

North Presbyterian Church Erwin F. Goedicke, Pastor
4222 Hamilton Avenue Phone: 681-1400
Cincinnati, OH 45223

WEDDING POLICY

PLANNING

The church has a genuine interest in your marriage. We are glad you want to be married in a church and that you would like to use the facilities of North Presbyterian Church. To assist you in planning the details of this important event, we have set out below some information regarding use and policies. Please do not hesitate to call the church office if there is other information or help we can give you.

Once the wedding has been scheduled you will need to contact our Wedding Coordinator, Jane Leist at 476-5558 to discuss the preparations for your wedding day at North.

MINISTER

As soon as you have made a firm decision to be married, you should contact the minister immediately, so a conference can be arranged for the very near future. That initial conference will enable the minister to fulfill his first responsibility, which is to determine whether the minister can, in good conscience and according to the rules and discipline of the denomination, perform the marriage. After such a determination has been made, the couple can consult with the minister in setting a firm date for the wedding, making sure there is no conflict with scheduled church events.

Another major purpose of this first conference is to make sure that the couple has become familiar with the wedding policies of this church. During the first conference, the minister and the couple will agree on as many additional conferences as may seem necessary and desirable.

Matters which may be discussed in these conference include the meaning of Christian marriage, the nature of the marriage contract, legal requirements, communication in marriage, handling of conflict in marriage, common and individual interests and practical issues related to establishing a home. One conference will be specifically to discuss the details of the rehearsal and the wedding itself, including the content of the service.

Ordinarily, the minister of this church will conduct the wedding ceremony. Should you desire for another minister to conduct or assist in the service, the minister of this church should be consulted to extend the invitation. The visiting minister should consult with the minister of this church about the marriage ceremony he or she plans to use.

MUSICIANS

Ordinarily, the North Presbyterian Church Minister of Music will play for weddings conducted at the church. It is important to contact him as soon as the wedding date has been set. If you wish to make your own arrangements for musicians from outside the church, this will need to be coordinated with the Minister of Music. Ordinarily, pre-recorded music may not be used.

MUSIC

The bride and groom should consult with the church's Minister of Music in the process of selecting the music to be used for the wedding. Remember that your wedding is a service of

Christian worship. All music that is used before, during, and after the wedding must be consistent with the Christian faith and the spiritual nature of this event. If you have particular pieces of music already in mind, feel free to suggest them to the Minister of Music, understanding that they will have to be judged appropriate for Christian worship and marriage. If you have not made any prior decisions about music, you will find our Minister of Music most helpful in the selecting of your wedding music.

THE CHURCH FACILITIES

The North Presbyterian Church sanctuary will seat up to 250 people. We also have a small, less formal chapel which seats about 30 people. A wedding, regardless of size, conducted in the context of Christian faith, is a worship event. Because the church sanctuary is that special place where the church gathers regularly to worship, it is the most appropriate place for your wedding.

Our Fellowship Hall may be used for large receptions, and we encourage its use. Smaller receptions may also be held in our large parlor. No alcoholic beverages are permitted to be served and there will be no smoking anywhere within the church building. There are two rooms located near the sanctuary where the wedding party may change clothes or dress at the church.

The fees charged for a wedding are listed below. Fees payable to “North Presbyterian Church” must be paid 2 weeks before the wedding. Organist and Minister must be paid the day of the rehearsal.

WEDDING FEES			
	MEMBERS	NON-MEMBERS	PAYABLE TO:
DAMAGE DEPOSIT	\$0	\$150	
SANCTUARY	\$0	\$200	North Presbyterian
CHAPEL	\$0	\$100	
AUDITORIUM	\$0	\$200	
AUDITORIUM W/KITCHEN	\$0	\$250	
PARLOR	\$0	\$200	
PARLOR WITH KITCHEN	\$0	\$250	
CUSTODIAN	\$25	\$0	
WEDDING COORDINATOR	\$50	\$50	
SOUND ENGINEER	\$25	\$25	
PASTOR	\$0	\$300	
MINISTER OF MUSIC			Chris Wallhausser
No Consultation/no rehearsal	\$65	\$100	
Consultation/rehearsal	\$90	\$150	
Consultation/rehearsal/ soloist rehearsal	\$115	\$180	

*Evening weddings may incur added cost.

DECORATIONS

The parties planning to be married may arrange for decorations with the florist of their choice, or they may bring flowers themselves. No nails or screws may be driven into walls or furniture. Furnishings and floor coverings must be protected from damage in decorating, particularly from wax drippings from candles and flower petals. The church must be left clean, and if this is a Saturday wedding, decorations must be removed from the sanctuary immediately. This is the florist's or families' responsibility.

All decorations must be in keeping with the idea that the wedding is a service of worship. Decorations should create a festive atmosphere of joy, without drawing attention to themselves and taking the focus off the worship service and wedding couple. You are strongly encouraged to protect the Christian atmosphere of the sanctuary itself. Be aware of the symbols there. The Cross and open Bible on the Communion table is considered the most appropriate symbolic focus for the service.

A kneeling bench is available if desired. The aisle cloth is an option which can be obtained through the florist.

The bride and groom should decide what to do with the flowers after the ceremony and inform the florist or others of their desire. Sometimes, if the wedding is on a Friday or Saturday, they will arrange for them to remain in the chancel for worship services on Sunday. If this is your wish, you need to inform the pastor and check with the church office, since other flowers will have normally been prepared. These flowers may be noted in the bulletin as memorial flowers or in honor of a special person.

No rice is to be distributed inside the building, but may be used outside. We encourage the use of bird seed instead of rice.

TAPING

If the couple would like to have a tape recording of the ceremony, they may use the church's taping equipment at a cost of \$5.00.

PHOTOGRAPHS AND VIDEO

We encourage the wedding party to have as many photographs to capture the beauty of your wedding as you think is necessary. However, no flashbulb pictures may be taken during the ceremony - that is, from the time the bridal party reaches the front of the sanctuary until the minister pronounces the benediction. Most photographers have equipment which will enable them to take quality photographs of the actual ceremony from the back of the sanctuary, or from some other discreet location. It is quite in order to pose for pictures both before and after the ceremony. The bride and groom should consider it their responsibility to inform the photographer of this limitation on his or her activity.

REHEARSAL

When you talk with the minister about plans for your wedding ceremony, you should also schedule rehearsal times. It is helpful if you call the church office a day or two before the rehearsal and remind the secretary of the time so that the janitor will have the building ready.

The minister is responsible for the conduct of the rehearsal. All members of the wedding party are expected to be at the rehearsal and it is essential and courteous for everyone to be on time. It is important to remember that the rehearsal is a preparation for a service of worship and,

therefore, should be conducted with an attitude of reverence and without undue confusion. Whenever possible, it is desirable to have the rehearsal at the same time as the wedding, since the time of day can dramatically alter lighting conditions.

*NOTE OF CLARIFICATION: Members of the church staff participating in your wedding do not automatically expect to be included in the rehearsal party or the wedding reception. You are under no obligation to invite them. If you do wish to include them and their spouses, then an invitation is in order.

LEGAL REQUIREMENTS

The law of the state of Ohio requires that the marriage license be purchased within 60 days of the wedding, as it becomes void if it is not used after that period.

The license should be given to the minister at the time of the rehearsal. The minister will complete the information required and return the license to the required civil authorities immediately. **THE MINISTER IS NOT ABLE TO BEGIN THE MARRIAGE CEREMONY UNLESS SHE OR HE HAS THE LICENSE IN HIS/HER POSSESSION.**