



Oxford
Presbyterian
Church U.S.A.



**101 North Main Street
(stone church on the corner of
Church and North Main Streets)
Oxford, Ohio 45056**

Telephone: 513-523-6364

Fax: 513-523-8215

E-mail: office@oxfordpresbychurch.org

Web page: www.oxfordpresbychurch.org

Wedding Information and Forms

THE WEDDING CEREMONY

1. We believe a wedding service in the sanctuary is a worship service.
2. Subject to the needs of the congregation, the wedding party will have access to the sanctuary for several hours before the wedding, by previous arrangement, as well as a one to two-hour period the night before for the rehearsal.

The guidelines presented in this booklet have been prepared for you as a way of witnessing to the strong character of Christian marriage. It is our hope that you will find the information helpful as you plan your wedding at the Oxford Presbyterian Church.

THE PASTOR(S)

The pastor(s) should be consulted as soon as tentative plans are made in order to be certain that date, time and facilities are available. All wedding and rehearsal dates are arranged through the church office. **Be sure to complete the wedding application and return it to the church office.**

All weddings at the Oxford Presbyterian Church shall be conducted by one of the ministers. Other ministers may be invited to assist.

The pastor(s) will want to meet with the couple to arrange the details of the service, and to get acquainted with them. Premarital counseling is considered by our church to be extremely important in preparation for a Christian marriage. The pastor(s) will also plan the wedding service with you. Ordinarily the pastor(s) will meet with you three times prior to the rehearsal and wedding.

CONTACT INFORMATION

Church Personnel:

Pastor: Rev. Lawrence Bartel,
513-523-6364 or lawrence.opc@gmail.com

Organist: Lynn Jacobs,
513-207-6624 or dlkk1228@protonmail.com

Secretary: Bridgite Dickerson,
513-523-6364 or office@oxfordpresbychurch.org

Financial Secretary:
513-523-6364 or finance@oxfordpresbychurch.org

Wedding Coordinator: Deacons,
513-523-6364 or office@oxfordpresbychurch.org

SCHEDULE OF WEDDING FEES (MEMBERS)

Definition of member: those currently on the church's active role, inactive or affiliate membership rolls; children, grandchildren, siblings, or parents of active members; church staff and their children.

| | |
|-----------------|-----------------|
| Sanctuary | No charge |
| Pastor | No charge |
| *Deacon Hostess | \$100.00 |
| Cleaning Fee | \$120.00 |
| Sound Person | \$100.00 |
| Total | \$320.00 |

\$100 is due when you reserve the church.

SCHEDULE OF WEDDING FEES (NON-MEMBERS)

| | |
|-----------------|-------------------|
| Sanctuary | \$500.00 |
| *Deacon Hostess | \$200.00 |
| Pastor's Fee | \$300.00 |
| Cleaning Fee | \$120.00 |
| Sound Person | \$100.00 |
| Total | \$1,220.00 |

Organist sets own fee. Must be contacted as soon as you have affirmation to be married here. Organist: Lynn Jacobs, 513-207-6624. When our church organist is not used, there is still a **consultation fee** of **\$50**. It takes her time and talent to familiarize the visiting organist with our church organ.

The non-refundable deposit of \$500 is due when your reservation of the church is confirmed.

There is an additional \$500.00 refundable deposit due when your reservation is confirmed. If there are damages beyond \$500, you will be assessed the additional charge. **All areas of the church are to be returned, by the wedding party, to its original state. Remaining fees are due two (2) months before the wedding. NO EXCEPTIONS.** Check with the church financial secretary about your payments.

*Hostess fee is given to the Deacon's fund for mission and special needs.

WEDDING MUSIC

Our church's organist has the right of first refusal if the couple wishes to use the church organ. If an outside organist is engaged, he/she **must** work with our church organist who has a consultation fee. Other instrumentalists must be cleared through the pastor(s)

DECORATIONS

No tacks, nails or tape should be used on any part of the building. We suggest using pipe cleaners, ribbon or rubber bands to attach decorations to the pews.

The church does not provide candles, including the unity candle or candelabras. Dripless candles are required.

The florist can have access to the church on the day of the wedding by previous arrangement.

The wedding party is responsible for the removal of all wedding decorations at the conclusion of the service and pictures.

Do not use rice, or confetti inside or outside the church. Birdseed may be used outside the building.

The wedding party and their families are responsible for any damage done to the pews, walls, floors, carpet, windows, and furniture in the church.

The church is not responsible for any lost or left behind items belonging to the wedding party or their family and guests.

ABSOLUTELY NO ALCOHOL IS ALLOWED ON CHURCH PROPERTY

AUDIO SOUND SYSTEM

The audio/microphones are operated by the church sound person. NO EXCEPTION.

REHEARSAL

The time for the rehearsal shall be set with the pastor(s). Everyone involved with the rehearsal should arrive **promptly**. Ordinarily, the rehearsal lasts no longer than one hour. **The wedding license must be brought to the rehearsal.** A signed wedding license is required before the ceremony can be performed. (Applicants are responsible for checking current laws for obtaining their wedding license.)

CHECKLIST FOR YOUR RECORDS

- The pastor(s) consulted as soon as tentative plans are made in order to be certain that date, time and facilities are available.
Date - _____
- The organist consulted.
Date - _____
- Please complete the necessary form and return to the church office promptly. **A date will not be reserved without the proper paperwork.**
Date - _____
- The church does not provide candles, including the unity candle or candelabras. **Dripleless candles are required.** Please use your florist for candelabras and other candle holders.
Date - _____
- The time for the rehearsal shall be set with the pastor(s). Everyone involved with the rehearsal should arrive promptly.
Date - _____
- The wedding license shall be brought to the rehearsal.
Date - _____
- The wedding party is responsible for the removal of all wedding decorations at the conclusion of the service and pictures.
Date - _____

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Pastor: Rev. Lawrence H. Bartel

Church e-mail: office@oxfordpresbychurch.org

Are you a member of the Oxford Presbyterian Church? _____

If not, why do you desire to be married in this church?

Why do you want to have a Christian worship service of marriage in this church?

WEDDING INFORMATION

Date of Wedding _____ **Time of Ceremony** _____

Rehearsal Date _____ **Time of Rehearsal** _____

Bride/Groom Full Name _____

Church Membership _____

Bride/Groom Full Name _____

Church Membership _____

Place of Ceremony _____

Minister _____

Organist, Lynn Jacobs _____ or by special permission _____

Soloist? _____

(OVER)

Number of Wedding Party Participants:

Attendants _____

Ushers _____

Ring Bearer _____ (yes or no)

Flower Girl _____ (yes or no)

Bride/Groom Current Address _____

Telephone Number _____

E-Mail address _____

Bride/Groom Current Address _____

Telephone Number _____

E-Mail address: _____

Future Address of the Couple _____

Parents' Contact Information _____

Telephone Number _____

Email address: _____