

Outer Banks Presbyterian Church



Wedding Guidelines & Procedures

Revised 21 January 2014

Outer Banks Presbyterian Church
907 S. Croatan Highway / P.O. Box 2199
Kill Devil Hills, NC 27948
(252) 441-5897

CONGRATULATIONS ON YOUR ENGAGEMENT

We are excited to hear that you are taking such an important step in your life. We believe marriage is instituted of God, regulated by His commandments, blessed by the Lord Jesus Christ, and to be held in honor among all men. A wedding is a very special occasion, as it is establishing a Christian home!

THE THEOLOGICAL BASIS OF THE WEDDING CEREMONY

As Presbyterians, we believe that Christian marriage is a solemn and sacred covenant. A church marriage, as contrasted with a civil marriage regulated by state laws, is governed by the laws of Christ. A church wedding indicates the public sanction and approval by the church upon the marriage performed. The church pledges its loyalty and prayers to the couple being married in the church building, publically promises their loyalty to Christ's Church and announces their intentions to live in marriage as faithful Christians.

THE CHRISTIAN SERVICE OF MARRIAGE *(Excerpts from Presbyterian Book of Order)*

W-4.900 "God has ordained that a man and a woman may enter together into marriage, pledging their love and promising fidelity each to the other, as long as both shall live."

As Jesus Christ has blessed this relationship, and it has been declared holy throughout the life of the church, those who pledge themselves each to the other in the sight of God are promised God's help as they enter into joys and duties of life together.

Humanly speaking, marriage is a civil contract among a man, a woman, and the state. When a marriage is performed in the context of Christian worship, the proclamation of the gospel of reconciliation in Jesus Christ is a promise of blessing to the marriage. As the man and woman respond affirmatively to this proclamation of the gospel of reconciliation in Jesus Christ is a promise of blessing to the marriage. As the man and woman respond affirmatively to this proclamation, their marriage is in the Lord. This applies equally to the first marriage, a marriage after the death of a spouse, and to the marriage after being divorced.

The Christian marriage ceremony is a service of worship before God, normally conducted within the house of God. Reverence shall be expected on the part of all present, and the service shall be under the sole directions of the presiding minister. Such music accompanies the ceremony should direct attention to God, who sanctifies marriage and special care should be taken to assure that it is suitable and reverent. If desired, the congregation may be invited to join in the singing of hymns in the wedding service.

The marriage service shall begin with a brief statement of the meaning of Christian marriage. At appropriate times there shall be prayers for the couple as they enter their new estate. There shall be an exchange of vows between the man and the woman; and if so desired, a ring or rings may be exchanged. Scriptures appropriate for the occasion should be read and the minister should deliver a charge to the couple, laying before them the privileges and obligations which they are about to receive and undertake. Before the conclusion of the service the minister shall declare publicly that this man and woman are now joined in marriage according to the ordinance of God and the law of the state. The service shall conclude with a benediction. *(Book of Order, W-4.9001-4.9005)*

SCHEDULING YOUR WEDDING

We encourage you to schedule your wedding as soon as you know you plan to be married. You should call the church office to request a tentative wedding date. They will review the church calendar and advise you if your date is available. Before your wedding date can be confirmed on the church calendar, it must be approved by the Administration/Personnel committee and the pastor. Once that is approved, you can confirm the date and time for your rehearsal. Should the Pastor, for scriptural reasons, be unable to consider you for marriage, you may appeal their decision to Outer Banks Presbyterian Church's Session.

You will need to complete and sign OBPC's Wedding Agreement and return it to the Office. To facilitate your wedding, OBPC has an on-staff Wedding Coordinator who will act as your wedding director to assist you in making this one of the most joyful occasions of your life. Once your wedding is confirmed, OBPC's Wedding Coordinator will call and set an appointment with you. They will guide you through your planning and preparation. They will be present at your wedding rehearsal and the wedding itself to assist in meeting your needs.

SCHEDULING YOUR REHEARSAL

You need to reserve OBPC's facilities for your rehearsal when you schedule your wedding. OBPC's Wedding Coordinator will be at your rehearsal to assist you. The officiating pastor will be at your rehearsal, schedule permitting. Due to the ongoing ministries of OBPC, rehearsals should be completed within one hour.

MARRIAGE PREPARATION CLASS

The bride and groom shall arrange a premarital conference with the minister presiding over your ceremony as far in advance of the ceremony as possible. This conference should, ideally, be held before public formal announcements are made.

PLANNING YOUR WEDDING

OBPC's Wedding Coordinator will guide you through to make sure OBPC's wedding policies are followed and your wedding is a worshipful ceremony. Your wedding will be most meaningful to you, your families and friends where there is careful concern for the sanctity of the church and its services, as well as the dignity and beauty of Christian marriage. Please keep this concern in mind when planning all aspects of your wedding. Throughout experience, it has been deemed that preschool children in the wedding often are a distraction to the seriousness and sanctity of the wedding ceremony. Therefore, we encourage you to not select preschool age children for your wedding party.

FACILITIES

OBPC's facilities are here for your use. Learning from the past and in consultation with other churches, we have found the following to be helpful as you plan your wedding:

DATE: While the facilities are generally available for your wedding each day of the week, due to OBPC's busy Sunday schedule of ministries, we are unable, in some instances, to perform weddings on Sundays. As OBPC is an active church, ministry events occur regularly. This is why it is best to reserve your wedding date as soon as possible.

TIME: Monday through Saturday weddings may be held between the hours of 9:00 a.m. to 7:00 p.m. Sunday weddings must be able to fall within the schedule of church activities.

DECORATIONS

All decorations and decorating equipment must be furnished by the wedding party and/or florist. Please remember to be respectful of church property and observe the following:

Decorations and equipment may not be attached using nails, tacks, staples or tape to walls, woodwork, furniture or floors as this may deface church property.

Choir chairs and pew hymnals may not be removed for weddings. Hymnals are not to be used as props or flower stands. The Piano and/or Organ may not be moved.

The pulpit may be removed for your wedding. OBPC's maintenance staff is trained to do this and are the only people approved to move church property. It is your responsibility to see that items rented or borrowed for your wedding are returned promptly following your wedding.

Only the use of dripless candles is permitted. Candles must always be lighted and extinguished with brass snuffers.

No artificial altar flowers are permitted. Silk or cloth flower petals only are permitted for use by flower girls.

Birdseed is permitted to be used at OBPC but only outside the building. No rice permitted.

OBPC is a smoke-free facility, there are out-door smoking areas available.

OBPC is an alcohol-free facility. No alcoholic beverage of any kind may be served or consumed on any part of OBPC's premises. Guests under the influence of alcohol will be asked to leave the premises.

DRESSING AREAS

The bride's room is The Church's Library.

The female dressing area is the Youth Room (Adjoining to the Library)

The male dressing area may be a portion of the fellowship hall.

Please be sure you assign a responsible individual for clearing the dressing areas of personal items and debris following your wedding and prior to leaving the church for your reception if it is elsewhere.

MUSIC

All music, whether instrumental or vocal, must be appropriate for a worship service. The texts of all songs must adhere to biblical principles and be approved by OBPC's Music Staff at least four (4) weeks prior to your wedding (*see "Wedding Music Approval Sheet"*). The Wedding Coordinator will coordinate with the music personnel regarding your wedding selections. No recorded music is permissible.

Original copies of music are to be used for vocalists and instrumentalists. (*Due to U.S. copyright laws, photo copies made without permission of the copyright holder are illegal.*)

OBPC's job descriptions for our Music Director/Organist does not include weddings. You need to make arrangements with our music staff if you desire their services at your wedding. The Wedding Coordinator can assist you with arranging their services. Music personnel do not attend wedding rehearsals and all musical consultation must be done through the wedding coordinator.

If you prefer to use an organist or pianist other than OBPC's music staff, they must be approved in advance by the Music Staff and they must attend the rehearsal.

SOUND SYSTEM

OBPC's Sound System is complicated as it is a digital system. Our trained technicians are the only people approved to operate the Sound System in the sanctuary. The OBPC Wedding Fee Schedules contain the information on the cost of this service.

PHOTOGRAPHY & VIDEO TAPE

Photographs and video taping of your wedding are permitted within the following guidelines:

No flash pictures may be made during your wedding ceremony (this policy also applies to all family and friends of the wedding party--no flash pictures during the ceremony). Non-flash pictures by the photographer are permissible during the ceremony when made quietly from the rear of the sanctuary.

A flash picture of the bride may be made by the photographer as she first enters the Sanctuary. Flash pictures may be made of the bridal party as they exit the Sanctuary.

Video taping of your ceremony is permitted with the camera personnel in fixed, unobtrusive locations.

The officiating pastor must be consulted regarding any exceptions to the photography/video policies.

PERSONAL PROPERTY LIABILITY

Outer Banks Presbyterian Church will not be liable for dresses, silver, jewelry, purses/billfolds, or any personal items lost, stolen or damaged at any event related to this wedding.

MARRIAGE LICENSE

The marriage license may be procured from the Office of the Probate Judge in any county in North Carolina. It should be given to the Wedding Coordinator at the rehearsal. The officiating pastor is responsible for signing it and returning it to the issuing officer. To obtain a certified copy of the completed license to use as your permanent record of marriage, contact the Probate Office of the county and state that issued the marriage license approximately two or three weeks after the wedding.

WEDDING & REHEARSAL FEES

Wedding fees are based on your desire for various services and the personnel necessary to perform them. These costs reflect a service to you to provide for your wedding. The payment/check is to be made to Outer Banks Presbyterian Church. We will, in turn, contract for the services needed. Payment is to be delivered to the Wedding Coordinator at least two weeks prior to the wedding. A \$50 deposit is required for non-members when the wedding date is confirmed. A fee schedule is listed below.

Item	Member	Non-Member
Sanctuary (<i>Seats 250</i>)	N/A	\$400
Wedding Coordinator (<i>Must Use</i>)	\$85	\$85
Cleaning Fee (Sexton)	\$85	\$85
Minister (<i>Each</i>)	\$350	\$350
Organist/Pianist	\$175	\$175
Sound Technician	\$85	\$85
**Reception	N/A	\$85
Refundable Security/Damage Deposit	\$250	\$250

WEDDING DATA SHEET

Outer Banks Presbyterian Church

I understand FAILURE TO RETURN "DATA SHEET" within TWO WEEKS will release the tentative date originally scheduled for the use of another bride. Leave blank any information you have not decided on. It can be filled in later.

() Approved for Marriage by Administration (date) _____

() Member Of OBPC () Non-Member

Wedding Date _____ Time _____ Rehearsal Date _____ Time _____

Reception at OBPC? _____ Yes. If not, where? _____

Location of Rehearsal Dinner? _____

Wedding Coordinator: _____

Bride's Information

Full Name of Bride _____

Address _____

Date of Birth _____ Date of Engagement _____ Age _____

Home Phone _____ Work Phone _____ Cell Phone _____

Email Address _____

Place of Employment _____

Church Member of _____

Parents of Bride _____

Groom's Information

Full Name of Bride _____

Address _____

Date of Birth _____ Date of Engagement _____ Age _____

Home Phone _____ Work Phone _____ Cell Phone _____

Email Address _____

Place of Employment _____

Church Member of _____

Parents of Bride _____

Wedding Particulars

Number of Expected Guests _____

Name of Minister(s) _____

If not from OBPC, from what church? _____

Organist _____ Soloist _____ Sound _____

Florist Name _____ Address _____

We have read the wedding policies of Outer Banks Presbyterian Church and agree to abide by said policies. We understand we are responsible for any damage or destruction that may result to Church property related to the events of this wedding. We understand it is our responsibility to inform the wedding party, florist and photographer of the Outer Banks Presbyterian Church wedding policies.

Signatures:

Bride: _____ **(Date)** _____

Groom: _____ **(Date)** _____

Approved by: _____ **(Date)** _____

Wedding Music Approval Sheet

Outer Banks Presbyterian Church

Bride: _____

Groom: _____

Wedding Date: _____ Time _____

Organist: _____ Pianist: _____

Soloist(s) _____

Other Instrumentalists _____

Processional (Bridal Party) _____

Processional (Bride) _____

Vocal Selections *(Please furnish copies)*

Recessional _____

Approved by Music Office _____ Date _____

(Signature of Music Staff Representative)

TO: PHOTOGRAPHER --this copy to be given to the photographer!

**FOR WEDDINGS AT OUTER BANKS PRESBYTERIAN CHURCH
(907 S. Croatan Highway, Kill Devil Hills, NC 27948)**

PHOTOGRAPHY & VIDEO TAPE

Photographs and video taping of your wedding are permitted within the following guidelines:

No flash pictures may be made during your wedding ceremony. Non-flash pictures are permissible during the ceremony when made quietly from the rear of the Sanctuary.

A flash picture of the bride may be made as she first enters the Sanctuary. Flash pictures may be made of the bridal party as they exit the Sanctuary.

Video taping of your ceremony is permitted with the camera personnel in fixed, unobtrusive locations. The officiating pastor must be consulted regarding any exceptions to the photography/video policies.

Birdseed is permitted to be used but only outside the building. No rice permitted.

OBPC is Smoke-free facility. Smoking may only be outside in designated areas.

OBPC is an alcohol-free facility. No alcoholic beverage of any kind may be served or consumed on any part of OBPC's premises. Guests under the influence of alcohol will be asked to leave.

Should you have any questions regarding these policies, please contact the Wedding Coordinator, Nonie Booth, at 261-6058.

TO: FLORIST --this copy to be given to florist!

**FOR WEDDINGS AT OUTER BANKS PRESBYTERIAN CHURCH
(907 S. Croatan Highway, Kill Devil Hills, NC 27948)**

1. The bride is responsible for selecting the florist of her choice for the wedding.
2. The florist must decorate at times suitable to the schedule of the church, and must adhere to the policies of the church.
3. All decorations and decorating equipment must be furnished by the wedding party, florist and/or caterer. All decorations and equipment are to be removed **IMMEDIATELY** following the wedding.
4. Decorations (including pew markers) and equipment may not be attached using nails, tacks, stapled or taped to walls, woodwork, furniture or floors as this may deface church property. Please be respectful of all church property.
5. Choir chairs and pew hymnals may not be removed for weddings. Hymnals are not to be used as props or flower stands.
6. The pulpit may be removed for your wedding. OBPC's maintenance staff is trained to do this and are the only people approved to move church property. The organ and/or piano may not be moved.
7. Only the use of mechanical automatic candles is permitted. Candles must always be lighted and extinguished with brass snuffers. No candles may be used on the pews.
8. In case of December weddings, wedding decorations must be done around the church decorations.
9. Silk or cloth flower petals only are permitted for use by flower girls. All Altar flowers must be live. No artificial decorations on the altar.
10. Birdseed is permitted to be used but only outside the building. No rice permitted..
11. OBPC is Smoke-free facility. Smoking may only be outside in designated areas.
12. OBPC is an alcohol-free facility. No alcoholic beverage of any kind may be served or consumed on any part of First Norfolk's premises. Guests under the influence of alcohol will be asked to leave.

Should you have any questions regarding these policies, please contact the Wedding Coordinator, Nonie Booth, at 261-6058.