

# Wedding Policies

## Good Shepherd Presbyterian Church Bartlesville, Oklahoma 918-333-1708

### **THE SANCTIFYING OF MARRIAGE**

Good Shepherd defines Christian marriage as an act of discipleship. Followers of Jesus Christ, who celebrate their marriage at Good Shepherd, do so seeking to commit themselves to facilitating the development of the character of Christ in their spouse. Practically speaking, Good Shepherd hosts *celebrations* rather than the *legalizations*. Therefore, every effort will be made to make the wedding, the sanctifying of the marriage, a beautiful service of worship lifting up the joys of divine and human love.

### **THE LEGALIZATION OF MARRIAGE**

Couples seeking to celebrate the covenant of Christian marriage at Good Shepherd must obtain the state's endorsement of their union, complete with a court record of a signed legal marriage license, prior to the celebration service at the church. The pastor will not act as the state's legal agent.

### **THE PASTOR CONDUCTS THE WEDDING SERVICE**

The pastoral staff of Good Shepherd will conduct all wedding celebrations held in the church. If a wedding consultant has been engaged, it is understood that the pastor shall be in complete charge of the rehearsal and the wedding service.

### **SCHEDULING THE WEDDING**

The wedding date is considered firm when the pastor has committed to conduct the wedding celebration and the date has been officially entered in the church calendar. Dates should be cleared with the pastor and placed on the church calendar at least 90 days in advance and preferably six months. A facilities deposit is required at this time.

No weddings will be scheduled on a Sunday or the following dates: Holy Week beginning with Palm Sunday weekend, Easter weekend, Thanksgiving weekend, Christmas Eve, and New Year's Eve.

Rehearsals are usually conducted at 5:30pm or 6:00 pm the evening prior to the wedding.

### **PRE MARRIAGE INSTRUCTION**

So that couples can better understand what it means to have a distinctly Christian marriage, Good Shepherd requires a period of instruction prior to the wedding. Those seeking to celebrate their covenant at Good Shepherd are invited to a course of study highlighting the distinctiveness of a marriage and home life founded on Jesus Christ. Classes are scheduled by the pastor together with the couple.

## **CHRISTIAN WEDDING MUSIC**

The Directory for Worship of the Presbyterian Church (USA) states:

*“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 forms of prayer and praise.”*

The wedding service strengthens our relationship to the Lord and to one another. Love songs of a strongly secular nature are not appropriate in a religious ceremony.

The church staff organist will play for all weddings where organ music is expected. The participation of another instrumentalist shall be done at the express invitation of the church organist. If unavailable for a wedding, the organist will make arrangements for a substitute. All music to be played or sung shall be approved by the pastor and the organist.

## **DECORATIONS AND APPOINTMENTS**

The Directory for Worship also states: *“Flowers, decorations, and other appointments should be appropriate to the place of worship, enhance the worshippers’ consciousness of the reality of God, and reflect the integrity and simplicity of Christian life.”*

Flowers and greens placed on the floor must have protective saucers to prevent carpet staining.

No decorations may be tacked or taped to the woodwork, walls, furniture or pews. Bows may be attached with ribbons or other non marking methods to the pews. Florists and wedding consultants are to be made aware of these standards. All flowers and decorations are to be removed from the church immediately following the ceremony. When flowers are to be left for the upcoming Sunday worship service, a one-week notice to the church office is requested.

## **PHOTOGRAPHY**

Posed pictures may be taken prior to and/or following the ceremony.

Flash photography may occur during the entrances of the bridesmaids, parents and groom, and should be taken from the rear of the sanctuary. Flash photography may not be taken during the processional (bride’s entrance) or during the ceremony, but is allowed during the recessional.

Ushers are asked to remind guests that flash photography is not appropriate during the service.

A video of the service may be taken either from the balcony or side room using only available light (no added lighting sources). Video cameras must be set up on stationary tripods during the service. No persons may stand in the chancel with a camera during a wedding.

## **GENERAL GUIDELINES**

The following guidelines are offered to all who plan to celebrate their union at Good Shepherd Church. It is important that these be reviewed thoroughly before final plans are made.

1. Celebration of marriage is open to Good Shepherd Church members and their immediate family members.
2. The church facility is available on rehearsal days 30 minutes preceding the rehearsal and 30 minutes after. On the day of the wedding the church is available for the wedding party three hours prior to the service and for two hours following. Deliveries should be scheduled with the church office in advance.
3. Those persons who schedule any area of the church for use at a wedding or reception are responsible for any damage to the building, furniture or equipment.
4. No rice, confetti or birdseed may be thrown inside the building. Birdseed is allowed outside the building.
5. Smoking and Firearms are not permitted inside the church.
6. Alcoholic beverages may not be consumed in any area of Good Shepherd Church, including parking lots and grounds.
7. Nursery, if required, must be staffed by Good Shepherd personnel. In order to have adequate personnel on hand, an approximately count of infants and children is required.

## **FEES**

### **Good Shepherd Facilities** \$1000

1. Sanctuary
2. Parlor
3. Fellowship Hall
4. Unity candle
5. Candelabra (including candles)
6. Kneeling bench

**Deposit** due upon reserving the building. \$150  
Will be applied to building/facilities use charges.  
Refundable up to 30 days prior to the wedding date  
in the event of cancellation.

### **Good Shepherd Personnel/Staff**

1. Organist (including rehearsal) \$250
2. Soloist (each) \$150
3. Custodian: wedding only \$150  
Custodian: wedding and reception \$250  
Custodian: wedding only on Saturday \$300  
Custodian: wedding and reception on Saturday \$500
4. Building Coordinator: if reception/meal at church \$100  
Building Coordinator: Saturday reception/meal \$200
5. Video/Media Projection operator during wedding ceremony \$150
6. Nursery/childcare worker (each) \$100

### **Pastoral**

Suggested honorarium for the professional services of  
Good Shepherd Church Pastoral Staff \$250

Final arrangements for the facilities and full payments of fees and honorariums are required two weeks before the wedding celebration.