any items left at the church will be discarded.

- Any food or beverages brought into the Bride's Dressing Room or the Groom's Dressing Area must be removed from the Westminster property and parking lots prior to the departure from the facility.
- No rice, wheat, balloons, confetti, birdseed, or sparklers are permitted inside or outside the church.
- Church fixtures and equipment will be treated in a respectful and careful manner.

Failure to comply with any of these policies will result in additional charges being billed to the wedding party. Any further questions you have concerning the facility or arrangements for weddings should be directed to your Westminster Wedding Coordinator.

Fees

Weddings

Westminster Presbyterian Church has a simplified fee structure for weddings and related activities that cover the majority of the basic costs associated with the wedding. In addition to the non-refundable fee of \$150 to reserve the date of your wedding ceremony, the basic fee for a wedding service in the Sanctuary, the Chapel or the Adult Lounge is determined by the size of your wedding party and whether or not you are a member of Westminster Presbyterian Church. For members of the Church, the fee for a small wedding party (four or fewer bridal attendants) is \$1,600 and for a large wedding party (five or more bridal attendants) the cost is \$2,200. For non-members who have received the permission of the Session to be married in the church, the fee for a small wedding party is \$2,500 and \$3,000 for a large bridal party.

This fee covers the use of the facility and the costs of the Presiding Minister, Wedding Coordinator(s), an audio engineer, an organist or pianist, church-owned candelabras, aisle candleholders, unity candles and holders, microphones, and custodians.

Additional services such as a videographer, vocalists or musicians can be arranged for an additional fee. Honoraria for guest musicians should be made according to prior arrangements with musicians.

Reception

The Payne Garden Court and Campbell Social Hall are available for wedding receptions for a fee of \$500 for church members and \$1,000 for non-members. The fee covers the room use, Wedding Coordinator(s), and custodians.

Payment Arrangements

Approximately four weeks before your wedding, you will receive the invoice for the fees for your wedding service and reception if you choose to have one in the church. Payment is due no later than ten days before your service and may be made by a check made payable to Westminster Presbyterian Church. We do not accept credit or debit cards.

Payments may be hand-delivered to the Executive Assistant to the Interim Executive Pastor/Head of Staff or returned via mail to the Westminster Presbyterian Church address listed on the invoice.

If you or your wedding party have not complied with the general facility guidelines as outlined in this policy, additional charges may be added to your wedding fee. The Wedding Coordinator and custodians will determine your compliance. In the event of non-compliance or damage, additional charges will be determined and billed through the office of the Director of Finance and Administration.

Appendix A

Examples of Vocal Music Appropriate for Weddings at Westminster

A Moment Like This - Clarkson
Love Divine, All Loves Excelling - arr. Bunjes
A Wedding Benediction - Austin Lovelace
A Wedding Blessing - W. Peltz
Make Us One - Paul Johnson
Beginning Today - Darryl Ducote
May the Grace of Christ Our Savior: A Wedding Blessing - Ronald Schilling
Charity - Kenn Guilliksen
Entreat Me Not to Leave Thee - Charles Gounod
O Love That Casts Out Fear - Bach
On a Night Like This - Dave Barnes
The Father's Call - Tom Howard
O Perfect Love - Joseph Barnby
Flesh of My Flesh - Leon Patillo
Our Love - Scott/Coomes/North

The Gift of Love - Hal Hopson
Our Love in Christ - Kelly Willard
How Beautiful - Twila Paris
Parent's Prayer - Davis
I Can Only Imagine - Millard
The Prayer - Sager/Foster
In This Very Room - Harris & Harris
Take All of Me - Cooms/Endicott
Jesu, Joy of Man's Desiring - Bach
Taylor's Song - Nick Thurman
Jesus, Shepherd, Be Thou Near Me - Bach
This Is the Day - Scott Brown
The Wedding - Michael Card
Knees to the Earth - Nockels
We Are Man and Wife - Featherstone
Laudate Dominum (O Praise the Lord All Ye People) - Mozart
Wedding Prayer - Fern Dunlap
Wedding Song - Heinrich Schutz
Let Us Love One Another - Arnold Scherman
Where You Go - Mary Callahan
With This Ring - Roger Copeland
The Lord's Prayer - Malotte