

Planning Your Wedding



Old First Presbyterian Church

*Founded 1658
Sanctuary 1784*

**125 Main Street
Huntington, New York 11743
(631) 427 2101**

C ONGRATULATIONS ON YOUR UPCOMING WEDDING!

At Old First Presbyterian Church, we share in your joy and excitement. It is our hope the following guidelines will convey the importance and integrity of a Christian wedding, address concerns and answer questions about the character of weddings at Old First and start you on your way to a sacred and meaningful service and a joyous marriage.

THE WEDDING

A Christian Wedding

The Presbyterian Church (U.S.A.) affirms the following as the faithful and right understanding of marriage. Marriage is a gift of God to all humankind for the well-being of the entire human family. For our congregation, marriage is a covenant through which a man and a woman are called to live out together before God their lives of discipleship. In a service of Christian marriage, a lifelong commitment is made to each other, publicly witnessed and acknowledged by the community of faith.

A Wedding at Old First Church and Other Venues

Old First Presbyterian Church gladly receives requests to host weddings from couples who accept and respect this understanding of marriage. Couples are not required to be active members of Old First Presbyterian Church in order to be married in the Church. However, the guidelines put forth in this booklet apply to all weddings. The Church will seat 450 people for a wedding. Please note that at no time are alcoholic beverages permitted in the Church or on the Church grounds.

If a couple requests a Minister of Old First Presbyterian Church to preside or assist at a wedding service held at a different venue, arrangements must be made privately with the Minister.

The Presbyterian Character of the Service

A wedding service at Old First Presbyterian Church must include three basic elements: At least one reading from the Bible, prayers that express dependence on God, and vows that state the intent of the bride and groom to live in the covenant of marriage as long as they live. Other elements of worship may be included, e.g., music, additional readings and communion. If communion is requested, it shall be offered to all those present. All ceremony elements must be approved in advance by the presiding Minister.

The pulpit and pew Bibles are the New Revised Standard Version. Large print Bibles and hymnals are available.

PLANNING YOUR WEDDING

Getting Started—Setting the Date

A couple should confirm a wedding date and time with Old First Church before making arrangements for a reception.

Although the Church Secretary may be consulted informally about the availability of the Church, a date and time for the wedding and the rehearsal are not secured until the couple has spoken with the Minister, the application has been submitted and the deposit has been paid. Weddings may be held on any day of the week.

When the date and time of the wedding is confirmed with both the Church Office and Presiding Minister, the couple will have one month to submit the Wedding Application found on the Old First website along with the \$500 deposit to firm up the date on the Church calendar. After one month, the date and time are subject to change, pending booking of other weddings and events. The Presiding Minister will also contact the wedding couple to arrange for pre-marital counseling and the preparation of the wedding ceremony after the wedding is confirmed.

Presiding Minister

Exceptions are made for a Minister who is not on staff to assist or perform a wedding service upon invitation from the Minister of Old First and/or the Moderator of Session. All weddings are to be planned and arranged in consultation the Minister, who is responsible for all aspects of the service.

Wedding Coordinator

A Wedding Coordinator must be on the premises during the wedding rehearsal and the marriage ceremony. When your marriage date and time is confirmed, if the bridal party does not have their own Wedding Coordinator, an Old First Wedding Coordinator will be assigned to assist you with many of the details of getting ready for your marriage ceremony at the Church. The Wedding Coordinator will contact the bridal party several weeks before the wedding date to confirm details about the rehearsal and wedding (e.g., seating, numbers in wedding party, set up of the Sanctuary, when the florist will arrive.) The Wedding Coordinator will set up the Sanctuary for both the rehearsal and wedding and will be on hand to make all the details of your wedding run smoothly and beautifully.

At the discretion of the Presiding Minister, a Wedding Coordinator may not be necessary for a very small wedding.

Wedding License

A wedding cannot take place without a valid license. Questions concerning the marriage license should be addressed to the Town or City Clerk. After the wedding the license must be signed by the Minister and two witnesses, but generally not by the bride and groom. Customarily, the Church files the license with the office of the Town Clerk where it was issued. If a couple wants a copy of their signed marriage license before leaving the Church, special arrangements must be made in advance with the Minister. Couples are required to bring the license to the Church no later than the rehearsal.

Music

The Director of Music at Old First Church is responsible for all aspects of music at weddings. Other musicians may participate upon invitation of the Church's Director of Music. During the service, only music that is appropriate for Christian worship may be performed.

The Director of Music must approve all music selections. A couple should make arrangements to consult with the Director of Music early in the planning process.

Wedding Program

The Church Secretary may prepare a wedding program for the service, provided the material is submitted far enough in advance. The Church is not able to provide sophisticated or elegant printing or produce materials on heavyweight paper. A fee of \$100 will be charged for the preparation and duplication of a wedding program for up to 200 copies. A higher fee will be assessed for a larger number of copies.

Decorations

Flowers and other Sanctuary decorations should be consistent with the Presbyterian value of simplicity and reviewed with the Minister. The florist must contact the Wedding Coordinator and/or the Church Office to arrange a suitable time for decorating. An aisle runner, if desired, is ordinarily secured through a florist or limousine service.

Photography & Videography

Photography and videography may be taken in the Church before the ceremony and during the processional and recessional from the main aisle. Other photography or videography during the service may be taken from the back of the Sanctuary or the balcony. To preserve the sacred character of the service, photographers should be counseled to be discreet and unobtrusive in taking pictures

during the service. The officiating Minister has authority to determine the appropriateness and permissibility of picture-taking. The bride and groom are also encouraged to counsel their guests not to take pictures during the service. The bridal party may gather in the front of the Sanctuary for pictures after the service.

Parking

There is parking available for guests in the Church parking area, on the streets, or in other parking areas in the vicinity of the Church. For a large wedding, police assistance and/or outside parking valet service may be arranged by the bride and groom.

Timing

Weddings and wedding rehearsals will begin at the appointed time. The Minister, organist and custodian are not responsible for being present if there are exceptional delays.

Rehearsal

A rehearsal date and time is scheduled with the Minister when the wedding date is selected. On average, the rehearsal takes about one hour. As many participants as possible are encouraged to attend. A rehearsal may not be necessary for a small wedding.

After the Wedding

A receiving line may be held at the Church as the bride and groom choose. The throwing of rice, birdseed and flower petals is prohibited inside and outside the Church.

Custodian

A fee of \$200 is assessed for custodial services. This shall be paid to the Church. The Church may assess additional fees in the event special custodial services are required.

Wedding Fees

	*Active Members	All Others
Sanctuary	No Fee	\$850
Minister	\$300	\$600
Wedding Coordinator	\$200	\$400
Director of Music	No Fee	\$150
Organist	\$250	\$350
Soloist	\$125	\$150
Custodian	\$200	\$200
Parish Hall Reception	\$300	\$500
Reception Custodian	\$200	\$200

*Active members are those who have actively participated in the life and ministry of Old First Presbyterian Church for a minimum of 18 months prior to the wedding date.

All fees for the wedding are paid directly to Old First Church.

All couples must pay a deposit of \$500, along with submission of their Wedding Application no later than one month after the wedding is scheduled. The fee is refundable if the wedding is cancelled at least six months prior to the wedding date.

Parish Hall Wedding Reception

The Parish Hall is available for a reception for up to 150 wedding guests. A reception at Old First is limited to Parish Hall, the kitchen and the restroom areas of the Church building. No alcoholic beverages are permitted.

Tables and chairs are provided in Parish Hall. Tablecloths, china, tableware and glasses are not included. Arrangements can be made for table set-up and a time for the wedding party to decorate. The use of the kitchen is for prep work only. No use of the oven, stove, coffee urn or dishwasher is permitted. Parish Hall and the kitchen must be left as it is found. Caterers are permitted.

For More Information

For more information about holding your wedding at Old First Church, please contact the Church Office by telephone, email info@oldfirstchurchhuntington.org or in person.

The Church Office is open Monday through Friday, 9:00 a.m. to 2:00 pm.

Telephone: (631) 427-2101

Fax: (631) 427-2116

Email: info@oldfirstchurchhuntington.org

Revised April, 2016

OLD FIRST PRESBYTERIAN CHURCH
Huntington, New York
Rev. Anne Stewart Miller, Interim Pastor
Kenneth W. Friese, Director of Music

WEDDING INFORMATION

Bride's Name: _____

Groom's Name: _____

Bride's Phone: (H) _____ (W) _____

(C) _____

Email Address: _____

Wedding Date: _____ Wedding Time: _____

Rehearsal Date: _____ Rehearsal Time: _____

Number of Participants in Wedding Party: _____

Flower Girl Ring Bearer

Will you have a runner in the aisle? Yes No

Music You Request:

Processional: _____

Recessional: _____

Special Request (if any) for Prelude Music:

I would like Suggestions

Do you wish to use a soloist (singer)? Yes No

If yes, Female Male

APPLICATION FOR USE OF CHURCH FACILITIES
FOR A WEDDING RECEPTION

Name: _____

requests permission to use:

- 1) the Parish Hall (first floor)
- 2) Recreation Hall (second floor)
and lavatories for a wedding reception for:

Date desired: _____

Time desired: _____

WE HAVE SEEN AND AGREE TO THE REGULATIONS
SPECIFIED FOR CHURCH WEDDING RECEPTIONS.

(Applicant's signature)

Address: _____

Telephone: _____

**PLEASE NOTIFY THE CHURCH OFFICE AS SOON AS POSSI-
BLE IF THERE IS ANY CANCELLATION OR DESIRE FOR
CHANGE OF DATE OR TIME.**

Approval of Application

Approved by
(For Old First Church)

Date



Rev. Anne Stewart Miller, Interim Pastor
Mr. Kenneth Friese, Director of Music/Organist