



*Guidelines for Planning*

*Your Wedding*

*at*

*Madeira-Silverwood Presbyterian Church*



# INTRODUCTION

Madeira-Silverwood Presbyterian Church is pleased you have selected us to be a part of this special event in your lives.

The Bible teaches marriage is God's desire for most people except for some situations in which God appoints an individual to a life of singleness for special service to him. Marriage has been instituted by God not only as an earthly union between man and woman, but as a symbol of the spiritual relationship between God and his people.

At Madeira-Silverwood Presbyterian Church, we want to do all we can to make your wedding service a beautiful and memorable event. More important, we want to do all we can to make your marriage a fulfilling relationship that glorifies God. It is our belief Christian marriage is more than finding the right person; it is being the right person in relationship with Christ our Savior.

Most weddings last 30-40 minutes, but a beautiful and meaningful service can take months of planning. To help you in that task, we have prepared this information guide for your use.

# SCRIPTURE SUGGESTIONS

The following Scripture references will help couples establish their relationship within the context of Christian principles. Our pastors will be happy to discuss them with you.

- Genesis 2:18-24 "It is not good for man to be alone... "
- Proverbs 18:22 "He who finds a wife finds what is good... "
- Proverbs 19:14 "... a prudent wife is from the Lord."
- I Corinthians 7:1-40 "... each man should have his own wife, and each woman her own husband..."
- Ephesians 5:21-33 "Submit to one another out of reverence for Christ ... for the husband is the head of the wife as Christ is the head of the Church..."
- I Corinthians 11:11-12 "... woman is not independent of man, nor is man independent of woman..."
- Hebrews 13:4 "Marriage should be honored by all..."
- I Corinthians 13:4-8 "Love is patient and kind..."
- Matthew 19:3-13 "Therefore, whom God has joined, let no man divide..."
- 2 Corinthians 6:14-15 "...do not be yoked together with unbelievers..."
- Proverbs 5:18-20 "...rejoice in the wife of your youth..."
- Song of Solomon "...how beautiful you are and how pleasing..."
- Malachi 2:13-16 "...do not break faith with the wife of your youth..."
- 1 Peter 3:1-7 "Wives, be submissive... Husbands, be considerate..."
- 1 Timothy 5:8 "...anyone who does not provide for his family..."

Other scriptures about open communication, responsibility, maturity, parenthood, harmony, finances, settling differences, aging, your job, and spiritual commitment also provide instruction to strengthen our marriages.

# MSPC'S WEDDING POLICY

If you are interested in having your wedding ceremony at MSPC, your first step is to schedule an appointment with the Pastor to obtain consent for the ceremony at MSPC.

The next step is to check the Pastor's calendar and MSPC's Facility Calendar for availability. ***Only after obtaining consent from the Pastor can a wedding be placed/confirmed on the Facility Calendar.*** To insure fairness to MSPC official members, non-members must receive the Pastor's consent at least six months in advance of the wedding.

Should our Pastor be unavailable to officiate the ceremony you may be referred to another minister at MSPC. *If you wish to have another minister or priest assist in the wedding, the proper procedure is for our pastor to invite the guest minister to share in the service.* The guest minister may help with the prayers, scripture readings, and other portions of the service. ***The Pastor/minister from MSPC shall lead the couple in their vows and sign the wedding certificate.***

It is ill-advised to reserve a reception hall or proceed with other plans until after that initial meeting with the pastor. Normally, it is not advisable to plan a wedding around busy holidays or holy seasons such as Lent, Easter, Advent and Christmas.

## **Premarital Counseling**

All couples are expected to go through a series of premarital counseling sessions with the Pastors or other minister officiating the ceremony. Out-of-town couples may obtain premarital counseling via scheduled conference calls or Skype.

We currently use the workbook, *Before You Say, "I Do"* by H. Norman Wright. Both bride and groom will need their own copy of the workbook for the premarital sessions.

Any exception, such as sessions with minister at Christian church in your area; attendance at marriage seminar/retreat event requires pre-approval from the officiating minister and proof of attendance (letter/certificate).

We want to do all we can to make your marriage a fulfilling relationship that glorifies God. As part of the premarital counseling, the Pastor/minister will offer suggestions which will keep the ceremony within the bounds of Christian worship and any limitations posed by our sanctuary. Other materials in our "Wedding Information Packet" include a sample outline of wedding bulletin and order of service/sacrament as well as traditional music selections. ***Changes to the proposed ceremony should be discussed with the pastor before the rehearsal.***

### **Coordinator/Hostess**

One or two persons from our Board of Deacons will be available at the rehearsal and the actual ceremony, to assist with the set up of the sanctuary or chapel; bridal party dressing area for the bride and bridesmaids; and prompting of individuals and other fine details that make for a smooth-running ceremony. While you may hire your own wedding coordinator/planner, MSPC Deacons provide their experience and familiarity with our facility.

### **Music-Audio-Video**

Music in the ceremony should direct attention to God and express the faith of the church. ***Special care should be taken to assure it is suitable and reverent.***

Our Director of Music will be the accompanist (piano or organ) for all weddings at MSPC. If he/she is unable to do so, a substitute will be arranged. It is the couple's responsibility to consult with the Director of Music (*contact info will be sup-*

*plied by the minister or church office*). Should the couple want string musicians in addition to or as a replacement for piano/organ, the couple should discuss this with the Pastor as well as the Director of Music.

The Director of Music can offer suggestions for a soloist upon request. The couple will follow up and notify the Director of Music of with their selection of soloist and contact information so they can schedule rehearsal time as needed.

MSPC will provide an audio engineer to set up and operate any special audio/video needs during the ceremony—such as microphones for soloists, instrumentalists, or other speakers; patch cords for videographers or other special audio/visual needs. MSPC does not do video recordings but can assist the professional you hire with patch cords to our audio system.

## **Photography**

In keeping with the dignity of a worship service, photographers should be discreet and unobtrusive in their work. The couple should advise the photographer to meet with the pastor before the service for instructions. Except during the processional and the recessional, it is suggested photographers and videographers take pictures from the balcony without flash.

## **Alcoholic Beverages**

The church does not allow the use of alcoholic beverages on its premises, nor is the use of alcohol before the service appropriate for Christian worship. This pertains to the rehearsal and the actual ceremony.

## **Decorations**

Most weddings are tastefully done with only a few bouquets of flowers at the front of the sanctuary or chapel. There are a

Any decorative item to adorn the pew ends must be attached with a soft, cloth ribbon or rubber band. NO clamps, adhesive putty, scotch or adhesive tape, pins, wire, nails, etc are to be used. ***The bridal party will be expected to repair any damage to the pews caused by decorative attachments.***

## **The Rehearsal**

The secret of a beautiful wedding is a rehearsal usually held the night before the wedding. The bride and the groom should inform all those involved in the rehearsal to be on time since delays may cause schedule conflicts for the church staff. Rehearsals may not be necessary for small private weddings.

Rehearsals generally last 45-60 minutes. If you are plan a rehearsal dinner afterwards, allow enough travel time to the restaurant. It is not necessary to invite the minister or church staff to a rehearsal dinner.

The bride and groom should bring a valid Ohio Marriage License with them to the rehearsal.

People needed at the rehearsal:

Bride and Groom

Bride's Parents

Groom's Parents

Maid/Matron of Honor

Bridesmaids

Best Man

Groomsmen

Ushers

Ring Bearer

Flower Girl

Grandparents *if they are to be seated during the processional*

Soloist is to make arrange with the accompanist for practice at a separate time.

# Fees Related to Weddings at MSPC

All fees and honorariums are to be paid at or prior to the rehearsal. Unless indicated otherwise, fees include both rehearsal and actual ceremony.

## **Facility** (*make check payable to MSPC*)

### *Church members:*

There is no charge for use of the building when the wedding is conducted by one of our ministers **and** the bride, the groom, or at least one parent is an active member of the congregation.

*Nonmembers:* Fee is based upon location of ceremony.

\$350 - Sanctuary

\$250 - Chapel

*Cleaning Services:* If necessary, there will be an additional charge for extra cleaning services required to prepare the facility for an event following the wedding ceremony.

## **MSPC Personnel**

Organist/Pianist from MSPC (*payable to person*)

\$150 regular music sections

+\$25 accompanist for soloist

+\$50 accompanist with other musician(s)

\$75—MSPC Deacons (*payable to MSPC Deacons*)

\$75—Sound technician (*payable to MSPC*)

Pastor/Officiating Minister (*payable to individual*)

This honorarium should be commensurate with the total costs of the wedding which includes the premarital counseling, rehearsal and ceremony.

\$250—Church members/immediate families

\$350—Nonmembers

# Information about Our Facility

## Access to Church

Contact the church office at least one week in advance to request access to the church for decorating and flower delivery.

## Seating

Sanctuary:

[ main floor; balcony]

On the main floor of the sanctuary there are 39 pews separated by a center isle(19 each side); with isles on the outer or wall side. *Reminder: Any decorative item to adorn the pew ends must be attached with a soft, cloth ribbon or rubber band. NO clamps, adhesive putty, scotch or adhesive tape, pins, wire, nails, etc. are to be used. The bridal party will be expected to repair any damage to the pews caused by decorative attachments.*

White aisle runner for the center isle of the sanctuary should be 35 yards in length. This runner can be secured through your florist.

Chapel: 70 max.

Seating consists of individual, stackable, upholstered chairs.

## Candles

Available for use at MSPC are two candles for the communion table, two standing candelabrams, and the tapers to light the candles.

A unity candle, if desired, must be provided by the bride or a florist.

We encourage the use of bird seed instead of rice. Please inform your guests to refrain from throwing the seed or confetti into the church.

## **WEDDING RECEPTIONS IN FELLOWSHIP HALL**

### **INITIAL ARRANGEMENTS FOR WEDDING RECEPTION**

The bride, groom, or a family member of the bride or groom must be a member of the Madeira-Silverwood Presbyterian Church. The bride must inform the Church calendar administrator of her request for her reception at the church at the time the wedding and rehearsal dates are confirmed.

Requests from nonmembers for a church reception, must be approved by the Pastor and Board of Trustees.

### **USE OF THE CHURCH KITCHEN**

The bride or her family shall contact the Kitchen Coordinator of the Church with any questions regarding use of the coffee maker, silver, dishwasher, linens and dish towels, and other kitchen equipment for receptions held at the church.

### **SET UP IN FELLOWSHIP HALL**

Services of the custodian are required for all receptions held at the church. Refer to section on fees for additional custodial fees. The bride shall draw a simple diagram for the custodian showing number and placement of tables for seating of guests, drinks, food buffet, cake, gifts, etc. This diagram must be given to the custodian one week prior to the wedding reception. The bride should check with the custodian 2-3 days prior to the reception to answer any questions regarding set up or make arrangements for access to the church.

### **CLEAN UP IN FELLOWSHIP HALL**

Bride or her family shall be responsible for restoring the Church kitchen to the same condition in which she found it. Bride or her family shall remove all foodstuffs, linens, decorations, etc. following the reception. The custodian shall be responsible for take down, cleanup, and security of the building following the reception. Bride must indicate a tentative end time for the rehearsal not to exceed 10:00 p.m.

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