

GUIDELINES FOR CHURCH WEDDINGS

First Christian Church, Norman, Oklahoma

These guidelines, adopted by the Worship Department and Board, are designed to inform you of the Church's policy and procedure for the wedding service. Please read them carefully.

I. TO MAKE A RESERVATION:

1. Read the Guidelines.
2. Complete the wedding information form.
3. Early scheduling of wedding is encouraged.
4. We will notify you as to the availability of your requested date for the wedding.
5. Payment of one-half the total charge will confirm the reservation of a date; the remainder of the fees are due no later than one week prior to the wedding.
6. Affirming the value of worship and marriage, couples who wed at First Christian Church will attend worship 50% of the time from the date of signing the marriage contract to the wedding date.
7. Pre-marital counseling is required, with the couple meeting with one of the ministers at First Christian or with a qualified counselor, as provided by Oklahoma law, of their own choosing.

II. GENERAL INFORMATION

- A. The sanctuary seats 300-400 comfortably in the nave and can accommodate 550 including the balcony.
- B. Appointments to discuss wedding arrangements may be made by calling the Church Office at (405) 329-2192.
- C. Bows, etc. may be used on the pew ends, but tape, nails, tacks, etc. must not be used on the pews themselves. If aisle candles are considered, they need to be specially constructed to fit the shape of the pews and be enclosed in a lantern. Any decorations (flowers, candles, etc) not provided by the Church must be removed from the Church immediately after the ceremony.
- D. The carpet throughout makes an aisle-runner unnecessary, but those who prefer one may make arrangements with a florist.
- E. Arrangement of chancel furniture will be done by a member of the church staff as necessary.
- F. The marriage license can be obtained from the Court Clerk's Office in any District Court of some County in the state of Oklahoma. The license required is valid for 10 days. Both must be present to apply at the Court Clerk's office. The required certification of premarital counseling will be provided by the minister, or the individual providing pre-marital counseling.
- G. If flowers left over from the wedding are to be used in the worship service Sunday, please let the Administrative Assistant know so the proper announcement can be included in the church bulletin.
- H. Since throwing of rice, confetti, birdseed, etc., can endanger the safety of those using the halls, walks, and steps, its use is prohibited. Only bubbles may be used, and only outside the church building.

III. WORSHIP SERVICE

Since the Sanctuary is the place of worship for the congregation and the wedding:

1. The ceremony will be conducted with reverence and dignity, as a Christian Celebration. Only music appropriate to a religious ceremony is to be sung or played.
2. A Christian marriage ceremony, with modifications and additions that are meaningful to the couple, is to be used.
3. **Presiding Minister:** One of the ministers of First Christian Church of Norman is to officiate.
4. **Rehearsal:** The officiating minister will conduct the rehearsal if one is needed.
5. **Music:** The music played and sung will be appropriate for worship.
6. **Organist:** The Church has several professional organists to play for weddings. Approximately three months before your date, the office staff will contact them and notify you which one is available to play for your ceremony. At that time you must contact the organist to make arrangements for the music. If another organist is desired, authorization must be given by the First Christian Church organist.
7. A microphone is available for use by a soloist if necessary. Taped music may be used if desired, but the church's PA system is not available to play tapes. The couple will need to provide a tape player and any amplification equipment and operator.
8. **Photographs:** Photographs made during the ceremony would include pictures of the processional and recessional taken by the photographer situated in the back half of the sanctuary, and pictures taken without flash from the balcony or back of the sanctuary in such a way as to avoid distractions of sight and sound. Following the ceremony, photographs are to be made in a timely fashion with a recommended maximum time of 45 minutes for all pictures to be made.
9. **Videotaping:** Any videotaping during the service (including the processional) may be done, without extra light, from the balcony or back of the sanctuary. In addition, it is possible to place an unattended camera in the chancel area to be left running during the service. It should be situated in such a way to avoid distraction from the service: for example, behind a floral arrangement or behind the arch on the north side of the baptistry
10. **Flowers:** Artificial flowers are to be used by the flower girl to avoid someone slipping.
11. **Glitter:** No glitter is to be used on any decorations.
12. **Alcohol:** The use of alcoholic beverages in the church is **strictly prohibited**, including Church receptions or by any member of the family or wedding party while on Church property.

IV. THE FACILITIES OF THE CHURCH INCLUDE:

1. The Sanctuary
2. A dressing room for the bride and attendants, and for the groom and groomsmen.
3. A Prie Dieu (kneeling bench), candelabras and candles.

Couple

Presiding Minister