

# WEDDING GUIDELINES

OVERBROOK PRESBYTERIAN CHURCH  
PHILADELPHIA

## Weddings at Overbrook

We are delighted that you are considering having your wedding at Overbrook Presbyterian Church. Weddings at Overbrook are open to church members and non-members alike who wish to celebrate their vows before God in the context of a service of Christian marriage. A wedding is a joyful occasion, but also one of dignity and reverence. At Overbrook, a traditional Christian wedding liturgy is used, though some flexibility is allowed for couples to personalize the service. The following guidelines have been adopted to help you in your preparations.

## Scheduling

Weddings are scheduled through the Office Manager. The date must be cleared with the Pastor, Minister of Music, Wedding Coordinator, and Property Committee. It is advisable to schedule a wedding at least six months in advance.

## Our Facilities

Our Sanctuary can accommodate 300 guests very comfortably; maximum capacity is 400. McMillan Chapel may also be used as a site for smaller weddings. It can accommodate 40 guests.

On the day of the wedding, the church will be open for a total of four hours, beginning two hours prior to the time of the wedding. If a reception is to be held at the church, the reception space may be used for up to five hours.

The Fellowship Hall, Wistar Morris Room, and McMillan Chapel can be available as places of preparation and gathering prior to the wedding ceremony.

The Sanctuary, Wistar Morris Room, and McMillan Chapel are all air-conditioned. The entire church is wheelchair-accessible.



## Celebrant

If you would like the pastor of Overbrook Presbyterian Church to serve as the celebrant, arrangements must be made with him at least six months in advance. The pastor generally asks that couples meet with him for a minimum of two sessions for pre-marital preparation. If you would prefer another minister to be the celebrant, he or she must be an ordained minister in a recognized Christian denomination, be authorized to perform weddings, and be approved by Overbrook's pastor.



be used for the ceremony. McMillan Chapel offers a small pipe organ. All music for the ceremony will be under the supervision of Overbrook Presbyterian Church's Minister of Music.

If you desire other musicians to play or to sing in the ceremony, they will be arranged by the Minister of Music. Overbrook has four professional singers on staff, who sing every Sunday in worship, as well as for weddings and funerals. The Minister of Music also works regularly with a number of professional instrumentalists, and will arrange for them, if desired.

In the event that Overbrook's Minister of Music is unavailable to play for the wedding, he will engage a substitute organist. In the event that an organist other than Overbrook's Minister of Music is desired to play for the wedding, that organist must be approved by the Minister of Music, and must be paid separately.

The playing of recorded music in the Sanctuary is not permitted.

## Wedding Coordinator

Overbrook Presbyterian Church has a wedding coordinator who will be available to answer questions during the planning period, and who will also be present for the rehearsal and the wedding to assist with details.

## Music

The music for weddings at Overbrook Presbyterian Church is traditional, sacred music befitting the dignity of the occasion and appropriate to the worship of God. Our Sanctuary offers both a magnificent 78-rank Möller pipe organ and a grand piano, either of which may

## Decorations

Two brass altar candles, a brass candlelighter, and a kneeler are available, if desired. Couples must provide all other wedding decorations, such as flowers, unity candles, etc. If the Sanctuary is decorated for a particular season—for example, Advent or Christmas—those seasonal decorations may not be removed for the wedding. No furniture or furnishings may be moved elsewhere

except by church staff, and with prior consultation. No nails, tacks, pins, staples, or tape can be used in affixing decorations to pews, walls, or floors. Any decorations and equipment must be removed from the church promptly following the ceremony. No rice, bird seed, confetti, or the like may be used inside or outside of the church. It is very important to respect that the church is a sacred space.



ceremony. The rehearsal will typically last one hour. The marriage license should be delivered to the celebrant at the rehearsal. Please make sure that everyone knows to arrive promptly.

## Receptions

Overbrook Presbyterian Church has two rooms to accommodate a reception, if desired, in addition to a large kitchen. The Wistar Morris Room can accommodate 150 guests standing, or 50 seated at tables. The Fellowship Hall can accommodate 400 guests standing, or 150 seated at tables. The two rooms are adjacent, and may be used together. The church has a number of rectangular tables and chairs which you may use. If you prefer to use round tables, you will need to rent them and arrange for prompt delivery and pick-up on the day of the wedding. You are responsible for arranging food or catering services. Please keep in mind, however, that no alcoholic beverages may be served at Overbrook Presbyterian Church.



## Printed Programs

Preparing and printing a program for the ceremony is the responsibility of the wedding party. The program must be proofread by the celebrant before it is printed, to check for accuracy.

## Photography

During the wedding, pictures may be taken and videotaping done from the balcony, the back of the church, or one of the transepts. Flash photography is not permitted during the wedding ceremony itself, except during the processional and recessional. Photographers must remain unobtrusive, and may not move around during the service. Please be sure to inform your photographer of these guidelines.

## Rehearsal

It is customary to have a rehearsal with the entire wedding party present the day prior to the wedding

## Parking

Overbrook Presbyterian Church's parking lot holds approximately eighty-five cars. Normally, on weekends there is also ample street parking on Lancaster Avenue and surrounding streets.

## Alcohol and Smoking

No alcoholic beverages or smoking are permitted on Overbrook Presbyterian Church grounds.

## Fees

	Church Members	Non-Members
<b>Sanctuary Wedding</b> , including: <ul style="list-style-type: none"> <li>• Use of the Sanctuary for rehearsal and ceremony</li> <li>• Pastor/Celebrant fee</li> <li>• Minister of Music/Organist fee</li> <li>• Wedding Coordinator fee</li> <li>• Custodian fee</li> </ul>	\$650	\$2,000
<b>Chapel Wedding</b> , including: <ul style="list-style-type: none"> <li>• Use of McMillan Chapel for rehearsal and ceremony</li> <li>• Pastor/Celebrant fee</li> <li>• Minister of Music/Organist fee</li> <li>• Wedding Coordinator fee</li> <li>• Custodian fee</li> </ul>	\$650	\$1,500
<b>Reception</b> , including: <ul style="list-style-type: none"> <li>• Use of Wistar Morris Room, Fellowship Hall, and kitchen for five hours</li> </ul>	\$575	\$1,000
<b>Soloist</b> , if desired Additional rehearsal time, if necessary	\$150 \$50/hour	\$175 \$50/hour
<b>Instrumentalist</b> , if desired Additional rehearsal time, if necessary	\$175 \$50/hour	\$200 \$50/hour

In order to secure the requested wedding date, a non-refundable deposit of \$500 is required. A \$500 refundable security deposit is also required, which will be returned promptly after the wedding, provided all policies have been followed, and no damage occurs. All fees are due no later than two weeks prior to the wedding date. All checks should be made payable to Overbrook Presbyterian Church. If you have an additional soloist and/or instrumentalist for your ceremony, checks should be made payable directly to them.

### Contact Information

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 Philadelphia PA 19151  
 Phone: 215-877-2744

**E-mail:**

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