

# Wedding Request

First Presbyterian Church of Glendale

*Non-member weddings* must be approved by our Pastor and the Session. The Pastor of this church must officiate at all weddings held in the Sanctuary. Please complete this form and return it to the church office.

## Bride's contact information

Name \_\_\_\_\_

e-mail \_\_\_\_\_ cell phone \_\_\_\_\_

Mailing address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Other phone number(s): \_\_\_\_\_

## Groom's contact information

Name \_\_\_\_\_

e-mail \_\_\_\_\_ cell phone \_\_\_\_\_

Mailing address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Desired wedding date \_\_\_\_\_ Desired time \_\_\_\_\_

Expected total number in wedding party \_\_\_\_\_

Expected total number of guests \_\_\_\_\_ (the Sanctuary seats a maximum of 200 people)

After the wedding, where will the couple reside? \_\_\_\_\_

Please state the reason(s) you would like to hold your wedding at First Presbyterian Church of Glendale.

---

---

---

---

---

How did you find our church? \_\_\_\_\_

\_\_\_\_\_  
Please give a brief description of your past involvement in the Christian faith (i.e., Baptism and church attendance (membership)).

\_\_\_\_\_  
\_\_\_\_\_  
**Non-members** are permitted to set a date within one year of your desired wedding date. A **refundable security deposit of \$500.00 is required to reserve your wedding date.** The deposit will be refunded within 10 days after the wedding, upon inspection of the facilities.

**Fees**

Building Use: \$1,300.00 (due 2 weeks prior to your wedding)  
Clergy: \$350.00  
Organist: \$200.00

Please return this form to the church office. Your wedding request will be presented to the Session, which meets once a month. If you have any questions, please contact Debbie (administrative assistant), in the church office Monday or Thursday, 9:00AM-3:00PM, Tuesday or Wednesday, 9:00AM-1:00PM.

First Presbyterian Church *of* Glendale  
155 East Fountain Avenue  
Cincinnati, OH 45246

513.771.6195  
glendalepres@fuse.net

(You may email or leave a voice message at any time; we simply ask that you be patient for a response.)

The First Presbyterian Church of Glendale

*Wedding Guidelines*



155 East Fountain Avenue  
Cincinnati, OH 45246

513.771.6195  
glenpres@fuse.net  
firstpresbyterianglendale.org

May  
God  
Bless  
our  
Marriage

## Inside these Guidelines

Introduction .....	4
Setting the Date .....	5
Consultations with the Minister .....	6
Planning your Service .....	7
Fees.....	12
Use of Buildings.....	13
Bulletins.....	11
Checklist .....	back cover
Church items available for your use .....	14
Contact Information .....	15
Flowers and Decorations .....	9
Music .....	8
Photography/Videography .....	10

## *Introduction*

The First Presbyterian Church of Glendale (FPCG) is delighted to share with you in the joy of Christian marriage. We consider it a sacred obligation to provide you with the means and setting for your wedding service, and we will serve you with the highest standards of spiritual and professional integrity.

Your wedding ceremony is both a celebration and a service of worship within the Christian tradition. Marriage services in FPCG are conducted in accordance with standards set forth in the Book of Order of the Presbyterian Church (U.S. A.) and policy set by the governing body (Session) of this church. The Minister has the discretion of approving the wedding and the Session has the authority to approve the use of the church property.

The guidelines and policies found in this book assure the solemnity of the Service of Christian Marriage, preserve the traditions of FPCG, and protect the safety of your guests and our church facilities. We ask that you respect the church and its traditions by planning your wedding service within these guidelines.

## *Setting the Date*

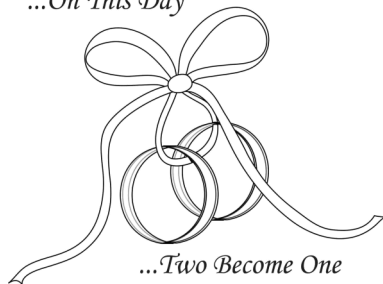
After reading these guidelines, we advise you to consult with the Minister of FPCG at least six months in advance of your intended wedding date. For non-members, we are unable to schedule weddings sooner than one year before the proposed wedding date.

After receiving the Minister's initial consent to officiate your wedding, and if both the Minister and church are available on your proposed wedding date, the next step in confirming your wedding is to submit a completed, signed Wedding Information form along with the required security deposit. *A wedding date is not confirmed or held until the signed Wedding Information form and deposit have been received and Session has approved use of the facilities.* The Minister will be in touch with you as soon as possible to confirm your wedding date.

No weddings will be scheduled in the Sanctuary on Sundays, legal holidays, during Holy Week (Palm Sunday through Easter Sunday), or the two weeks prior to Christmas.

No wedding will be scheduled to begin before 10:30AM or after 7:00PM.

*...On This Day*



*...Two Become One*

## *Consultations with the Minister*

Once your wedding date and time have been confirmed by The Minister, it is your responsibility to make an appointment with him to schedule pre-marital conference session(s). The Minister is required by denominational guidelines to meet with both of you prior to your wedding. Anything shared with him during these consultations will held in the strictest confidence. The Minister stands ready to assist you after your wedding in any way possible.





## *Planning your Service*

When the date for your wedding is confirmed, The Minister will schedule a meeting to help you plan the service of worship and the roles of participants. Please meet with him as soon as possible.

The Minister officiates all wedding at FPCG. However, if you desire the participation of an additional clergy person or other individual at your wedding, such can be arranged. Persons assisting in the ceremony must be invited to participate by The Minister. Therefore, no person should be invited to participate until you have discussed this matter with him.

The Minister and the Altar Guild representative will assist you in planning your wedding service. Their experience with many weddings and understanding of standards within the Presbyterian Church and this congregation make them a useful resource to you and your family. Please take advantage of their help and guidance.

It is helpful to meet with the Altar Guild representative early in your planning process. The Altar Guild representative will contact you to set up a meeting. She will assist and advise you in planning the service and setting up the Sanctuary. The Altar Guild representative will also meet with your florist, photographer, videographer, and wedding coordinator for set-up on the day of your wedding. She will be present at your rehearsal and will assist the wedding party before the service.

## *Music*

Music sets the mood for your marriage ceremony, therefore, it is important to select music that is meaningful to you and your family and is appropriate for a Christian service of worship.

Our Organist is an experienced professional and plays for all weddings. She will approve the music and musicians selected.

We suggest meeting with the Organist at least two months before your wedding. Until that meeting takes place, guest vocalists and instrumentalists should not be invited to participate. If desired, the Organist can suggest musicians for your wedding.

The church is not equipped to handle recorded music.



## *Flowers and Decorations*

The Altar Guild representative is a resource for the type and placement of arrangements that enhance the appearance of the Sanctuary. She can also provide names of florists familiar with our Sanctuary. You may wish to discuss ideas with her while in the Sanctuary during your initial meeting and before confirming plans with your florist.

Altar flowers may be *either* a center arrangement *or* two side arrangements. Church vases should be used for these arrangements. Floral arrangements should lead the eye to the cross and be subordinate to it. Please tell your florist that the horizontal member of the cross is 36" high so that arrangements will be designed below that height.

Pew and candelabra decorations are permitted, however, only brown or black pipe cleaners can be used to fasten arrangements to the pews or pew candelabra so as not to damage either. Only pipe cleaners can be used to fasten arrangements to the standing candelabra in the chancel area.

Please note that *only fresh flowers* may be used in the Sanctuary. This includes petals a flower girl may drop. Deliveries should be scheduled no more than three hours prior to your wedding ceremony and should be confirmed with the Altar Guild representative so she can open the Sanctuary and be present to receive the flowers.

## *Photography/Videography*

Photographs and videos enable you to re-experience a day when your memory was blurred with emotion. We will work with you to plan how your wedding will be photographed so that you have a lasting record of the ceremony.

When you discuss arrangement with your photographer or videographer, please emphasize that you expect them to comply with the church's rules and to conduct themselves with decorum appropriate for a worship service.

The following rules will be shared with them:

Your photographer/videographer must carefully observe the following guidelines:

- \* The worship service begins with the musical prelude and concludes with the departure of the guests.
- \* Your photographer/videographer must remain quiet and inconspicuous during the ceremony.
- \* Flash photography is *not* permitted during the ceremony
  - \* non-flash (available light) photography/videos may be taken from the rear of the sanctuary, behind the guests.
- \* The entrance of the bridal party may be unobtrusively photographed/videoed from the floor level at the front of the Sanctuary.
- \* The exit of the bridal party may be unobtrusively photographed/videoed from the rear of the Sanctuary, behind the guests.

The church will be available *three hour before* the time of your wedding ceremony and for *one hour after* the ceremony ends.

## *Bulletins*

If you wish, a standard black and white bulletin can be printed in the church office. All information must be given to the church administrative assistant no later than two weeks prior to the service. *Note:* There is a \$50.00 fee for this service, in addition to your other fees.

We respectfully request that your bulletin, regardless of where it is printed, include the following instructions for your guests:

- \* Turn off cell phones when entering the Sanctuary.
- \* Alcoholic beverages and smoking are not permitted in church buildings or on church property.
- \* Refrain from taking photographs or videos during the service, which is the time after the processional and before the recessional.



## *Fees*

Members are not charged for use of the facilities \* \*

- \* clergy—honoraria
- \* organist—\$200.00

Non-member fees include \* \*

- \* a *refundable* security deposit of \$500.00 is required to reserve the date up to six months prior to your wedding date. (Under normal circumstances, your deposit will be refunded within 10 days after the wedding date.)
- \* facilities use—\$1,300.00 (due 2 weeks prior to wedding date)
- \* clergy—\$350.00 (payable at the rehearsal or wedding date)
- \* organist—\$200.00 (payable at the rehearsal or wedding date)

\* \* Additional musicians and/or vocalists will incur additional charges.



## *Use of Buildings*

### Dressing facilities

- \* Women may dress in the library with the understanding that there are limited electrical outlets, no clothing racks, two mirrors, and one ladies restroom down the hall.
- \* There are no facilities for men to dress at the church.

Vases or other church property may not be removed from the church without permission and arrangements for return.

Furnishings may not be moved without permission and arrangements to reposition them within one hour of the service ending.

For safety reasons, we ask that nothing be thrown as the couple departs the church following the wedding, i.e. flower petals, rice, bird seed, etc. Blowing soap bubbles outside the church is permissible.

## *Church items available for your use*

### **Candelabra and candles**

- \* white, 12” tapers supplied by the church
- \* standing brass candelabra requiring 14 tapers
- \* 15” brass candlesticks for use on the altar
- \* stand and brass holder for unity candle (May be used with our without white cloth; *may not be taken to your reception*)

### **Vases**

- \* rectangular brass vase (10.5” x 5” x 3.5”) for center altar arrangement
- \* pair of brass vases (10.5” tall) for side arrangements on the altar
- \* pair of brass vases (10.5” tall) for Narthex niches

### **Other**

- \* lectern for guest book
- \* four black music stands





## *Contact information*

### **Minister**

The Rev. Jeffrey Lang  
513.771.6195  
presbylang@yahoo.com

### **Altar Guild Representative**

Diane Limbocker  
513.771.0632  
dibocker@aol.com

### **Organist**

Amy Duke  
513.821.9163  
jbduke@cinci.rr.com

### **Administrative Assistant**

Deborah Senile  
513.771.6195  
glenpres@fuse.net

# *Checklist*

## **As soon as possible**

- \* submit your wedding request form and security deposit
- \* meet with the Minister

## **At least two months before your wedding**

- \* meet with Altar Guild representative, to discuss wedding details
- \* provide your florist, photographer, videographer, and wedding coordinator name and contact information to the Altar Guild representative
- \* meet with our organist to coordinate music, vocalists, and instrumentalists

## **At least two weeks before your wedding**

- \* provide all bullet information to our administrative assistant, unless you are having them printed elsewhere

## **At the rehearsal**

- \* give your unity candle, guest book, and other necessary items to the Altar Guild representative
- \* give your marriage license to the Minister

## **On your wedding day**

designate the person who will

- \* take the guest book, flowers, and unity candle to your reception
- \* reposition furnishing moved in any of the church buildings
- \* replace items removed from the church buildings
- \* remove clothing, personal items, and straighten rooms that were used (other than the sanctuary)