

## Music and the Organist

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The marriage service is a worship service in which the assembled people join the couple in asking God's blessing on their union. Special care should be taken to select music that is appropriate for sacred worship.

The FPC staff organist is Rebecca te Velde (405-624-2612, rebecca.tevelde@stillwaterfpc.org). She plays for all FPC weddings and is responsible for upholding the musical integrity of the marriage service, including the suitability of all music and lyrics. If unavailable for a given date, she will assist the couple in securing an organist. The couple is to contact Mrs. te Velde soon after the wedding date is finalized to arrange a meeting with her at FPC for selecting music and discussing service details. If a soloist or instrumentalist is to be involved, their music also needs to be decided and the accompaniment(s) secured and delivered to the organist no later than 3 weeks prior to the wedding date. It is the responsibility of the soloist/instrumentalist to arrange a rehearsal time with Mrs. te Velde. In addition to the organ, a piano and a harpsichord are also available for accompaniments. Congregational participation in the singing of hymns may be included in the service if the couple so desires.

If an outside organist is requested, the FPC staff organist's fee is still to be honored. The musician is asked to contact Mrs. te Velde several weeks before the wedding to discuss musical selections and arrange a time to be "introduced" to the FPC Reuter pipe organ. Every pipe organ is unique, and visitors need to be shown certain performance aids and mechanisms as well as the location of lights, etc...

## Wedding Receptions

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

To reserve the Fellowship Hall, please contact the Church Administrator as soon as possible after the first meeting with the pastor. Confirmation of the event cannot be given until receipt of the Facility Use Application and the \$300 deposit, and the couple has met with the Church Administrator.

Advance set-up time for a reception will be arranged with the Church Administrator and the Building Supervisor, is dependent on the church calendar, and usually will not exceed four hours in advance of the reception.

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.



## WEDDINGS AND RECEPTIONS AT FIRST PRESBYTERIAN CHURCH

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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.

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FIRST PRESBYTERIAN CHURCH  
524 S. DUNCAN STREET  
STILLWATER, OKLAHOMA 74074  
405-372-5580 [www.stillwaterfpc.org](http://www.stillwaterfpc.org)

## Scheduling a Wedding

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Before a date can be reserved for a wedding at First Presbyterian Church (FPC), one or both members of the couple must meet with a pastor of FPC 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 in advance.

### Member or Non-Member?

If either member of the couple or the father, mother or legal guardian of either has been a member of FPC for at least one year prior to the wedding date, the wedding will be considered a member wedding.

### Other Scheduling Considerations

- No weddings will be scheduled during Holy Week (the weekend of Palm Sunday - Easter Monday), December 20 - January 2, or on any Sunday.
- Only one wedding will be scheduled on any given day.
- When a wedding is scheduled at FPC, it is understood that all church staff will be used, including pastor, organist, and custodian.
- A non-FPC pastor may participate in the wedding ceremony only with prior approval from the FPC pastor. This approval is not guaranteed.

## Deposits and Fees

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### Deposit Required

After the availability of the pastor and the facilities has been determined, a deposit of \$200 must be made to the Church Office in order to reserve the wedding date on the church calendar.

### Cancellation Policy

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

### Fees

**Member Fee, \$300**

**Non-Member Fee, \$600**

A bill will be sent six weeks prior to the wedding date. Full payment is due to the church office four weeks prior to the wedding date.

### Before the Wedding

It is the responsibility of the couple 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 needs for the day of the wedding, including florist deliveries, wedding rehearsal, and reception (if held at FPC).

## General Policies

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It is the responsibility of the couple to inform the appropriate people of the following policies.

- The use of alcoholic beverages is prohibited in the church.
- FPC is a non-smoking facility.
- Bird seed can be thrown outside the building. Absolutely no rice.
- Videotaping is allowed from the rear balcony or the northeast side balcony. All other locations require prior pastor approval.
- No flash photography is allowed once the ceremony has begun.
- Flowers and decorations shall not detract from the marriage service.
- The pulpit, lectern, and Communion table are not to be concealed.
- The sanctuary is decorated with greenery during the season of Advent (Late November through December.)

## The Day of the Wedding

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

