

Wedding Guidelines

Old First Reformed United Church of Christ
151 N. 4th Street (4th & Race St.)
Philadelphia, PA 19106
215.922.4566

How do we schedule a wedding in Old First's Sanctuary?

The first step is to contact the church office 215.922.4566 and speak with the church administrator to set up a time to visit our sanctuary. If you then wish to pursue the possibility of your special day at Old First, you will need to set a definite date and time for your wedding and let us know. If the date is available, we will save this date for you for one week, during which time we must have received a \$300 deposit and the wedding form. After this has been done, please contact the church administrator for an appointment with the Pastor. At this initial meeting, the Pastor will get acquainted with you and outline the preparation process for the wedding. Our Pastor will explain to you at that time how many additional meetings will be needed for pre-marital counseling.

Who officiates?

The Pastor of Old First officiates at all weddings. The Pastor acts as a representative of the church and gives the marriage the church's blessing.

How may others be invited to participate?

At your request, additional clergy may be invited to assist in the service at the discretion of the Pastor. Family and friends of the couple may also be invited to share in the service. All participants must be present for the rehearsal.

Seating Capacity

Our sanctuary seats approximately 300 and our sanctuary is air-conditioned.

Music

The music selected needs to be appropriate for sacred worship. At least two months before the wedding, the couple is responsible for contacting the music director to discuss the selection of the music. The Music Director of Old First or his/her designee will play for all weddings. Exceptions may be made, but our Music Director must approve all guest organists.

Vocal or instrumental soloists often enhance the beauty of a wedding. Their music should be chosen in consultation with the music director. Please note that rehearsals with a soloist or an instrumentalist incur extra charges.

Photography

Photographs are permitted during the service. The wedding couple can determine who may take pictures of their special day.

Videography

Video cameras must use available light and be mounted on a stationary tripod. No more than two may be used: one may be located in the balcony, and the other may be placed in one of the side aisles.

Flowers

It is up to the couple to arrange floral decorations. The wedding coordinator will arrange a time with the florist for delivery on the day of the ceremony. As an option, some couples choose to leave the altar flowers for use in the Sunday worship, while others make arrangements to take their flowers to the reception. If the latter option is chosen the couple will need to make those arrangements. If the flowers are kept for Sunday we will add a prayer in the bulletin that they are “from the wedding of ...”. The church administrator and wedding coordinator will discuss these and other logistical arrangements with you.

Other Arrangements

If you would like a program for your service, it is your responsibility to prepare and print it. Our Pastor will work with you to plan the order of worship.

Pertinent information (usually the order of service and names of participants in the service and those in the wedding party) must be given to the church administrator in writing prior to the service.

The wedding coordinator will be present for both the rehearsal and the wedding. The Pastor will inform the coordinator of any special arrangements.

Our social hall is available to the wedding party 1 hour prior to the wedding. We can accommodate the wedding party with space for dressing or preparation for the ceremony.

For environmental reasons, rice and helium-filled balloons are not permitted at the wedding. Birdseed or bubbles may be used only outside.

Our social hall and the adjacent kitchen on the lower level are available for receptions. If you are interested additional fees will be charged. Speak with the church administrator if you are interested. No alcoholic beverages may be served anywhere on the premises or in the buildings.

Smoking is not permitted anywhere on the premises or in the buildings.

What is the cost of a wedding at Old First?

The fee for a wedding at Old First Reformed United Church of Christ is \$1,800. Of that amount a \$300. *non-fundable* deposit (check) is needed before a date and time can be confirmed. If the wedding is cancelled the deposit is forfeited. In regards to the remainder of the fee, \$1,500 (check) Is due two weeks prior to the date of the service.

The fee covers:

- Our Pastor will meet with you prior to the wedding for 1 to 2 sessions of required pre-marital counseling and to outline the preparation process for the ceremony, lead the rehearsal, and officiate at your wedding.
- An organist to discuss music for your service and also to perform at the service.
- A custodian will make sure that the sanctuary and other rooms are neat and clean for your wedding.
- A wedding coordinator will be present at the rehearsal and the wedding.
- You will have the sanctuary reserved for your use for 1 1/2 hour for a rehearsal (usually the day/evening prior to wedding ceremony) and three hours for a wedding and pictures. Both the rehearsal and wedding will begin at the agreed upon time. This includes the use of the social hall for 1 hr. prior to the wedding and 30 minutes after the ceremony.

Additional fees may be required. All additional fees need to be paid to the Church Administrator prior to the beginning of the ceremony by check or cash.

- Extra time for rehearsals (\$50. per hour).
- Late fee if wedding does not start on time (\$100. per hour).
- Additional time with organist for special music requests or if you require the organist at the rehearsal (\$50. per hour).
- If additional pre-marital counseling is required (\$150. for each session).

We want this day to be special and if you have any special requests please ask the church administrator or the Pastor. Old First wants to thank you for your interest in having your wedding service, and hope this will be a day of great joy. If you have further questions, feel free to contact the Church Administrative Assistant at 215.922.4455 or via email at admin@oldfirstucc.org.