

YOUR WEDDING AT
MT. WASHINGTON
PRESBYTERIAN CHURCH



6474 BEECHMONT AVENUE
Cincinnati, Ohio 45230

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INTRODUCTION/PURPOSE:

CHRISTIAN MARRIAGE

Marriage is a gift God has given to all humankind for the well-being of the entire human family. Marriage is a civil contract between a woman and a man. For Christians, marriage is a covenant through which a man and a woman are called to live out their lives of discipleship together before God. In a service of Christian marriage a lifelong commitment is made by a woman and a man to each other, publicly witnessed and acknowledged by the community of faith.

Book of Order W-4.9000

Congratulations on your engagement and welcome to Mount Washington Presbyterian Church (MWPC). We are delighted you are planning to be married in our church and that we can share in your important day.

A wedding ceremony at MWPC is a service of Christian worship, celebrating publicly the love of two people coming together in marriage. This celebration is one that takes place in the context of community, involving others who share closely in your lives.

We look forward to helping you make your wedding a special and blessed service of worship. This booklet outlines the key information you will need to plan the portions of your wedding day that will take place in the church. It reflects our congregational and denominational guidelines.

Information may be repeated several times in this document if the material is relevant to different subject matter, as well as, for ease of reference. Please take time to review this information and share with all key people involved in your wedding day, especially the immediate family members of the wedding couple and all vendors. Our staff and wedding hosts are always available to answer questions and help ensure your wedding ceremony goes smoothly.

May God's Spirit guide you as you plan this joyous and spiritual occasion. We wish you every blessing in your life together.

WHAT YOU NEED TO KNOW
IF YOU'RE CONSIDERING A WEDDING
AT MT. WASHINGTON PRESBYTERIAN CHURCH

- We give priority to church members in setting wedding dates. We define a church member as someone who has belonged to this congregation for 12 months.

- Weddings will not be scheduled to begin later than 6:30PM.

- At MWPC, one of our pastors must officiate at all weddings. If you want another pastor or other clergy to participate, discuss it with your officiating pastor prior to asking another pastor to be involved in the service. It is important to ensure there is a clear understanding of roles each clergy will have in the ceremony. In virtually all cases there are ways to include another clergy in the service, by leading prayer, delivering a homily, etc., but the officiating pastor makes the decision on this.

- Presbyterian Church policy requires the officiating pastor to meet with the couple before the wedding. The purpose of the meetings is to discuss the nature of Christian marriage and all details of the ceremony. Usually it takes three 60 to 90 minute sessions. If the officiating pastor deems it necessary, additional counseling may be recommended or required. We attempt to make alternative arrangements when the couple resides out of town.

THE WHO, WHAT AND WHEN OF MWPC WEDDING PLANNING:



Weddings occur in many places, from homes to parks and public buildings. A wedding in a Christian church is a religious ceremony and an act of worship drawing all present into prayer and thanksgiving to God. .

We want to do all we can to make your wedding service a beautiful and memorable event that glorifies God.

WHO:

Church staff and volunteers available to assist you:

Name	Telephone (513)	E-mail
Church Office	231.2650	mywedding@mwpc-church.org
Wedding Coordinator	231.2650	
Head Pastor-L.P. Jones	231.2650	LP.Jones@mwpc-church.org
Music Director-Raymund Ocampo	231.2650	Raymund.Ocampo@mwpc-church.org
Organist-Kim Heindel	231.2650	Kim.Heindel@mwpc-church.org
Wedding Host-TBD		

WHAT:

Wedding Coordinator

Our wedding coordinator is probably the first person with whom to talk about scheduling your wedding at MWPC. You'll check with her on church availability. She will submit your request to our Head of Staff for review and assigning a pastor. When your wedding is confirmed on the church calendar, you'll receive a contact (letter/phone call) from the church advising you of this and next steps. You will also receive the MWPC wedding guidebook. Our wedding coordinator ensures all paperwork and fees are completed on time throughout the planning process. She is also a good resource for general information about MWPC weddings. If she doesn't have the information, she'll ensure you receive an answer in a timely manner.

Pastor

The Wedding Coordinator submits all requests for marriage services to the Head of Staff for review and assigning an officiating pastor. If you have a preference for which pastor officiates for your service, please make that known. We attempt, but cannot promise, to meet such requests.

Presbyterian Church policy requires the officiating minister to meet with the wedding couple prior to the marriage service. Once the marriage date is confirmed, the wedding couple should arrange an initial marriage conference. It usually takes three sessions to discuss the nature of Christian marriage and the details of the wedding ceremony. These sessions offer you another avenue of support at this important time in your lives. During these sessions you not only will discuss and make decisions about the wedding ceremony, but also will talk about the blessings and challenges of living in the covenant of marriage, including the physical, emotional, and financial aspects of married life. If the officiating pastor deems it necessary, you will be advised or required to undergo more intense counseling with an accredited counselor. Anything shared with the minister is held in strictest confidence.

If the couple resides out of town, alternative arrangements can be made for the pastor's sessions. Discuss this immediately with the officiating pastor.

An MWPC pastor must officiate at all weddings. If you want another pastor or other clergy to participate, discuss it with your officiating pastor prior to asking another pastor to be involved in the service. It is important to ensure there is a clear understanding of roles each clergy will have in the ceremony. It usually is possible to include another clergy in the service, by leading prayer, delivering a homily, etc. The officiating pastor will make the final decision regarding this and all participants in your wedding ceremony.

The rehearsal and wedding are under the direct supervision of the minister, assisted by the wedding hosts. The officiating pastor will select your wedding host(s) who will serve as a special contact/adviser to you throughout your church planning process.

Creating your ceremony: Your wedding ceremony is a time for you to share very personally with each other and those close to you in God's presence. As mentioned above, during your conferences, you'll have the opportunity to discuss your preferences for your service. You have choices to personalize your service through the music you select and other components of the liturgy you choose. Your officiating pastor and organist will help you with all of this. The pastor also has responsibility for ensuring your choices include the elements required in a marriage ceremony and are appropriate for Christian worship.

Appendices I & II provide general information on marriage ceremonies and suggested scripture readings.

Organist

Our organist will help you in your selection of music for a beautiful service. Please see the music section of these materials for additional details about music for a wedding ceremony.

Wedding Host(s)

The wedding host program is an additional service of the church. The host's role is to advise and support you and to assist the minister, ensuring church guidelines are understood and honored during the rehearsal and wedding ceremony.

Wedding hosts will be present at the rehearsal and wedding ceremony to assist with the logistics and the many "behind the scene" details that make a ceremony run smoothly. For example, they will oversee the seating of the families, the bridal procession, etc. to ensure all components of the service occur as the wedding couple has planned.

If you intend to secure the services of a professional bridal consultant, please inform the officiating pastor, who will help the consultant understand how best to communicate and relate with the church staff. The rehearsal and wedding are under the direct supervision of the minister, assisted by the wedding host. If there are any concerns, the MWPC wedding hosts will ensure that church guidelines are honored.

Wedding Custodian

The wedding custodian opens and closes the church for the rehearsal and wedding. Our custodian prepares the sanctuary for the wedding, e.g., placing all church items (candelabra, window candles, etc.) as requested by the wedding couple. General clean-up of anything left in the sanctuary or other rooms used by the wedding party will be taken care of by the custodian as well. This does not include special materials or equipment rented by the wedding party, such as potted greenery, etc.

WHEN:

TIMETABLE

The time leading up to your wedding is a busy and exciting time. The following timetable is designed to help ensure you don't overlook the key items associated with the church and ceremony portions of your wedding. The suggestions are based on a wedding being planned 6-12 months in advance. All of this can be compressed for weddings with less advance time. In those cases, consult with the pastor and/or your wedding host(s). For more compressed timetables, the following is still a useful overview of the items to be accomplished, providing a suggested order for completion.

6-12 months before your wedding.....

- Contact the church to determine possible wedding dates.
- Reserve date and time for wedding and rehearsal and complete church forms providing basic information about the wedding.
- A letter or e-mail will be sent notifying you of the pastor assigned to your wedding, and also asking you to contact the church to set up your first meeting with the pastor.

2-6 months before your wedding.....

- Meet with pastor to discuss the Christian aspects of marriage and plan the wedding service. Usually this will require three separate meetings.
- Consult with organist and select music.
- If using soloists, have music approved by organist. This allows for separate practice time if needed by the soloist and organist.

1-2 months before your wedding.....

- Share church specific guidelines with all vendors—florist, photographer, videographer, etc. (Individual sheets provided in this packet).
- Obtain marriage license.
- Finalize order of service and review with pastor if not completed already.
- Review details with your wedding hosts so they can help ensure the logistics surrounding your wedding go smoothly.

Wedding week.....

- Church fees are due the Wednesday prior to the wedding. The Wedding Coordinator will contact you and review the individual checks and amounts required based upon your arrangements.
- Deliver marriage license to the church office.
- Wedding rehearsal—typically occurs one-two days prior to the wedding and lasts about one hour.
- Your wedding day is here—it will be a wondrous and joyful time!!!

FACILITIES INFORMATION



Viewing the Sanctuary and Chapel

The church is generally open daily from 8:00AM to 8:00PM, Monday through Thursday, and 8:00AM to 4:00PM on Friday. Weekend access varies depending on the scheduled activities. Please feel free to view the sanctuary or chapel for clarification for decorations or photographers, etc., during these times.

Directions to the Church:

From the East:

I-275 to the Five Mile Road Exit 69. Turn right onto Five Mile Road (.9 mile). Turn left onto Beechmont Avenue/OH-125 (1.8 miles). Mount Washington Presbyterian Church is on your right.

From the West:

Columbia Parkway/US 50 East. Take the exit toward Beechmont Avenue/OH 125—this exit is a continuous turn onto Beechmont Avenue (3.4 miles). Mount Washington Presbyterian Church is on your left.

Building Facts

Area	Size
Sanctuary Capacity	438 people—includes 72 people in balcony
Sanctuary Pews	23 rows on each side—handicap access in the eighth row
Sanctuary Aisle Length	90 feet from sanctuary doors to chancel steps
Sanctuary Windows	5-left side; 4-right side
Size of Window Sill	79" x 11"
Size of Communion Table	94" x 34"

Chapel Capacity	90 people
Chapel Pews	9 rows each side
Chapel Aisle Length	30 feet
Chapel Windows	3 on each side
Size of Window Sill	51" x 11"
Size of Communion Table	51" x 24"

Parking Lot Capacity	235 cars, main lot; 40 auxiliary if requested
Reception Room: Beran Parlor	Under 50 people

Decorations

Paraments (cloths for the communion table, lectern, and pulpit) reflect the seasons of the Christian year: blue for Advent; white for Christmas; green for Epiphany; purple for Lent; white for Easter; red for Pentecost and green for Ordinary Time. With advance notice, the paraments may be changed, but this must be arranged in advance via the pastor or wedding coordinator.

Candles and candelabras are available from the church. The church does not permit the use of aisle candles due to safety regulations. The church has:

- 2 seven branch floor candelabra, using candles 13 inches high
- 2 chancel five branch table candelabra, using candles 13 inches high
- 2 single candle holders, using candles 13 inches high
- Glass covers and battery operated/electric candles are available for use on the window sills.

See the fee schedule for prices.

If you plan to light a Unity Candle during the ceremony, you must provide your own. We recommend that any Unity Candle be a minimum of three inches in diameter and a minimum of six inches tall. The church has several simple candle holders for use that match nicely with the church candelabras. You are also welcome to use your own

candleholders for the unity and parent candles. If you do, you are responsible for their placement and retrieval.

Flowers make a lovely addition to a ceremony. Given the simple beauty of our church, you may find only a minimal amount of decorations are needed. When planning your floral decorations, please make sure your ideas are in keeping with the guidelines outlined in the vendor section of the booklet. A separate copy of this is found in this booklet for giving to the florist.

Other

- The church has a stand in the narthex available for displaying the guestbook. The wedding party provides the guestbook and pen.
- Aisle runners, if desired, are to be provided by the wedding party. These can be obtained from your florist or a linen service. The lengths of the aisles in the chapel and sanctuary can be found in the building facts chart. The wedding custodian will make sure the aisle runner is in place for the ceremony.
- When planning a wedding for the Advent/Christmastide or Lent/Easter season, please be aware the Church will already be decorated. This may alter how much more or what you may want to do in terms of decorating the sanctuary, as these must remain in place.
- The following are some other requirements concerning the church grounds:
 - Alcohol: Alcoholic beverages are not permitted on church premises at any time for any function.
 - Smoking: The Church is a smoke free zone. Smoking is not permitted inside the buildings. There is a smoking area with an urn for extinguishing and disposing of butts just beyond the courtyard area. Please be respectful of others when smoking, and refrain from leaving cigarette butts on the ground.
 - Rice and Bird Seed: The throwing of rice, bird seed, paper petals, confetti or similar materials in the halls or outside walkways is not permitted. Instead, we suggest the use of bubbles if a celebration upon exiting the church is desired.
 - Please be diligent about the security of personal articles in and about the church. The church is not responsible for loss, damage or theft of personal articles.

MUSIC

Your wedding ceremony at MWPC is a religious service and the music you choose should reflect your faith and the common faith of the whole Christian community. The Directory of Worship of the Presbyterian Church (USA) states that the music for the service of marriage should direct attention to God, who sanctifies the marriage. Some music that is appropriate for your wedding reception would not meet the criteria for a service of worship. We do not utilize pre-recorded music. Music is chosen by the bride and groom in consultation with the organist and all music being considered for use in the marriage ceremony is subject to approval by the Director of Music Ministry and the organist. Any music chosen and approved for the ceremony for which the sheet music is not owned by the organist or soloist, must be provided by the bride at least four weeks prior to the wedding date.

Our organist will help you select music for a beautiful service. Contact the organist at least four months prior to your wedding. It is necessary to consult with our organist even if you choose to have your own musicians. If you choose to have another organist play for the ceremony, you may do so with the approval of the organist and Director of Music Ministry. If not available on your wedding date, the organist is responsible for securing a substitute.

Soloists:

Our organist can assist you, if needed, in securing an instrumentalist or vocalist for your wedding. Several church members can provide these services and our organist can arrange for their participation. The fees for these additional musicians would be negotiated with the organist. MWPC's music ministry will not arrange for screening or auditioning of possible soloists for your wedding service. If soloists from outside the church are desired, the organist can supply the names and phone numbers of such soloists, but it is the responsibility of the bride and groom to arrange for their services. The organist can also suggest appropriate selections for use in the service.

Music Components of a Wedding Service:

Prelude/Pre-service

The prelude music begins about 20 minutes prior to the scheduled service, while guests are being seated. Music for the prelude is intended to prepare the guests for the forthcoming sacred service. If a soloist is used, the prelude music might include up to two selections presented by the soloist, in addition to instrumental music.

Seating of the Parents and Grandparents

This occurs toward the end of the prelude music, just before the processional, and can be accompanied by a selected piece of music.

Processional

The processional music accompanies the entrance of the clergy, bridal party and the bride into the sanctuary. The practice of using more than one piece of music for the processional, such as one piece for the bridal party, and a second piece for the bride is discouraged, in order to maintain the integrity of the music being used. The time involved for the bride and her escort to proceed down the aisle to the chancel is

approximately 10-15 seconds, and is not adequate time to perform any piece of music with integrity.

Service Music

Music which takes place during the service may include hymns sung by the congregation as well as one or two selections by a soloist. Your officiating pastor can help you to determine where in the liturgy to include these selections.

Recessional

The recessional occurs at the end of the service, while the bridal party exits the sanctuary. The organist will continue playing as the guests leave the church. This might either be an extension of the recessional or an additional postlude piece, at the discretion of the organist, and is determined by the number of guests and the rate at which they exit the sanctuary.

Appendix III is a list of possible music selections for a wedding service.

WEDDING REHEARSAL

- The purpose of a rehearsal is to prepare for the worship service during which you will make your vows, to help all participants understand their role, and to familiarize everyone with the logistics of the ceremony.
- The rehearsal is for everyone involved in the wedding—bridesmaids, groomsmen, ushers, ring bearers, readers, parents, etc.
- The time of the rehearsal will be determined during your conferences with the pastor. It will begin promptly at the time assigned and usually lasts no more than one hour.
- Please ask everyone involved to respect the time everyone has committed by arriving early enough for the rehearsal to begin at the designated time.
- All special requests, ideas or procedures must be discussed in advance with the officiating pastor during one of the three conferences.
- The rehearsal is under the direction of the pastor, assisted by the wedding host.
- Most weddings will run more smoothly when rehearsed. Small, informal weddings do not require a rehearsal.
- The minister will explain the logistics of the processional, recessional and ceremony. Roles for attendants will be reviewed to ensure all parties know who will be seating immediate family members, who is lighting candles, order for the processional and recessional, etc. This is also a time for anyone in the wedding party to ask questions if something needs to be clarified.
- The organist will participate in the rehearsal. Soloists may or may not attend the rehearsal as any music practice required may be done separately.
- Please do not bring food or beverages into the sanctuary.
- Alcoholic beverages are not permitted on church premises at any time for any function.
- The church is a smoke free zone. Smoking is not permitted inside the buildings. There is a smoking area with an urn for extinguishing and disposing of butts just beyond the courtyard area. Please be respectful of others when smoking, and refrain from leaving cigarette butts on the ground.
- All cellular phones must be turned off during the rehearsal and wedding ceremony to avoid disruptions to the proceedings and interference with the sound system.
- Remember the rehearsal is a preparation for a service of worship—all participants should act and dress accordingly.

YOUR WEDDING DAY:

- Your wedding host will be available to assist you before, during and after the ceremony: trouble shooting; offering a smile and a hug where needed; and otherwise helping all to go as you'd hoped for your big day!
- On your wedding day, the church will open two hours before the ceremony. Please schedule floral delivery and photography/videography set-up accordingly. A two hour window provides ample time for the vast majority of wedding set-ups. If more time is required, early access can be arranged provided there is a minimum of one month advance notice. Additional charges will be incurred for longer access to the church beyond the standard window of time for weddings—

two hours before and 90 minutes after the ceremony. Approximate costs will be \$25/hour each for a custodian and heating/air conditioning.

- The Beran Parlor (behind the sanctuary) and Evelyn Harig Friendship Room (to the right of the sanctuary) are available for use on wedding day as holding/waiting rooms or dressing areas. A kitchenette is adjacent to the Parlor as well as restrooms. Water and food trays may be brought into these rooms prior to the wedding.
- The women's restroom contains the wedding closet, which includes a range of items that may prove useful to the wedding party: including a steamer, aspirin, sewing kit, Band-Aids, etc. If you have such a need, please check to see if it is in the wedding closet. If not, please ask your wedding host who may be able to locate the needed item.
- Other rooms may be made available by advance arrangement with the church. Some rooms may be less comfortable, especially during the warmer months as air conditioning is restricted to the sanctuary and adjoining areas to minimize energy use and costs.
- All of the guidelines about rehearsals still apply. Briefly, in review:
 - Please do not bring food or beverages into the sanctuary.
 - Alcoholic beverages are not permitted on church premises at any time for any function. If any member of the wedding party is intoxicated, the pastor has the right to refuse to perform the wedding service.
 - The Church is a smoke free zone. Smoking is not permitted inside the buildings. There is a smoking area with an urn for extinguishing and disposing of butts just beyond the courtyard area. Please be respectful of others when smoking, and refrain from leaving cigarette butts on the ground.
 - All cellular phones must be turned off during the rehearsal and wedding to avoid disruptions to the proceedings and interference with the sound system.
- The throwing of rice, birdseed, paper petals, confetti or similar materials in the halls or outside walkways is not permitted. Instead, we suggest the use of bubbles if a celebration upon exiting the church is desired.
- The planning and prep work is all done—it's time to have a wonderful wedding day!

WEDDING FEES

Early in the week leading up to your marriage, the Wedding Coordinator will contact you with final information about any remaining fees due. Separate checks will be needed for:

1. Church/heating air conditioning
2. Pastor
3. Organist
4. Custodian
5. Wedding host
6. Candles

The Wedding Coordinator will see that each check reaches the right person. All fees must be paid by the Wednesday prior to the wedding.

	Inactive or Non-Member	Member (12 months active)
Sanctuary	\$300.00*	---
Chapel	\$200.00	---
Beran Parlor (Reception)**	\$50.00	---
Pastor***	\$200.00	Honorarium
Organist****	\$200.00	\$200.00
Wedding Host	\$50.00	\$50.00
Custodian	\$100.00	\$100.00
Heating/Air Conditioning	\$100.00	\$100.00
Candles (two singles)	\$10.00	\$10.00
Candelabra		
Five branch	\$25.00	\$25.00
Seven branch	\$35.00	\$35.00
Window candles and covers	\$5/window	\$5/window

* A \$50.00 nonrefundable deposit is required for non-member weddings. This will be applied to the wedding fees.

**Additional fees beyond the room rate are involved with use of these areas. For example, if using church tables and chairs, set-up and tear down fees will be billed to the wedding couple along with additional heating and air conditioning usage. Vendors are responsible for general clean-up after themselves and the guests. MWPC custodial service to make the areas ready for use on Sunday is estimated to be 1-3 additional hours additional at \$25/hour per person.

*** Includes 3 required pre-marital conferences

**** Add \$35.00 for rehearsal with soloist

VENDOR INFORMATION:

GUIDELINES FOR FLORISTS:

- Upon arrival, contact the wedding host, who assists the minister and wedding couple and ensures that church guidelines are respected. If there are questions, please work them with the wedding host who will determine if the minister should be consulted.
- Flowers may be delivered two hours before the wedding unless other provisions have been made and paid for in advance. Decorating should be completed 45 minutes before the service.
- Please use caution when decorating the sanctuary. When attaching decorations to any wood surface in the sanctuary, please use only materials that will not leave marks or damage, such as a wide rubber band, string, or ribbon. **DO NOT** use clamps, adhesive tape, pins, nails, wire, etc. The wedding party is responsible for the repair of any damage caused by attaching decorations.
- MWPC welcomes the use of wedding flowers for Sunday services. Please advise the church office if you want to leave flowers in the church sanctuary, so a note can be placed in the Sunday morning bulletin acknowledging the flowers are from your wedding.
- The church will remain open 90 minutes after the service. All decorations must be removed during this time. Unless advised otherwise, the custodian will dispose of the decorations and flowers left behind. Decorations will remain in place at the front of the church until post wedding photography is concluded.
- The wedding party is responsible for removing any potted plants or other equipment rented for the wedding. These items must be removed during the 90 minute post wedding time frame as well.
- Advent and Lent are special times in the life of the church. During these seasons, there are special decorations in the sanctuary. They should be incorporated into your decorating plans if your wedding is scheduled during these times. If you choose not to do this, you will incur additional charges. Please check with the church office for more specifics on Advent/Lent decorations.

A separate copy of the floral decorating guidelines is found in the back of this booklet to give to your florist.

GUIDELINES FOR PHOTOGRAPHERS:

- Photographers are hired to capture special moments for the wedding couple. However, in pursuit of capturing the “perfect shot,” please remember a wedding is a worship service and it is important to do nothing that detracts from providing a rich, meaningful experience for everyone in attendance.
- Upon arrival, contact the wedding host, who assists the minister and wedding couple and ensures that church guidelines are respected. If there are questions, please ask the wedding host who will determine if the minister should be consulted.
- The church will be open two hours before the wedding for set up and special picture taking. Complete all advance set/formal shots 45 minutes before the wedding.
- All post-wedding church photos must be completed within 90 minutes after the ceremony concludes.
- Pictures are permitted during the ceremony if the photographer(s) is(are) in a stationary location agreed on by the wedding host. No placement or use of equipment (e.g. an excessively loud “shutter click” which may interfere with the ceremony) will be permitted.
- Pictures of the processional taken from the front of the sanctuary must be either from the right or left side, not back and forth and not from the center of the aisle.
- No flash photography is permitted during the ceremony. All ceremony pictures must be taken using available light. A limited number of flash photos may be taken during the processional and recessional.
- The photographer should remain at the back of the sanctuary when taking pictures of the recessional.
- Any post wedding photos involving the minister should be taken first in case the pastor needs to leave as soon as the ceremony is concluded. The pastor should be advised in advance if this is required.
- Any furniture that is moved must be returned to its proper place. If candelabras or other items need to be moved, the wedding custodian or host can assist.

A separate copy of these guidelines is found in the back of this booklet to give to your photographer.

GUIDELINES FOR VIDEOGRAPHERS:

- You may secure the services of a videographer(s) to capture special moments for the wedding couple. However, in pursuit of capturing the “perfect shot” remember that a wedding is a worship service and nothing should detract from providing a rich, meaningful experience for everyone in attendance.
- On arrival, contact the wedding host, who assists the minister and wedding couple and ensures that church guidelines are respected. If there are questions, please ask the wedding host, who will determine if the minister should be consulted.
- Videographers are allowed in the choir loft and/or in the back opposite corners of the church, provided equipment is set up in advance and inconspicuous, and the camera operators wear appropriate clothing. The videographer must remain still and quiet throughout the service.
- No video equipment may be located in the center aisle. Equipment may be operated from the side aisles providing it does not restrict access or present a safety hazard.
- Videography must be done with available light only.
- No more than two roaming video cameras are permitted in the sanctuary. They must be operated by a battery pack. These cameras must remain on the side and away from the front where the ceremony is performed. The stationary camera located in the chancel area should be used to capture the ceremony close-ups.

A separate copy of these guidelines is found in the back of this booklet to give to your videographer.

OTHER INFORMATION:

- For further information about church receptions and off site weddings, please contact the Wedding Coordinator.
- Members of the church staff participating in your wedding do not automatically expect to be included in the rehearsal dinner or the wedding reception. You are under no obligation to invite them. If you do wish to include them and their spouses, an invitation is in order.
- Should a wedding be cancelled two-three months prior to the scheduled date, some or all of the fees may be due to the church, the pastor and the organist, dependent upon the amount of work that has already been devoted to planning for the wedding ceremony. The amount of the fees due in this situation shall be determined at the discretion of the church.

MARRIAGE LICENSE:

In the state of Ohio, a marriage license may be obtained any time within the 60 days prior to the wedding. The license must be presented to the church's Wedding Coordinator no later than the Wednesday prior to the ceremony. No wedding will be performed unless the pastor has been given your valid Ohio marriage license. Ohio residents wanting to marry in Ohio apply in the county where either the bride or groom resides.

Out of state residents getting married in Ohio apply in the county in which the ceremony will take place.

A marriage license is obtained from the office associated with the Probate Court of the county in which either the bride or groom resides. To apply, you must apply in person, and take with you your birth certificate or driver's license with picture, plus the following if they apply: final divorce papers or, if under 18, a letter indicating you have had pre-marital counseling and your parents must accompany you to sign their consent.

The above summarizes key requirements for a marriage license, but may not cover all that apply. Please check with the relevant offices or websites for all requirements. As most marriages will involve licenses issued in Hamilton County, more details can be found at:

<http://www.probatect.org/marriagelicenses/onlineapp.htm>

or

William Howard Taft Center
230 East Ninth Street
Cincinnati, Ohio 45202

Hours: Monday-Friday Marriage License Office Only: 10:00AM-5:30PM (closed for lunch, 2:30-3:30)

In Hamilton County, you can streamline the application process by filling out information online, prior to appearing in person. For marriage licenses issued in other Ohio counties, please check directly with the relevant offices for all requirements.

MWPC will continue to be interested in your marriage after the ceremony. If you aren't an MWPC member now, we hope you'll consider making it your church home.

APPENDIX I

CREATING YOUR WEDDING CEREMONY

For Christians, 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 by a woman and a man to each other, publicly witnessed and acknowledged by the community of faith.

Book of Order W-4.9000

Your wedding ceremony is a time for you to share very personally with each other and those close to you in God's presence. During your conferences with a pastor, you'll have the opportunity to discuss what type of service you want.

The following information gives you perspective on the flow and components of a wedding service. The pastor will assist you in personalizing the service in appropriate ways to make it meaningful for you. The pastor has the responsibility for approving any customization of the ceremony to ensure that the liturgy is appropriate for Christian worship.

Typical Components and Order of a Wedding Liturgy

Prior to the Service

special musical selections
candle lighting
seating of parents and grandparents

The Wedding Liturgy

*Entrance

Sentences of Scripture or Call to Worship

*Opening Prayer

[Psalm, Hymn, or Spiritual Song]

*Statement on the Gift of Marriage

*Declarations of Intent†

Affirmations of the Families†

[Affirmations of the Congregation]

[Psalm, Hymn, Spiritual Song, or Anthem]

[Prayer for Illumination]

*Readings from Scripture

*Meditation

[A Creed or A Psalm, Hymn, or Spiritual Song]

*Vows†

Exchange of Rings (or Other Symbols)†

[Lighting of a Unity Candle]

*Prayer

[Prayers of the People]

[Lord's Prayer]
[Psalm, Hymn, Spiritual Song, or Anthem]

*Announcement of Marriage
Symbolic Kiss
Charge to the Couple
Blessing of the Couple

[Psalm, Hymn, Spiritual Song, or Anthem]
Recessional and Dismissal

†Examples from which to choose are listed on a separate handout.

*Items that must be included in the liturgy.

Items in brackets are optional.

Sample Components of a Wedding Liturgy

Declarations of Intent

A

The pastor asks the bride and groom individually:

N., understanding that God has created, ordered, and blessed the covenant of marriage, do you affirm your desire and intention to enter this covenant?

Response: I do.

B

The pastor asks the bride and groom individually:

N., in your baptism you have been called to union with Christ and the church. Do you intend to honor this calling through the covenant of marriage?

Response: I do.

Affirmations of the Families

A

The pastor addresses the families of the bride and groom collectively or separately:

N., N. [Names of family members], do you give your blessing to N. and N., and promise to do everything in your power to uphold them in their marriage?

Response: We (I) give our (my) blessing and promise our (my) loving support.

B

The pastor addresses the families of the bride and groom collectively or separately:

N., N. [Names of family members], do you give your blessing to N. and N., and promise to do everything in your power to uphold them in their marriage?

Response: We (I) do.

Vows

A

I, _____, take you, _____, to be my wife/husband:
and I promise,
before God and these witnesses,
to be your loving and faithful husband/wife;
in plenty and in want;
in joy and in sorrow;
in sickness and in health;
as long as we both shall live.

B

Before God and these witnesses,
I, _____, take you, _____, to be my wife/husband,
and I promise to love you,
and to be faithful to you,
as long as we both shall live.

C

I, _____, take you _____, to be my wedded wife/husband,
to have an to hold from this day forward,
for better for worse,
for richer or for poorer,
in sickness and in health,
to love and to cherish,
until we are parted by death.
This is my solemn vow.

D

I, _____, take you, _____, to be my husband/wife,
as my friend and my love.
I affirm the relationship we have enjoyed,
looking to the future to deepen and strengthen it.
I will be yours in plenty and in want,
in sickness and in health,
in failure and in triumph.
Together we will dream,
will stumble but restore each other,
will share all things,
serving each other and our fellow humanity.
I will cherish and respect you,
comfort and encourage you,
be open with you,
and stay with you as long as we shall live,
freed and bound by our love.

Exchange of Rings

A

_____, I give you this ring as a sign of our covenant,
in the name of the Father,
and of the Son,
and of the Holy Spirit. (or “in the name of God” or we can substitute more inclusive
language for the Trinity)

Response

_____, I receive this ring as a sign of our covenant,
in the name of the Father,
and of the Son,
and of the Holy Spirit. (or “in the name of God” or we can substitute more inclusive
language for the Trinity)

B

This ring I give you,
as a sign of our constant faith and abiding love,
in the name of the Father,
and of the Son,
and of the Holy Spirit. (or “in the name of God” or we can substitute more inclusive
language for the Trinity)

C

_____, I give you this ring as a symbol of my vow,
and with all that I am,
and all that I have,
I honor you,
in the name of the Father,
and of the Son,
and of the Holy Spirit. (or “in the name of God” or we can substitute more inclusive
language for the Trinity)

D

_____, with all I am
and all that I am to become,
I give you this ring,
and with it my promise of faith, patience, and love,
for the rest of my life,
so help me God.

E

With this ring, I thee wed,
with my body I thee worship,
and with all my worldly goods I thee endow. [worship here means “to ascribe worth to”]

Lord's Prayer

A (ecumenical version)

Our Father in heaven,
hallowed be your name,
your kingdom come,
your will be done,
on earth as in heaven.
Give us today our daily bread.
Forgive us our sins
as we forgive those who sin against us.
Save us from the time of trial
and deliver us from evil.
For the kingdom, the power, and the glory are yours
now and forever. Amen.

B (traditional)

Our Father, who art in heaven,
hallowed be thy name,
thy kingdom come,
thy will be done,
on earth as it is in heaven.
Give us this day our daily bread;
and forgive us our debts,
as we forgive our debtors;
and lead us not into temptation,
but deliver us from evil.
For thine is the kingdom,
and the power, and the glory,
forever. Amen.

APPENDIX II

POSSIBLE SCRIPTURE READINGS FOR CHRISTIAN MARRIAGE

Old Testament

Genesis 1:26-31	Humankind created in the image of God
Genesis. 2:18-24	Bone of my bones and flesh of my flesh
Song of Solomon 8:6-7	Set me as a seal upon your heart
Proverbs 3:3-6	Trust the Lord with all your heart
Jeremiah. 31:31-34	The Lord will make a new covenant

Psalms

Psalms 8	Mortals crowned with glory and honor
Psalms 67	May God be gracious to us
Psalms 95:1-7	O come, let us sing to the Lord
Psalms 100	Make a joyful noise to the Lord
Psalms 103:1-5, 15-18	Bless the Lord, O my soul
Psalms 117	Great is God's steadfast love
Psalms 121	I lift up my eyes to the hills
Psalms 128	Happy is everyone who fears the Lord
Psalms 136:1-9, 26	O give thanks, for God is good
Psalms 145	I will exalt you, O God my King
Psalms 148	Praise the Lord
Psalms 150	Everything that breathes praise the Lord

Epistles

Romans 12:1-2, 9-18	A living sacrifice . . . let love be genuine
1 Corinthians. 13:1-13	Faith, hope, love . . . greatest is love
Colossians. 3:12-17	Clothe yourselves with love
1 John 4:7-12	Let us love one another . . . God is love

Gospels

Matthew 5:1-10	The Beatitudes
Matthew 5:13-16	Salt of the earth . . . light of the world
Matthew 19:3-6	No longer two, but one flesh
Matthew 22:35-40	Love the Lord with all your heart, soul, mind
Mark 10:6-9	What God has joined, let no one separate

APPENDIX III

WEDDING MUSIC SELECTIONS

Generally, music appropriate for Sunday worship is appropriate for weddings. Since a wedding is a worship experience, popular music, selections from musicals, or secular songs that place the focus more on personal feelings than on God may not be used.

While far from complete, the list below provides examples of music that are both meaningful and worshipful for your wedding. Your consultation with our organist and/or Music Director can help you select the music that will be most memorable and in keeping with the ceremony you have created for yourselves with our pastor.

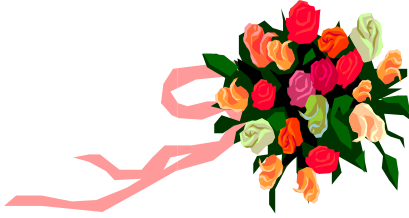
<u>MUSIC TYPE</u>	<u>TITLE</u>	<u>COMPOSER</u>
Pre-Service Music		
	Arioso	J. S. Bach
	Jesu, Joy of Man's Desiring	J. S. Bach
	Sheep May Safely Graze	J. S. Bach
	Adagio from <i>Sonata #1 in F Minor</i>	F. Mendelssohn
	Andante tranquillo from <i>Sonata #3 in A Major</i>	F. Mendelssohn
	Prelude on Rhosymedre	R. Vaughan Williams
	Brother James's Air	S. Wright
	The King of Love My Shepherd Is	D. Wood
Processional		
	Prelude from Te Deum	M.-A. Charpentier
	Air from "Water Music "	G. F. Handel
	Processional in D Major	D. N. Johnson
	Trumpet Tune in D Major	D. N. Johnson
	Canon in D	J. Pachelbel
	Trumpet Tune in D Major (Concordia)	H. Purcell
	Trumpet Voluntary	J. Stanley
	Bridal Chorus from Lohengrin	R. Wagner
Recessional		
	Rigaudon	A. Campra
	Trumpet voluntary	J. Clarke
	The Rejoicing from Music for the Royal Fireworks	G. F. Handel
	Hornpipe from Water Music	G. F. Handel
	Psalm XIX	B. Marcello

	Wedding March	F. Mendelssohn
Postlude		
	Rigaudon	A. Campra
	Psalm XIX	B. Marcello
	“The Rejoicing” from Music for the Royal Fireworks	G. F. Handel
	Gaudeamus	
Vocal Solos		
	The Gift of Love	Am. Folk Tune, arr. Hal Hopson
	Jesu, Joy of Man’s Desiring	J. S. Bach
	Wedding Song	J. S. Bach, arr. Hal Hopson
	Love is the Sunlight	Trad., arr. Donald Busarow
	O Lord Most Holy (Panis Angelicus)	César Franck
	The Unity Candle Song	R. Haan
	The Lord’s Prayer	A. H. Malotte
*****	<i>If any of the vocal solos listed below are selected, it is the wedding couple’s responsibility to procure the music as they are not available from the MWPC music library at this time.</i>	
	May God Smile on You	J. S. Bach
	My Heart Ever Faithful (Schirmer)	J. S. Bach
	O Perfect Love (Ditson)	Barnby
	The Greatest of These is Love	Bitgood
	Though I Speak with Tongues (Schirmer)	Brahms
	Collection of Songs: Wedding Blessings (Concordia)	Bunjes
	O Perfect Love (Presser)	Burleigh
	O Perfect Love (Concordia)	Busarow
	Lord, Who at Cana’s Wedding Feast (Concordia)	“
	A Wedding Blessing (Schirmer)	Carlson
	Set Me As a Seal (Fischer)	Clokey
	O Perfect Love	“
	Wedding Suite	“
	A Wedding Prayer (Schirmer)	Diggle

	I Will Sing New Songs of Gladness (Associated)	Dvorak
	Wedding Song (Concordia)	Fetler
	Wedding Song (Concordia)	Gieseke
	Entreat Me Not to Leave Thee	Gounod
	Wedding Hymn (BMI Canada Ltd.)	Handel
	Beloved, Let Us Love One Another (B&H)	Head
	I Have Loved You (GMI)	Joncas
	O Christ, Who Once Hast Deigned (Concordia)	Lloyd
	A Wedding Benediction (Schirmer)	Lovelace
	Jesus Stand Beside Them (Abingdon)	“
	O God of Love, to Thee We Bow (Abingdon)	“
	Wedding Hymn (John Church, Co.)	Mendelssohn
	The Greatest of These is Love (Augsburg)	Moe
	A Wedding Blessing (Augsburg)	Pelz
	Go, My Children, With My Blessing (Morning Star)	“
	A Wedding Song (Peters)	Pinkham
	O Give Thanks (Sacred Music Press)	Powell
	Walk in Love (Concordia)	Powell
	A Wedding Song	Routley
	Here, Lord, We Meet (British American)	Rowley
	In His Care (Augsburg)	Sateren
	Wedding Song (Chantry Press)	Schutz
	Ave Maria	Schubert
	O Perfect Love (H. W. Gray)	Sowerby
	Wedding Song (There is Love)	Stookey
	A Wedding Song (Augsburg)	Wetzler
	Psalm 128 (Augsburg)	“
	Eternal Love-from Three Songs of Devotion (Harris)	Willan
	The Call from Five mystical Songs (Stainer & Bell)	Williams
	A Wedding Prayer (Gray)	Williams

Hymns for Congregational Singing		
	All Creatures of Our God and King	455*
	All People That on Earth Do Dwell	220
	Be Thou My Vision	339
	Blessed Jesus, at Your Word	454
	Christ Is Made the Sure Foundation	417
	For the Beauty of the Earth	473
	God of Our Life	275
	God of the Ages, Whose Almighty Hand	262
	Gracious Spirit, Holy Ghost	319
	Great God, We Sing That Mighty Hand	265
	Joyful, Joyful, We Adore Thee	464
	Love Divine, All Loves Excelling	376
	Not for Tongues of Heaven's Angels	531
	Now Thank We All Our God	555
	O God, You Give Humanity Its Name	532
	O My Soul, Bless Your Redeemer	223
	O Perfect Love	533
	Praise, My Soul, the King of Heaven	478
	Praise the Lord, God's Glories Show	481
	Spirit Divine, Attend Our Prayers	325
	The Grace of Life Is Theirs	534
	There's A Wideness in God's Mercy	298
	Though I May Speak	335

- Hymn numbers as found in the current edition of The Presbyterian Hymnal



Mt. Washington Presbyterian Church
6474 Beechmont Avenue
Cincinnati, Ohio 45230
513.231.2650
www.mwpc-church.org

WEDDING GUIDELINES FOR FLORISTS:

- Upon arrival, contact the wedding hosts who are present to assist the minister and wedding couple as well as ensure the guidelines are respected. Should there be any questions, please work them with the wedding hosts who will determine if the minister should be consulted.
- Flowers may be delivered two hours before the wedding unless other provisions have been made and paid for in advance. Decorating should be completed 45 minutes before the service.
- Please use caution when decorating the sanctuary. When attaching decorations to any wood surface in the sanctuary, please use only materials that will not leave marks or damage, such as a wide rubber band, string, or ribbon. **DO NOT** use clamps, adhesive tape, pins, nails, wire, etc. The wedding party is responsible for the repair of any damage caused by attaching decorations.
- MWPC welcomes the use of wedding flowers for Sunday services. Please advise the Church office if you want to leave flowers in the Church sanctuary, so a note can be placed in the Sunday morning bulletin acknowledging the flowers are from your wedding.
- The Church will remain open 90 minutes after the service. All decorations must be removed during this time. Unless advised otherwise, the custodian will dispose of the decorations and flowers left behind. Decorations will remain in place at the front of the Church until post wedding photography is concluded.
- The wedding party is responsible for removing any potted plants or other equipment rented for the wedding. These items must be removed during the 90 minute post wedding time frame as well.
- Advent and Lent are special times in the life of the Church. During these seasons, there are special decorations in the sanctuary. They should be incorporated into your decorating plans if your wedding is scheduled during these times. We strongly encourage you to do this to avoid additional charges in the form of wedding custodian time for removal and replacement. Please check with

the Church office or your wedding hosts for more specifics on Advent/Lent decorations.

The following building facts may be useful in planning the floral decorations.

SANCTUARY AND CHAPEL INFORMATION:

Area	Size
Sanctuary Capacity	438 people—includes 72 people in balcony
Sanctuary Pews	23 rows on each side—handicap access in the eighth row
Sanctuary Aisle Length	90 feet from sanctuary doors to chancel steps
Sanctuary Windows	5-left side; 4-right side
Size of Window sill	79" x 11"
Size of communion table	94" x 34"
Chapel Capacity	90 people
Chapel Pews	9 rows each side
Chapel Aisle Length	30 feet
Chapel Windows	4 on each side
Size of window sill	51" x 11"
Size of communion table	51" x 24"
Parking Lot Capacity	235 cars, main lot; 40 auxiliary if requested
Reception Rooms: Davies Hall Beran Parlor	Under 50 people



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WEDDING GUIDELINES FOR PHOTOGRAPHERS:

- Photographers are hired to capture special moments for the wedding couple. However, in pursuit of capturing the “perfect shot”, please remember a wedding is a worship service and it is important to do nothing that detracts from providing a rich, meaningful experience for everyone in attendance.
- On arrival, contact the wedding host, who assists the minister and wedding couple and ensures that church guidelines are respected. If there are questions, please ask the wedding host, who will determine if the minister should be consulted.
- The Church will be open two hours before the wedding for set up and special picture taking. Advance set/formal shots should be completed 45 minutes before the wedding.
- All post wedding Church photos must be completed within 90 minutes after the ceremony concludes.
- Pictures are permitted during the ceremony. However, none of the photography should alter the progress of the ceremony.
- Pictures of the processional taken from the front of the sanctuary should be either from the right or left side, not back and forth and not from the center of the aisle.
- No flash photography is permitted during the ceremony. All ceremony pictures must be taken using available light. A limited number of flash photos may be taken during the processional and recessional.

- The photographer should remain at the back of the sanctuary when taking pictures of the recessional.
- Any post wedding photos involving the minister should be taken first in case the pastor needs to leave as soon as the ceremony is concluded.
- Any furniture that is moved must be returned to its proper place. If candelabras or other items need to be moved, the wedding custodian or hosts can assist.

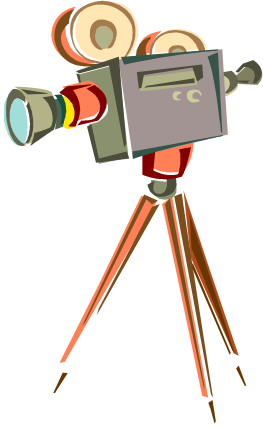
The following building information may be useful in making your photography plans.

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- Videographers are hired to capture special moments for the wedding couple. However, in pursuit of capturing the “perfect shot”, please remember a wedding is a worship service and it is important to do nothing that detracts from providing a rich, meaningful experience for everyone in attendance.
- On arrival, contact the wedding host, who assists the minister and wedding couple and ensures that church guidelines are respected. If there are questions, please ask the wedding host, who will determine if the minister should be consulted.
- Videographers are allowed in the choir loft and/or in the back opposite corners of the Church, provided equipment is set up in advance, is inconspicuous, and the camera operators wear dark Church respectful clothing. The videographer must remain still and quiet throughout the service.
- No video equipment may be located in the center aisle. Equipment may be operated from the side aisles providing it does not restrict access or present a safety hazard.
- Videography must be done with available light only.
- No more than two roaming video cameras are permitted in the sanctuary. They must be operated by a battery pack. These cameras must remain on the side and away from the front where the ceremony is performed. The stationary camera located in the chancel area should be used to capture the ceremony close-ups.

The following building information may be helpful in making your video plans.

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