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# ORANGE PARK PRESBYTERIAN CHURCH

*Building followers of Jesus Christ  
who meet human needs.*

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## **WEDDING POLICIES AND PROCEDURES**

Orange Park Presbyterian Church  
1905 Park Avenue  
Orange Park, FL 32073  
904-264-0536  
[www.orangeparkpres.org](http://www.orangeparkpres.org)

We are pleased with your desire to be married in the sanctuary of Orange Park Presbyterian Church and provide this policy as one means of ensuring that your wedding ceremony will be one that reflects the best of our Christian tradition. We are delighted to share with you your expectations and we pray God's rich blessings on your wedding and throughout your life.

Weddings are a worship service which the church endorses for people who have committed themselves to love each other for life. Marriage in the Presbyterian Church is an act of worship in which the participants covenant with God, one another, and with the church that they will endeavor to maintain relationships of trust, respect, honor and understanding. While a wedding is not considered a sacrament, it is recognized as a very significant event in the fulfillment of life. Because of our commitment to Christian discipleship, only those who are committed to the Christian faith will be considered for marriage at Orange Park Presbyterian Church.

Although the Lord's Supper (Communion) is not typically celebrated during a wedding, there may be times when the bride and groom make this request. In such instances, it is understood that the Lord's Supper is a sacrament in the Presbyterian Church (USA), and any celebration of the Lord's Supper shall have prior approval from the Session [Church Elders] (W 4.9003). The Lord's Supper is understood to be a sacrament and that the Invitation to the Table shall be extended to all baptized persons present (W 4.9003) and will not, in any circumstances, be shared only by the bride and groom.

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**The following guidelines are to enable weddings at Orange Park Presbyterian Church to contribute to the dignity and beauty of your wedding service.**

## WEDDING GUILD

- The OPPC Wedding Guild is a group of volunteers who coordinate weddings held at Orange Park Presbyterian Church. Once your date has been placed on the church calendar, a meeting with the Guild will be set to discuss the details of this guide and to help you plan for your rehearsal and wedding. The Guild can help clarify and answer any questions.
- A member of the Wedding Guild will direct the rehearsal and the wedding and must be on site at all times. (If you have an outside wedding coordinator they must work closely with the Wedding Guild).
- Any on-site visits pertaining to your wedding must be coordinated with a member of the Wedding Guild and not OPPC staff.

## GENERAL INFORMATION

- Before employing any vendors, the bride should contact the church office to confirm that the date and time desired for the wedding and rehearsal is available. The church office will contact the Wedding Guild, and a wedding is not considered “on the calendar” until the Wedding Guild has also confirmed the time and date.
- If the couple wants a guest pastor to officiate or participate in the service, that participation must be approved by the pastor of Orange Park Presbyterian Church. If a guest pastor officiates, the required marriage consultations will be with the guest pastor.
- No weddings will be scheduled during Advent (the four weeks leading up to and including Christmas Eve and Christmas Day), Holy Week (Palm Sunday- Easter Sunday), Thanksgiving weekend, or New Year’s Eve/Day.
- No wedding shall be scheduled after 6:00 pm.
- Weddings can be scheduled on Sunday afternoons.
- Any marriages scheduled for Sunday mornings must be performed by the OPPC pastor and in the context of the liturgy of the worship service. Marriages performed during the context of Sunday worship are understood as an integral part of worship and not as a “stand alone” service. Sunday morning marriages during worship must have prior Session approval and all elements of the service will be directed by the pastor in consultation with the Session.
- Wedding reservations are for the sanctuary building only and other activities in other buildings on the church campus might coincide with your wedding service.
- OPPC facilities will be available to you for up to three hours before the time of the ceremony and no more than one hour following the conclusion of the wedding service. If needed, arrangements can be made to use church facilities for dressing by the bridal party.
- For safety and environmental reasons, the throwing of rice, release of doves or butterflies, or use of sparklers are not permitted on church property. Any requests for the use of unusual elements in the service must be approved by the wedding guild prior to the service.
- The use of alcohol or tobacco products are not permitted on church premises.

- No food or beverages are allowed in the sanctuary. Food and non-alcoholic beverages may be consumed in the Gathering Place by prior arrangements at the meeting with the Wedding Guild.
- Items belonging to the wedding party and guests are the sole responsibility of the parties and not OPPC.
- OPPC is not responsible for arrangements with third parties for wedding services, accessories or related concerns.

**Payment for the use of the facility and for all services is payable to the church office within one week of the rehearsal time. Additional information will be provided at time of date confirmation.**

## **MUSIC**

- Only music which honors God may be played or sung during the wedding service. If there is a question about music choice, the wedding guild will consult with the church pastor for final approval.
- Music for the wedding service is an important part of making the entire event as worshipful as possible.
- If the church organ is used, it must be played by an OPPC organist.
- You may elect to provide your own musicians or you may consult with church staff musicians for their availability. This can be coordinated through the Wedding Guild.
- Piano, organ, choir chairs and all praise band equipment cannot be moved.

## **FLOWERS AND DECORATIONS**

- The OPPC sanctuary is beautiful in its simplicity.
- Aisle runners may not be used for safety reasons.
- The church does not provide the Unity Candle or holder.
- Care must be taken that wax does not drip on the carpet and only dripleless candles may be used.
- No pins, tacks, or adhesives may be used on the pews or other furnishings in the Sanctuary.
- Florists may preview the facility with a member of the Wedding Guild only during a mutually prearranged time.
- Flowers are to be in proper holders.
- Florist arrival time needs to be determined during the meeting with the Wedding Guild prior to the rehearsal date.
- All items must be removed by the wedding party after the ceremony and pictures.
- The Sanctuary must be left in condition for services on Sunday.

## **PHOTOGRAPHY AND VIDEOGRAPHY**

- It is the responsibility of the bride and/or groom to inform the professionals that no flash pictures are to be taken during the wedding service. The Wedding Guild will reiterate this rule with the professionals. Guests should be informed of this regulation at the beginning of the service by the officiating pastor.
- Wedding photographers may take digital photographs during the processional and recessional from any location, but during the ceremony only one stationary photographer can be in the front of the sanctuary; other photographers must remain in the back of the sanctuary or in the balcony.
- Pre-ceremony photographs in the sanctuary must be completed 30 minutes prior to the service.
- The sanctuary is available for pictures one hour immediately following the wedding service.
- Videography may be made from the balcony.
- Video cameras may be placed unobtrusively in the sanctuary prior to the beginning of the service music. After that time, video cameras must be manned from the balcony only.

## **AUDIO-VISUAL PRESENTATIONS**

- Any presentations, including Power Point, CD's, DVD's etc. that are to be played during the service must be approved by the Information Technology Elder or the OPPC Sound and Electronic Technician for compatibility with the church's equipment at least 30 days before the wedding date. A final copy of any such presentation must be provided to the Information Technology Elder or the OPPC Sound and Electronic Technician at least 2 weeks before the service. This will allow thorough testing to ensure the presentation will operate properly on the church equipment.

**We will cooperate with your desire to take the most complete wedding video possible. We ask that you, in turn, be willing to honor our rules to ensure the sacredness and dignity of a wedding in our church.**

**Arrival times for any outside professionals needs to be determined during the meeting with the Wedding Guild prior to the rehearsal date.**

## **Wedding Fees**

Orange Park Presbyterian Church  
1905 Park Avenue, Orange Park, FL 32073  
904-264-0536 Office

### **Sanctuary Fee**

- **Members \$250**  
To qualify for the member's fee; the bride, groom or one of their parents must be an active member of Orange Park Presbyterian Church for at least 1 year.
- **Active Military (non-member) \$600**  
To qualify for this fee the bride or groom must be presently active in the military.
- **Non Members \$800**

*Sanctuary Fee Includes: Electricity, air, heat, use of the piano for qualified person, services of wedding coordinator for rehearsal and day of wedding.*

**With use of OPPC's sanctuary, it is mandatory to use our Sexton, Sound/ Electronic Technician, and Wedding Coordinator.**

### **Additional Required Fees**

**OPPC Sexton Fee \$150**

*Custodial fee before and after wedding service*

**OPPC Sound and Electronic Technician \$150**

*Operates Lighting, speakers, electronic music, etc. for rehearsal and wedding service*

### **Additional Fees (as needed)**

**OPPC Minister \$300**

*Includes premarital counseling course, rehearsal and wedding ceremony*

**OPPC Organist \$200**

*Additional rehearsal with a soloist: \$25.00*

*If organ is requested OPPC's organist must be used. Includes: initial consultation, rehearsal and wedding ceremony. Outside soloist or musician must be arranged by the wedding party and approved by OPPC wedding guild.*

A deposit of \$250, made out to Orange Park Presbyterian Church, must be received in the church office a week after approval in order to save the wedding and rehearsal dates. Deposits will be applied toward the sanctuary fee and are non-refundable. Fees must be paid 7 days prior to the wedding ceremony and should be made payable to those providing the service. The names can be obtained from the Wedding Guild member.

**Contact Information**

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Orange Park, FL 32073  
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