

Overbrook Presbyterian Church

Proudly serving in Clintonville and Greater Columbus since 1915



Wedding Information Guide

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Welcome to Overbrook!

We welcome your interest in celebrating your love as a gift from God through the Service of Christian Marriage at Overbrook Church. We look forward to getting to know you as we plan for your wedding day and also, more importantly, as we prepare you for life together as a married couple of faith.

This booklet acquaints couples with the church policies established by our Session (governing board) and sets a preparation schedule for the Service of Christian Marriage.

At Overbrook, the wedding service is part of a greater worship service and so the Senior Pastor will officiate at all wedding services. You may request to have another pastor of Overbrook preside with the consent of the Senior Pastor, and when possible, the church will honor that request. Only Overbrook pastors may preside at weddings.

All aspects of the wedding service must conform to the traditions and rituals of the Presbyterian Church, U.S.A. Our words and actions will always reflect the importance of the covenant you are making between yourselves and God as you enter into marriage. The officiating pastor makes all final decisions in this regard.

Overbrook maintains a vital church life of worship and work. Our mission prompts us to welcome many people and groups to use our building. Consequently, in order to request the date you prefer for your wedding, please call the church office as far in advance as possible. After speaking with the church office to answer initial questions, we will schedule a conversation with our senior pastor to discuss the process of preparation for the Service of Christian Marriage at Overbrook. To confirm a wedding date, you will need to complete the wedding application packet and return it to the church office with your deposit. Please wait for a written confirmation from the church office before publishing your date or making arrangements with wedding vendors or reception venues.

Soon after your wedding is confirmed, an Overbrook Wedding Coordinator will contact you to answer any immediate questions you may have and to set up a time closer to your wedding date for you to meet. Please refer to the timeline “Preparing for the Service of Christian Marriage at Overbrook Presbyterian Church” in this guide.

After the ceremony, we hope that your relationship with Overbrook Church will continue and that you will find spiritual growth within our community. Please remember that our pastors are always available to help you throughout your journey as a new family.

Wedding Guidelines

Building Use

The building and grounds are available two hours before the Service of Christian Marriage, and for one hour after the conclusion of the wedding service.

If you would like to request additional access before or after the service, please consult with the assigned Overbrook Wedding Coordinator prior to your wedding date. Overbrook is an active church community, and as such we reserve the right to schedule multiple weddings or events on the same date, so there are occasions which we will be unable to extend building usage time.

Cancellation

If for any reason the wedding is cancelled, any fees for preparation services already rendered by Overbrook staff will be deducted from the deposit (ie: meetings with organist, minister, wedding coordinator, etc.).

Candles

Candle options available for use at Overbrook include: two brass candelabras (seven candles each) used in the chancel area, aisle candles to illuminate the center aisle and ten wall sconces (three-candles each) on the side walls of the Sanctuary. If candles are used, Overbrook will provide them at costs listed on the Fee Schedule. Any additional candles, candle holders and all planned decorations near candles need to be pre-approved by the assigned Overbrook Wedding Coordinator in consultation with the Senior Pastor to verify placement and to ensure that fire safety requirements are met.

Communion Table and Chancel Area

Being worship spaces, we ask that nothing is placed on the Communion Table and that nothing is moved in the Chancel area (the sanctuary space in front of the pews). Church appointments (cross, baptismal font, Bible, etc.) may not be removed. If you would like to place flowers or candles in the Chancel area, please work with your Overbrook Wedding Coordinator to see what would be appropriate - and what pedestals, tables or containers you will need to provide.

Decorum

Overbrook's building and grounds are smoke-free. Firearms/weapons, alcohol and controlled substances are not permitted on the grounds or in the building. Guests or members of the wedding party in possession of these banned items, or under the influence thereof, must leave the church property.

Overbrook Presbyterian Church, as determined by the officiating pastor, reserves the right to cancel a marriage service in situations where the couple, members of the wedding party or guests do not follow church guidelines.

Dressing Rooms

The church will provide two rooms for those in the wedding party to dress. After the service, the wedding party should remove all personal items from the dressing rooms. Overbrook will not be responsible for lost or stolen property.

Flowers and Decorations

Flowers and decorations are welcome to be added to the sanctuary during the two hours prior to your scheduled wedding service. Flower arrangements may be placed on two brass stands in the chancel or on the chancel steps. Flowers or bows may be attached with elastic to the pew ends in the center aisle. No tacks, nails, tape or anything else which would mar the beauty of the church may be used. All flower petals spread on the floor indoors must be artificial. Glitter and confetti are not approved decorations at Overbrook; use of either will result in forfeiture of the entire wedding deposit. Overbrook does not use a center aisle runner on top of the carpet because it is a safety hazard. All boxes, leaves, etc. must be removed by the florist once decorating is completed. Decorations for the wedding are to be removed before the wedding party leaves the building.

The church's seasonal decorations, such as the Advent wreath and Easter flowers will remain in place during Services of Christian Marriage as reminders to the congregation of the ongoing life, work and worship of the church.

Marriage License

It is the responsibility of the couple to obtain their marriage license through the State of Ohio. This can be done in the county in which either applicant resides. The license is valid for 60 days after it is issued, so we suggest that you obtain it between 4 to 5 weeks prior to your wedding date. Please bring the license to your wedding rehearsal and give it to the officiating pastor at that time. Weddings can not be performed without a valid marriage license in the pastor's possession. After the marriage is solemnized, the pastor will complete the required portion and will return it to the issuing county via mail.

Music

Music suitable for the Service of Christian Marriage directs attention to God and expresses the faith of the church. The Overbrook Church organist is in charge of all music for wedding services, and makes final determinations about the appropriateness of the music requested. To schedule a music consultation, please contact the organist 4 months prior to your wedding date. Guest musicians must be discussed with, and approved by, the church organist. Normally, the church organ and piano are not played by those who are not part of the Overbrook Church music staff. Overbrook is not equipped for the use of pre-recorded music.

Premarital Counseling

In a service of Christian marriage, a lifelong commitment is made by the couple. All couples preparing for marriage at Overbrook Church are required to meet with the officiating pastor for several premarital counseling discussions. This is required by the governing body of the Presbyterian Church (U.S.A.). These meetings allow the couple to consider and discuss both practical and spiritual aspects of marriage and to build a foundation for the promises they will make. To schedule these sessions, please contact the officiating minister approximately four months prior to your wedding date.

Printed Worship Programs

Many couples choose to prepare a printed program for their guests to follow the order of the Service of Christian Marriage. Producing a program is the responsibility of the couple. Samples are available in the church office or from the assigned Overbrook Wedding Coordinator. The order of worship will be set by the officiating pastor. You will discuss options you may have during your premarital counseling with the pastor and during your musical consultation with the organist. If you do opt to print a program, please include a note to your guests that photography is not permitted during the worship service. Both the pastor and the organist would be happy to review the final draft prior to printing.

Photography and Video Recordings

The officiating minister will spend a moment after the processional to ask that there is no photography taken during the worship service by anyone other than the contracted photographer/videographer. This helps to preserve the sanctity of the worship service, and focuses the congregation on celebrating the joy of the couple as they marry.

In regards to the contracted photographer/videographer, Overbrook Church has established a firm set of policies which we expect the vendor(s) to abide by. Those policies are explained on the "Photography/Videography Guidelines" page of the enclosed Wedding Application Packet, and help to keep the Service of Christian Marriage worship focused.

Post-Service/Receiving Line

Please remember that you have use of the building and grounds for just one hour at the conclusion of your wedding service. Because most couples choose to use that time for professional photography in the sanctuary, it is our recommendation that you save your receiving line for your reception. If you choose to use the time available for a receiving line, you may greet your guests in the Narthex (lobby), outside the building or return to the sanctuary after the recessional to greet attendees one row at a time.

Following the wedding, guests may shower the bride and groom with birdseed, flower petals or bubbles outside the building. Rice, confetti or potpourri are not permitted. If you choose to use flower petals outside the building, they must be fresh - not artificial.

Wedding Coordinator

The Overbrook Wedding Coordinators assist in the planning of all weddings in the church. An Overbrook Wedding Coordinator initiates contact with the couple, schedules at least one face-to-face meeting, attends the rehearsal, instructs ushers, directs the processional and serves as Overbrook's host on the wedding day. The Overbrook Wedding Coordinator is available as the contact person for couples to answer questions throughout their planning process.

If you choose to work with an outside wedding coordinator (including family or friends), please make that person aware that the Overbrook Wedding Coordinator is the lead planner during the portions of the wedding day which occur at Overbrook Presbyterian Church and on church grounds.

Preparing for the Service of Christian Marriage at Overbrook Presbyterian Church

Once your deposit and completed forms are received:

- The Overbrook office staff will acknowledge receipt of the deposit and the wedding application packet and will contact the couple in writing to confirm the wedding date.
- The assigned Overbrook Wedding Coordinator will contact the couple for phone introductions, to answer any immediate questions, to provide contact information and to set up a time closer to the wedding date to meet.

4 months before the wedding:

- The couple should contact the officiating pastor to schedule premarital counseling sessions.
- The couple should contact the organist to schedule a conference to plan music.

9 - 10 weeks before the wedding:

- The Overbrook Wedding Coordinator will communicate with the couple to verify and finalize arrangements. This includes verifying contact information (phone numbers, addresses) for florists, photographers and guest musicians.
- The church office will send an invoice to the couple confirming arrangements and fees.
- The church office will send the photographer/videographer a copy of the "Photography/Videography Guidelines" for the vendor to sign and return.

6 weeks before the wedding

- All invoiced fees are due in full to the church office.

4 - 5 weeks before the wedding

- The couple will need to secure their Ohio Marriage License - it is valid for sixty days.

2 weeks before the wedding

- The Overbrook Wedding Coordinator will contact the couple to make final plans for the rehearsal and the wedding day.

1 day before the wedding

- A rehearsal is held with the officiating pastor, the musicians, the couple, the wedding party and any other participants necessary to finalize the Service of Christian Marriage. Please ask all participants to arrive on time, and plan for the rehearsal to take 1½ hours. The couple should arrive at the rehearsal 15 minutes before it is scheduled to begin. Bring your marriage license to the rehearsal and give it directly to the officiating pastor.

Day of the wedding

- The building is available two hours before the Service of Christian Marriage for flower delivery, for photographs, for videography set-up and for arrival and preparation of the couple and the wedding party.
- The sanctuary may be used for photographs until 30 minutes before the service is scheduled to begin. This allows for timely seating of all guests.
- The sanctuary and dressing rooms are available for one hour after the end of the service for photographs and for gathering of personal items.
- Through the Overbrook Wedding Coordinator, couples may request additional time before and after the service in advance of their wedding date. If the building schedule allows, and staffing is available, Overbrook will honor the request. The couple will compensate the Overbrook Wedding Coordinator and custodian at overtime rates if additional time is added. (Please note: Overbrook reserves the right to schedule multiple weddings or events on the same date, so there are occasions which we will be unable to extend building usage time.)