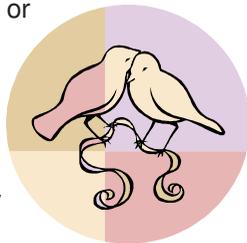


- Flowers and decorations should not detract from the marriage service. No flowers or candles, other than those provided, can be used directly behind the organist.

“Flowers, decorations and other appointments should be appropriate to the place of worship, enhance the worshipers’ consciousness of the reality of God, and reflect the integrity and simplicity of Christian life.”

(Presbyterian PCUSA Book of Order W-4.9005)

- Any items placed on the pews, such as bows, flowers, or candles, must be secured with something other than tape, staples, thumb tacks or wire.
- The pulpit, lectern and Communion Table are not to be concealed.
- It is the responsibility of the pastor to maintain the integrity of the wedding service.
- The bride and bridesmaids may dress in the library on the first floor.
- The groom and groomsmen may dress in the choir room on the 2nd floor.
- If the church’s sound system will be used for taped music or accompaniments or for the audio recording of the ceremony, a trained sound system operator from the church must be secured. Please contact the church office for more information.
- The sanctuary is decorated with greenery in the month of December by the Worship Committee and will remain in place through Christmas Eve.



Wedding Receptions

The Fellowship Hall of the church can be reserved for a wedding reception, using a caterer of your choice.

To reserve the Fellowship Hall for a reception following your wedding, please contact the Church Administrator as soon as possible after the first meeting with the pastor. Confirmation is not complete until receipt of the Facility Use Application and the \$300 deposit and you have met with the Building Supervisor or Church Administrator.

Fees vary depending on the space needed, use of kitchen, audio visual needs. See **FPC Building Use Fee Schedule** for details. The fees include use of the hall, tables and chairs, kitchen equipment and also provide for the services of a custodian who will be in the building to assist with set-up and clean-up on the day of the wedding, but who will not assist in the kitchen. This fee will be billed to the bride 6 weeks in advance of the wedding when other charges are billed.

Advance set-up time for a reception will be arranged with the Church Administrator and Building Supervisor and is dependent on the church calendar. This is usually no earlier than 4 hours before the wedding.

A deposit of \$300 will be required at the time of reserving the facility. This deposit will cover any breakage and will be returned if the kitchen/Fellowship Hall is cleaned and returned to the condition it was found.

The building should be cleared of guests and cleaned up 2-3 hours after a wedding.

Fellowship Hall can accommodate 300 people at a sit down reception. Fire Marshall occupancy limit is 375 people.



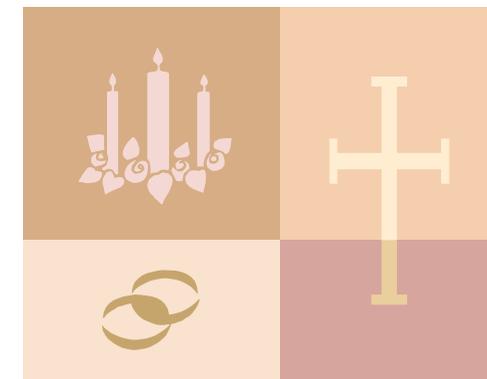
Special Receptions

The Fellowship Hall of the church may also be reserved for special receptions such as anniversaries or birthdays.

The same fees and requirements for wedding receptions apply to special receptions. Non-member requests and some member requests for special receptions may need to be forwarded to the Session of First Presbyterian Church for approval.

Any exceptions to these policies must be presented in writing to the pastor for consideration of the Session of First Presbyterian. The Session meets the second Tuesday of each month.

Weddings and Receptions at First Presbyterian Church



The church wedding ceremony is a Christian worship service which is itself an offering to God by the participants. Those coming to the church to be married should expect and anticipate that the ceremony will be a sacred and worshipful service.



**FIRST PRESBYTERIAN CHURCH
524 S. DUNCAN
STILLWATER, OK 74074
405-372-5580**

Scheduling a Wedding

Before a date can be reserved for a wedding at First Presbyterian, the bride and/or groom must meet with a pastor of First Church to determine his/her availability to perform the wedding.

Weddings of members may be scheduled one year in advance.

Weddings of non-members may be scheduled three months before the wedding date (i.e., a December 1st wedding cannot be scheduled until September 1st).

Member or Non-Member?

If the bride, groom, or their mother, father or legal guardian, has been a member of First Church, Stillwater, for at least a year prior to the wedding date, the wedding will be considered a "member" wedding. (All other weddings are non-member weddings).

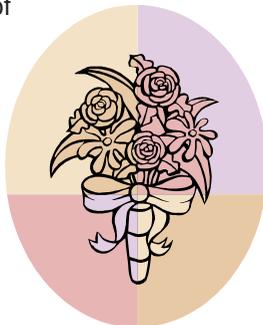
Other Scheduling Considerations

No weddings will be scheduled during Holy Week (the weekend before Palm Sunday through Easter Sunday), December 20 through January 2, or on any Sunday.

Only one wedding will be scheduled on any given day.

When a wedding is scheduled at First Presbyterian Church, it is understood that all church staff will be used. This includes a First Church pastor, church organist and custodian.

If the couple desires a non-First Church pastor to participate in the wedding, it is the prerogative of a pastor of First Church to approve or disapprove the involvement of a visiting pastor in the ceremony. If approved, the First Church pastor will invite the other pastor to participate.



Fees and Deposits

Deposit Required

After the availability of the pastor and the facilities has been determined, a deposit of \$200 must be made to the Church Administrator in order to schedule the date on the church calendar. This deposit will be returned after the wedding if the building is left in satisfactory condition.

Non-Members: If the wedding is cancelled after it has been scheduled on the calendar, the deposit will not be returned.

Members: If a wedding is cancelled within 90 days of the date, the deposit will not be returned.

Non-Member Fee: \$600

This fee provides compensation for the First Church pastor, staff organist, custodian, and a utility charge. . . A bill will be sent to the bride's address six weeks prior to the wedding date. Full payment is due to the church office four weeks prior to the wedding date. The required deposit is not used toward these charges.

Member Fee: \$300

This fee provides compensation for the staff organist and custodian. A bill will be sent to the bride's address six weeks prior to the wedding date. Full payment is due to the church office four weeks prior to the wedding date. The required deposit is not used toward these charges.

Before the Wedding

It is the responsibility of the bride and groom to schedule at least two or three meetings with the pastor.

After one of these meetings, a meeting with the Church Administrator should be scheduled to go over specific needs for the day of the wedding: when the florist will arrive, photographer, time of rehearsal, candelabra, who will clean up, details and setups for a reception etc.

The Day of the Wedding

The church will be open three hours in advance of the wedding time (four hours in advance if the wedding reception is also being held in the church). A custodian will then be on duty and available for questions. If at all possible, all deliveries should be scheduled during this time. The sanctuary should be cleared one hour after the wedding. Additional time can be requested, but is not guaranteed.

Music and the Organist

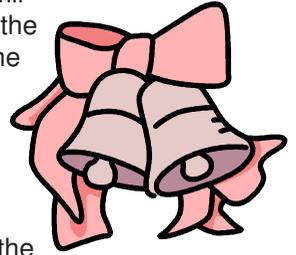
The marriage service is a worship service in which the assembled people join the bride and groom in asking God's blessing on their union. Special care should be taken to select appropriate music which will contribute to the worship atmosphere of the service.

It is the responsibility of the staff organist to maintain the integrity of the musical aspects of the Marriage Service; this includes decisions regarding the appropriateness of all music and lyrics. The congregation may join in hymns and other musical forms of praise and prayer.

"Music suitable for the marriage service directs attention to God and expresses the faith of the church."

(Presbyterian PCUSA Book of Order W-4.9005)

The staff organist will play for all weddings in the church. This includes the pre-wedding consultation, 20 minutes prelude music, wedding service music, 10 minutes of recessional music and the



accompanying of any soloist(s). If the organist is unavailable on the date, a suitable substitute will be secured by the staff organist.

If an organist other than the staff organist is requested, the staff organist must approve of and confer with the visiting organist at least 4 weeks prior to the wedding. Even if a guest organist is used, the overall fee remains the same.

The bride and groom must contact and meet with the staff organist at least 4 weeks in advance of the wedding to make all music selections. This includes solo music and special requests.

Staff Organist is Rebecca te Velde, 624-2612.

General Guidelines

It is the responsibility of the bride and groom to inform the appropriate people of the following guidelines:

1. The use of alcoholic beverages is prohibited in the church.
2. First Presbyterian is a non smoking facility.
3. Bird seed can be thrown outside the church building. No rice at all, please.
4. Two candelabra are available for use.
5. Videotaping is allowed if done from the west rear balcony or northeast side balcony. Any other locations must be approved by a pastor.
6. No flash photography is allowed once the bride begins her walk down the aisle.

(continued, next page)