

Planning Your Church Wedding

Practical information for planning your special day



 OTTERBEIN
CHURCH
801 Park Street • Waynesboro, PA 17268

General Information

Otterbein Church provides a ministry to couples who are planning to be married. Your preparation is important and the following information is designed to assist you as you make those all-important plans and decisions and as you progress through the premarital counseling process.

All couples who get married at the church by one of our pastors must attend and fulfill the premarital counseling requirements. The pastor is under no obligation to perform the ceremony if it would cause the pastor to violate scriptural principles of marriage. The pastor will make a decision to perform or not to perform the marriage ceremony no later than the second premarital counseling session.

All weddings held at Otterbein Church must involve a member of the pastoral staff of the church. Exceptions will only be made under special circumstances (the home church is renovating their facility, etc.) and must be approved by the senior pastor and the Board of Elders.

Our facilities are available to members and non-members. We do, however, expect all weddings to conform to practices and standards of good judgment in keeping with Christian marriage. We do not permit smoking inside the church building and members of the wedding party are expected to refrain from alcoholic beverages prior to and during the rehearsal and wedding. The bride and groom are responsible for sharing this information with others in the wedding party.

Scheduling Your Wedding

The first step in scheduling a wedding at Otterbein Church is to complete the Wedding Request Form. We prefer you complete the form online at www.otterbeinchurch.org/weddings.html. If you do not have access to a computer, you can complete the attached form at the end of this booklet and mail it to the church. Once we receive the Wedding Request Form, a member of our staff will contact you to follow up with your request within two weeks.

Please note: If you desire to speak with the Director of Facilities prior to completing the form to review possible open dates for your wedding ceremony, he will provide that information to you but will not put your wedding on the schedule until the Wedding Request Form is submitted to and reviewed by the church.

Premarital Counseling

Premarital counseling is an important part of your preparation for marriage. It is our desire to help prepare you for married life so that you will have a lasting and happy marriage that will glorify God.

Premarital counseling generally lasts between 4 and 10 sessions depending on the circumstances and needs of the couples. Generally a premarital inventory is used to point out strengths and weaknesses, areas of compatibility, and potential conflict. The sessions will also be used to talk specifically about the marriage ceremony. Other topics that may be included are the role of commitment in marriage, biblical forgiveness, role expectations, communication, blended family issues, budgeting, and other issues that are important to have a lasting and happy marriage.

The Wedding Ceremony

It is our belief that a marriage ceremony should not only unite a man and woman for life, but also honor God and be a testimony of His faithfulness in bringing two people together. Therefore, we will endeavor to guide you in a meaningful wedding service that will be unique, personal, and creative. We permit you to be flexible with your service and encourage you to make the ceremony yours within the concept of a Christian ceremony.

The pastor will discuss this with you in greater detail during the premarital counseling. It would be helpful for couples to give some thought to the following questions concerning the wedding ceremony prior to meeting with the pastor:

- Who (and how many) will be a part of the wedding party?
- Will your photographs be taken before or after the wedding ceremony?
- Will the service be video taped?
- Will you have a unity candle?
- Will you use an aisle runner?
- Will you present flowers to the parents sometime during the ceremony?
- Will you have a wedding bulletin?
- Who will give away the bride?
- What kind of music (organist, CD, harp, piano, etc.) will you use as part of the wedding ceremony?
- Will you include any vocal music selections in the ceremony? If so, how many will be included?

The Wedding Rehearsal

The wedding rehearsal is usually held the evening prior to the wedding. The rehearsal is important for two reasons. First, it provides a time for the wedding party to become acquainted. Secondly, it will help the wedding party understand the flow of the service.

You should plan for the rehearsal to last one hour and fifteen minutes. We encourage the rehearsal to be held as early as possible in the evening and prior to a rehearsal dinner.

It is often asked who should attend the rehearsal. In short, anyone who will have any part in the wedding ceremony should be present including musicians, sound board operators, and parents.

You are also encouraged to bring to the rehearsal everything you anticipate needing on your wedding day. For example, bring your wedding gown, tuxes, candles, guest book, ribbons, unity candle, etc.

You will also need to bring your marriage license to the rehearsal so that the pastor performing the ceremony will be able to complete the necessary information prior to your wedding ceremony.

Flowers, Candles, Pictures, and Video

Once your wedding date and time are finalized, you will want to contact a florist and photographer. At Otterbein our pastoral staff strongly encourages you to have all pictures taken prior to the wedding ceremony. The reasons for this will be discussed with you during your premarital counseling.

The church has two attractive brass candelabra and two white cast iron candelabra that are available to couples being married at Otterbein. Prices for candles are included in this brochure in the fees section.

Unity candles, ribbons, flowers, aisle runners, etc. should be purchased by the couple and brought to the church on the night of the rehearsal.

We permit the video taping of your wedding ceremony, but ask that the person responsible for taping the service find a stationary place in the sanctuary where he will not be a distraction to those witnessing the ceremony. The pastor performing the ceremony will provide additional information regarding good locations for video taping the ceremony.

Music

It is the responsibility of the bride and groom to find musicians and vocalists for the ceremony. The pastors will recommend persons if the couple desires. All music shared during the ceremony needs to be approved by the pastor performing the ceremony prior to the rehearsal.

Because of the increasing difficulty finding qualified and willing organists, many couples are using recorded music for their wedding ceremonies. The church has a number of quality wedding CD's that are available for use during the ceremony and are available upon request from the pastor. If you do use recorded music, you will need to have a sound board operator present during the wedding ceremony. The pastor will provide names of potential persons qualified to run the church sound system.

Honorariums

Honoraria for the musicians should be agreed upon by the bride and groom and person providing the services. A recommended honoraria for an organist today is \$80—\$125. A recommended honoraria for a vocalist is \$50-\$100 depending upon the number of songs requested and the amount of rehearsal required to prepare the songs for your wedding. If an operator for the sound system is needed from the church, a recommended honoraria is \$60-\$75.

While weddings are performed as a ministry of the pastors of the church, weddings require additional services by the pastors that generally include working during times that they would not normally work. Therefore, a honoraria of at least \$100 is recommended for the pastor who has conducted the premarital counseling, conducted the rehearsal, and officiated at the wedding ceremony.

Honorariums should be given at the rehearsal.

Fees Related To Your Church Wedding

Otterbein Church considers the performance of weddings a part of the ministry of the church. There are no rental fees for the use of the church when the ceremony is performed by one of our pastors. We have endeavored to keep other costs as reasonable as possible.

Following is an overview of fees that may be a part of your wedding ceremony. All fees should be paid prior to the wedding ceremony.

Church Rental/Janitorial Fees:

Church Rental	0.00
Church Janitorial Fee (1-100 persons).....	30.00
Church Janitorial Fee (101-400 persons)	50.00
Church Nursery Janitorial Fee	30.00
Bird Seed, Confetti Cleanup Fee	25.00

Ministry Center Rental/Janitorial Fees:

Ministry Center Gym (1-100)	100.00
Ministry Center Gym (101-175)	125.00
Ministry Center Gym (176-300)	150.00
Ministry Center Gym (301-500)	175.00
Ministry Center Small Banquet Room.....	50.00
Ministry Center Kitchen	25.00
Bird Seed, Confetti Cleanup Fee	25.00

Table/Chair Setup (1-100).....	40.00
Table/Chair Setup (101-175).....	50.00
Table/Chair Setup (176-250).....	75.00
Table/Chair Setup (251-350).....	100.00
Table/Chair Setup (351 +).....	125.00

PLEASE NOTE: You will be asked to complete a rental application and pay a \$50.00 non-refundable deposit if you are planning to use the Ministry Center for any part of your wedding ceremony or reception. The application is available upon request from our Director of Facilities.

Candles:

Candles for brass candelabra.....	15.00
Candles for white cast iron candelabra.....	15.00

Wedding Bulletin:

Typing.....	25.00
Single-sided copy cost (B & W).....	.15
Double-sided copy cost (B & W).....	.25
Single-sided copy cost (color).....	.20
Double-sided copy cost (color).....	.35

Please Note: You will need to provide the bulletin blanks.

Procedures For Acquiring Your Marriage License

If you are planning to be married in Pennsylvania, you must apply for your marriage license in Pennsylvania. Following are guidelines prepared by the Franklin County Clerk of Courts regarding the process for acquiring your marriage license.

- 1) Both individuals must apply in person at the same time to complete the application for marriage.
- 2) Both persons must be 18 years of age. Applicants must bring a photo ID that includes proof of age (ie. Driver’s license). A Social Security Card is also required. (Note: Anyone under 18 years of age should check with the Clerk of Courts office for additional requirements for acquiring a marriage license.)
- 3) You must apply at least three days prior to your wedding ceremony. The marriage license is valid for 60 days after applying.
- 4) You will apply for the license at the Office of the Clerk of Courts in the Franklin County Courthouse Annex in Chambersburg. The ceremony need not be performed in the county in which the license was issued. The office hours are 8:30—4:30 Monday–Friday. Persons applying must be at the office no later than 4:00 p.m. to apply.
- 5) When applying for the license, you will be required to pay a “fee.” You can call the Clerk of Courts office prior to your visit to find out the current fee schedule for marriage licenses.
- 6) You will need to know the birthplace (just the state), full name, mother’s maiden name, residence (just city and state) and occupation of parents.
- 7) Persons who have been previously married must provide the following information concerning the dissolution of their most recent marriage. For divorce, you must have a divorce decree showing the month, day, and year of the final decree. For death, you must have a death certificate with the date of death of the deceased spouse.

CONCLUSION

If you have any questions, please contact the church office and speak with one of the secretaries or pastors. You may reach us by email at info@otterbeinchurch.org or by phone at 717-762-7147. It is our desire to assist you in making your wedding a memorable, enjoyable, and God-honoring event.

Otterbein Church Wedding Request Form

Today's Date:	Date of Wedding:
If the preferred date for your wedding is not available, are you willing to consider another date? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you planning to have your reception at the Otterbein Ministry Center? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Approximately how many people do you anticipate attending your wedding?	
Bride's Name:	
Bride's Address:	
Bride's Email:	
Bride's Mobile Number:	Bride's Home Number:
Does the Bride attend Otterbein Church? <input type="checkbox"/> Yes <input type="checkbox"/> No	Bride's Birthday:
Groom's Name:	
Groom's Address:	
Groom's Email:	
Groom's Mobile Number:	Groom's Home Number:
Does the Groom attend Otterbein Church? <input type="checkbox"/> Yes <input type="checkbox"/> No	Groom's Birthday:
Please share the reason you wish to be married at Otterbein Church.	
Do you have a preference as to which pastor from Otterbein performs your wedding? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which pastor do you prefer?	
Will there be any other pastors involved in performing your wedding? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please include their name and the role you desire for them to play in your wedding ceremony.	
We prefer the Wedding Request Form be completed online at www.otterbeinchurch.org/weddings.html . If you do not have access to a computer, you can complete the form above and mail it to Otterbein Church, 801 Park Street, Waynesboro, PA 17268.	