

Congratulations!!

We share in the joy of your happiness in finding one another and are glad that you desire to be united in marriage before God in this church. There are many details connected with a wedding, whether it be large or small. To help you we have prepared this pamphlet of guidelines for a Christian wedding.

First of all, remember that your wedding is a sacred ceremony "...instituted of God, and to be entered into reverently, discreetly and in the fear of God." We are sure you want to keep it this way and not tarnish it with commercialism or inappropriate sentimentality.

Each wedding has its own identity and reflects the personality of the couple. Proper attire and practices should be appropriate for the sanctuary. The pastor is in sole charge of the service and any details must be approved by him.

Your wedding ceremony is yours to remember and cherish all through your life together. Let it be a beautiful, dignified and sacred service. If you have any questions concerning this information or the plans for your wedding, please feel free to call the pastor.

May God richly bless you both as you begin your life together and may your love for each other grow deeper as you cease to be two and become one.

USE OF BUILDING

While we wish we could accommodate all couples as they unite in Christian marriage, because our facility is so heavily used, we can only permit Church members and their families to use Otterbein Church for weddings.

Couples in which one or both are members or regular attendees, or those with immediate family who are members or regular attendees of Otterbein (hereafter referred to as members), may use the sanctuary without cost. At the

discretion of the pastor, couples who are not members or regular attendees may be married at Otterbein UMC and are asked to pay \$450, non refundable, for use of the sanctuary. This amount is due before the wedding is scheduled on the church calendar. Scheduling of the rehearsal and service times must be approved through the church office. Our sanctuary seats approximately 350.

Absolutely no alcoholic beverages or tobacco use are permitted in the church building or on the church property. The pulpit and altar are not to be moved. Use of birdseed, rice or any type of confetti is prohibited.

The church will be unlocked approximately one hour before the rehearsal and two hours prior to the service. If time is needed for decorating prior to the rehearsal arrangements should be made through the church office. Please make your plans in accordance with these times. It is preferred that the bridal party have their hair styled prior to arriving at the church. Hairspray can damage the floor finishes.

Behavior of guests and wedding party are the responsibility of the bride and groom.

CLERGY

The pastors of Otterbein United Methodist Church are responsible for all worship services which take place in the sanctuary. A wedding is first and foremost a service of worship. For this reason no wedding will be performed without the consent of the senior pastor. If a couple wishes to use the services of the pastor, at least three counseling sessions will be required.

There are no set ministerial fees for couples who are members of Otterbein. Non-member couples should plan for an honoraria of no less than \$150.

Members and non-members who do not plan to use the pastor of Otterbein to officiate at the service will be required to have an Otterbein pastor present for the rehearsal and wedding. An honoraria of \$100 is requested, payable directly to the pastor at the rehearsal.

ORGANIST

Due to the complexity of our organ, it is recommended that one of the church organists be used for weddings at Otterbein. No outside organist shall be permitted to use the organ without approval and instruction by one of our church organists. The organist fee is \$125. It is the responsibility of the couple to make arrangements for the organist. Approved organists are:

Pat Strickler	249-7411
Jane McGregor	243-8303

WEDDING MUSIC

All music for the wedding must be discussed with the pastor and the church organist. A church wedding is a service of worship. The music must reflect this. Use of a soloist or instrumentalist is permitted with permission from the pastor and organist. Due to copyright laws, use of professionally produced music (tapes and/or CDs) is permitted only if the recording was intended for use as an accompaniment with a vocalist.

Solo Trumpet Wedding Music: Available at an additional fee is a trumpet soloist with over 40 years experience of performing wedding ceremonies. The trumpet sound compliments the organ or other musical instruments while adding elegance and a regal experience to your wedding ceremony. You and all attendees will find this addition emotionally stirring and aesthetically pleasing.

Repertoire listings of trumpet music suitable and as needed for prelude, wedding party entrance/exit, music during the service and postlude are available. The trumpeter fee is \$100.00 which includes attending the rehearsal. Arrangements for the trumpeter must be made by separate contact. Trumpeter is Harold Edwards (717) 241-5702 Cell (717) 576 1720.

PEW DECORATIONS & CANDLES

Any pew decoration must not scratch the pews. Altar candles will be lit for all weddings without charge. Use of the church pew sconces or the chancel candelabras is permitted with prior arrangements made with the custodian. If the couple wishes to include a unity candle in the ceremony, it is their responsibility to provide one.

REHEARSAL

The rehearsal is an essential part of your plans if you want your wedding to go smoothly. It is imperative that EVERY member of the wedding party be present at the rehearsal and ON TIME. **Rehearsal should last no longer than 60 minutes.**

PHOTOGRAPHY

Remember that this is a sacred ceremony and anything which will detract for the worshipful attitude is not appropriate. Therefore, flash photography will not be permitted during the ceremony and no photography which interferes with the concentration and sacred character of the event will be allowed.

FLORAL ARRANGEMENTS

The florist is responsible for providing vases for all floral arrangements. If you desire to leave your flowers for the Sunday worship service following the ceremony, please inform the church office and an appropriate notation will be made in the Sunday bulletin.

WEDDING SERVICE BULLETINS

The purchase and printing of any bulletins is the responsibility of the couple.

CUSTODIAL SERVICES

The custodian will prepare for the rehearsal and clean and make the church facilities ready for the wedding service as well as clean after the service. The custodian is also responsible for setting up and taking down of any candelabras used. Members and non-members are asked to pay for custodial services. The fee is to be negotiated with the custodian, Phil Shaw. He can be reached at 245-2053 (answering machine message is "Buffed Impressions")

PAYMENT OF FEES

Check for fees involving use of the church should be made payable to "Otterbein United Methodist Church" and paid to the church office or the pastor. Full payment for use of the church is due prior to the wedding date being reserved on the church calendar. Checks for fees negotiated with the custodian, organist, soloist or instrumentalist should be made payable to the respective individual.

WEDDING LICENSE

When the service is conducted by our pastor, the wedding license must be delivered to the church no later than 24 hours before the rehearsal.

Wedding Guidelines and Fees



*Otterbein United Methodist Church
647 Forge Road
Carlisle, PA 17015*

*Pastor: Rev. Daniel Dennis
Affiliated Pastor: Rev. Joe Krugle
Admin. Assistant: Leslie Conway*

*Church Office:
258-6704*