



Dear Prospective Bride and Groom,

I would like to extend to you a personal welcome and it gives me great pleasure to share this exciting time in your lives. A Christian wedding is a worship service and we want to assure you of our desire to make it both a holy and happy occasion. A marriage is a lifetime commitment ordained by God, a relationship second only to your relationship with Jesus Christ as Savior and Lord.

While appreciating the fact that you are immediately involved with the planning of your wedding, I would like to offer a few thoughts which I hope you will consider. We are so thankful for the facility that God has provided for Oak Mt. Presbyterian Church. It is exciting to be able to host weddings for our members and their children and we want your wedding day to be special and memorable. Please take the time to acquaint yourself with the guidelines within this packet and help us respect our property by observing and asking your guests to observe these guidelines. These guidelines allow us to assist in establishing meaningful Christian marriages and promote ceremonies which honor the Lord and communicate the biblical covenant of Christ in marriage.

I am eagerly anticipating the opportunity of knowing you better and of participating in your wedding ceremony. If I can ever be of further assistance to you, do not hesitate to call upon me. May Jesus make your marriage a blessing to your family, to those about you, and to the Lord.

In Him,

A handwritten signature in black ink that reads "Bob". The signature is written in a cursive, slightly slanted style.

Bob Flayhart



OMPC

WEDDINGS

INFORMATION DIRECTORY

Church Phone	205.995.9265
Church Fax	205.981.4369
Church Office Hours	Monday through Friday, 8 AM to 5 PM
Pastors	<p>The Pastors will be happy to officiate at your wedding as their schedules permit. Please direct your request to the assistant of the pastor.</p> <ul style="list-style-type: none">• Dr. Bob Flayhart, Senior Pastor• Rev. Tom Caradine, Executive Pastor• Rev. Greg Poole, Discipleship Pastor• Rev. Jason Tucker, Pastor of Assimilation & Outreach• Rev. Phil Chambers, Associate Pastor of Missions & Membership• Rev. Mark Hunter, Associate Pastor of Mercy• Rev. Mark Long, Associate Pastor of Youth• Rev. Tim McCracken, Associate Pastor of Children• Jason Sears, Worship Minister
Church Administrator	<p>Gordon Thompson (Coordinates all facility needs) 205.981.4327 gthompson@ompc.org</p>
Food Service Manager/Hostess	<p>Beth Meadows (Coordinates all catering/kitchen needs) 205.981.4322 bmeadows@ompc.org</p>
Technical Director	<p>Will Giuliani (Coordinates all sound/technical needs) 205.981.4302 wgiuliani@ompc.org</p>
Nursery Director	<p>Robin McCracken (Coordinates any nursery needs) 205.981.4331 rmccracken@ompc.org</p>



OMPC

WEDDINGS

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General Information

Please keep in mind the policies and guidelines we have in place reflect the following values of Oak Mountain Presbyterian Church and are here for your benefit:

- Church marriage is a part of the liturgy of the Presbyterian Church of America (PCA). It is clearly regarded by the PCA as a specifically Christian act, distinguished from a civil ceremony or rite of a non-Christian organization or religion.
- The Senior Pastor or Executive Pastor of Oak Mountain Presbyterian Church has the responsibility of deciding whether or not the marriage service will be performed in this church. The PCA has a specific order for Christian marriage. Any and all variations from this marriage rite must be discussed with and approved by the Senior Pastor or Executive Pastor well in advance of the wedding date.
- At OMPC, the wedding service can be performed by one of the church's pastors. If the bride and groom desire to have a pastor from a church other than the PCA assist in the marriage service, the invitation to these clergy must come from a pastor at OMPC.
- Whether your desire is for an OMPC pastor to perform the service at your wedding or for another pastor of your choosing to do so, your request for a wedding at OMPC will be reviewed by one of the OMPC pastors. You may be contacted for an interview prior to approval. Following this interview, if the marriage is consistent with OMPC's policies, the pastor will either commit to perform the ceremony for you or extend an invitation to another pastor to assist an OMPC pastor with the service in our sanctuary. You may expect a decision to be made within two weeks of filling out your wedding request form.
- **Divorce:** We believe the Bible teaches that there are two legitimate reasons given in Scripture for divorce: adultery and/or desertion. Though we as a church do not advocate divorce, we realize that in certain specific cases, divorce may indeed be warranted. On the other hand, though we believe it may be "biblically permissible" for someone to divorce, it is not always the wisest choice.
- **Remarriage:** We believe that a Christian who has initiated a divorce on biblical grounds is free to remarry. When a Christian has been the non-initiating party in a non-biblical divorce (and reconciliation is not possible), then remarriage is biblically permissible. A Christian spouse who initiates a divorce without biblical grounds would not be considered to have biblical grounds for remarriage.
- **Communion:** It is the policy of Oak Mountain Presbyterian Church to observe the Sacrament of the Lord's Supper only during public worship services under the time and circumstances authorized by the Session. Therefore, no communion will be performed in a wedding ceremony here at Oak Mountain.



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FACILITY RESERVATIONS AND ARRANGEMENT

Early consultation is recommended to be certain that the church and the pastor will be available for your marriage and rehearsal. **Every couple that desires to have their wedding at OMPC must complete a Wedding Request Form and submit it to the church for pastoral review and approval.** Every effort will be made to arrange for the dates and times you prefer, but you must understand that prior commitments and church-wide use of our facilities take precedence. The date and arrangement must be initially scheduled and approved by the Hostess. Upon receipt of the completed Wedding Request Form along with both the Confirmation and Damage Deposits, the date will be confirmed and entered onto the Church calendar. **No facility reservations will be confirmed until all Forms AND the Confirmation/Damage Deposit/Rental Fees have been received.** It is recommended that no public announcement of the wedding be made until you have received confirmed commitments from all parties involved in the ceremony. Once this has been accomplished, you may consider all reservations firm.* We also request that the Hostess be included on the invitation list to ensure that all staff members are informed of the correct time of the wedding.

*OMPC does allow weddings of members as well as of non-members. Non-members will not be officially entered into the church calendar until four months before their wedding. They may, however, schedule their wedding prior to the four months before their date with the understanding that a member has the prerogative to take that date. When the four-month mark is passed and with the Confirmation & Damage Deposits paid, the date becomes official for the non-member and members may no longer consider that date.

WEDDING POLICIES

Please read carefully.

Please keep the following in mind as you request church facilities for your wedding:

- To enable and encourage our ministers and Facilities Staff to spend time with their families, we do not schedule weddings on certain holidays and holiday weekends.
- Weddings are not scheduled earlier than 10:00 a.m. and rehearsals are scheduled no earlier than 4:00 p.m.
- Weddings will not be performed on the following days:

Sundays	Fall Kickoff Weekend (Following Labor Day)
Palm Sunday	Thanksgiving Weekend
Easter Weekend including Good Friday	*New Year's Eve
Memorial Day Weekend	*New Year's Day
1 st Weekend in June, due to VBS	*Christmas Eve
July Fourth Weekend	*Christmas Day

**No weddings will be scheduled from the first full weekend in December through New Year's Day.*

***Weddings may be scheduled up to one (1) year in advance.*



1. A wedding is a worship service and it is our hope everyone involved chooses to conduct themselves in a manner consistent with the atmosphere of this place of worship. Please be sure to familiarize the members of the wedding party with the policies contained in this packet.
2. **Premarital Counseling:** Premarital counseling is a wonderful tool used to strengthen the relationship between the couple and the Lord before entering into marriage. Because we believe marriage is a lifetime commitment, we request all couples to be married at OMPC participate in premarital counseling. We will be happy to provide this counseling to you or assist you in finding appropriate counseling approved by the officiating OMPC pastor.
3. **Rehearsal:** Please plan to have your rehearsal at a time when all members of the wedding party can be present and on time. Usually the evening before the wedding is best, but any other time is acceptable as long as there is no scheduling conflict in the use of the sanctuary. The pastor or his designee should be in charge of the rehearsal itself, but the determination of the individuals who are to be present rests within the discretion of the Bride.
4. Flower petals may not be used inside the buildings, but may be used outside as the bride and groom depart. Because of the hazard involved in walking on rice and birdseed, the use of it is prohibited both inside and outside the buildings. The use of confetti is prohibited anywhere on the church campus. Bubbles may be used outside the building. Sparklers, shaving cream, shoe polish, and paint of any kind is strictly prohibited.
5. **Wedding Directors:** We request that all weddings use a wedding director who has been approved by OMPC. A list of approved Wedding Directors is included in the Approved Vendor section. Compensation for these individuals is not included in the wedding fees and is the responsibility of the wedding party.
6. **Technical Support:** OMPC will provide all technical support (sound technicians) needed for your ceremony. Please contact our Technical Director to discuss your specific needs. Compensation for these services will be included in the total wedding fee.
7. We respectfully request that no alcoholic beverages may be brought to the church or served on the church premises at any time. No wedding rehearsal or wedding will be conducted if any member of the wedding party is under the influence or alcohol or drugs. It is the responsibility of the bride and groom to be certain this policy is understood and followed by all members of the wedding party and those who service the wedding (florist, caterer, photographer, videographer, etc).
8. We respectfully request that no smoking be permitted in any of our church buildings or on the church campus. It is the responsibility of the bride and groom to be certain that this policy is understood and followed by all members of the wedding party and those who service the wedding (florist, caterer, photographer, videographer, etc).



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9. Food and drink are not permitted inside the Sanctuary, lobby and Bride's Room. Bottled water, however, is allowed. A hospitality room for the wedding party will be provided upon request. However, the wedding party is responsible for providing drinks and food. Please make sure all food and drinks are cleared out of the hospitality room two (2) hours after ceremony ends.
10. Breakage of and/or damage to any church equipment/facilities, in excess of damage deposit, will be reimbursed at replacement price.
11. The church is not responsible for lost or stolen personal items or equipment brought to the church for rehearsals, weddings or receptions. The building will be locked two (2) hours after the ceremony; you will need to collect all personal items before this time.
12. Unfortunately due to space restraints, we are unable at this time to provide storage for wedding attire prior to the day of the ceremony.
13. Wax candles are not allowed in the building/facilities. Chase candles (dripleless) must be used.
14. Please let the Church Administrator know of any need to move or rearrange any decorations already in place in the church (i.e. seasonal decorations, silk plants and/or arrangements) as he will coordinate this for you.
15. Please do not transport property from one building to another. Should this need arise, please coordinate any movement with our Church Administrator.
16. All details concerning the wedding and related arrangements must be in keeping with Christian principles and must not conflict with PCA doctrine.
17. No animals will be allowed in the wedding or the church building(s) with the exception of working dogs for those in attendance with disabilities.
18. We would like to offer our nursery services for your needs. Should nursery services be needed, they can be reserved and coordinated through our Nursery Committee. Compensation for these services will then be included in the total wedding fee. You will need to complete the Nursery Policy Form or sign agreeing no nursery services needed.
19. Please have a friend or family member be responsible for removing all property of the wedding party from the dressing area by at least two (2) hours following the ceremony.



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PASTORAL WEDDING POLICY

1. Because of the biblical prohibition against it in I Corinthians 6:14-18, the Pastors will not unite a Christian and a non-Christian in Christian marriage.
2. **Premarital Counseling:** Premarital counseling is a wonderful tool used to strengthen the relationship between the couple and the Lord before entering into marriage. Because we believe marriage is a lifetime commitment, we request all couples to be married at OMPC participate in premarital counseling. We will be happy to provide this counseling to you or assist you in finding appropriate counseling approved by the officiating OMPC pastor.
3. The OMPC Pastor will meet privately with the Bride and Groom to plan the wedding ceremony.
4. The OMPC Pastor's attire for all church weddings will be a black clerical robe, unless, a preference for an appropriate dress suit is indicated to him by the Bride and Groom at their planning meeting.
5. **REMINDER:** If the bride and groom desire to have a pastor from a church other than the PCA assist in the marriage service, the invitation to these clergy *must* come from a pastor at OMPC.

WEDDING MUSIC POLICY

1. A Christian wedding is a worship service; your music must appropriately reflect this. Sacred Contemporary Christian, Hymns, and Classical Instrumental Music are acceptable. Any secular music must be approved.
2. The Worship Minister must approve all wedding music. NO recorded music will be allowed. All music should be approved no later than one month prior to the wedding date.
3. Any non-OMPC pianist (or other musician) must schedule a meeting with the Worship Minister prior to the wedding to coordinate instrument needs. If you have more than one musician, please indicate a group leader and have that person coordinate with the Worship Minister.
4. It is the Bride and Groom's responsibility to make financial arrangements directly with instrumentalists and/or vocalists that you engage for your wedding.
5. Schedule a meeting with our Technical Director to complete your Technical Services Form for stage set-up needs.



OMPC

W E D D I N G S

W E D D I N G P E R S O N N E L

1. **The Pastor** will guide the Bride and Groom as you endeavor to establish a loving and permanent Christian home. He will discuss and plan your wedding service with you in the privacy of a personal conference. Honoraria to Ministers officiating at the wedding ceremony are left to the discretion of the Bride and Groom.
2. **Facility Director:** The Facility Director is responsible for unlocking and locking the Sanctuary and other facilities used. He also coordinates the set-up of the reception area as well as cleaning and checking the facilities before and after the wedding and reception.
3. **Audio Engineer/Sound Technician:** A representative of OMPC Sound Services Ministry will be present at all weddings and rehearsals. Please contact our Technical Director to arrange all technical needs and to schedule a meeting to complete your Technical Services Form.
4. **Musical Accompanists:** The Worship Minister is available to provide the music for your wedding. Please contact our Worship Minister, to arrange your music needs. Compensation for all accompanists is the responsibility of the wedding party.
5. **Wedding Coordinator:** All persons having a wedding at Oak Mountain Presbyterian Church must utilize the services of a Wedding Coordinator approved by OMPC. Please see the Approved Vendor section for a list of approved Wedding Coordinators. Your Wedding Coordinator's typical duties and responsibilities are as follows:
 - Oversees your wedding plans and ensures that they are consistent with the church policies.
 - Acts as a liaison between the church and the Bride; helps you best utilize our facilities and assists in arranging for church facilities and dressing areas.
 - Directs your rehearsal and wedding; assists the Bride with the service order, and placement of attendants.
 - Coordinates dressing areas, arrival times and distribution of bouquets and boutonnieres.

F A C I L I T I E S A V A I L A B L E

1. **Rehearsal.** Fees are based on the expectation that you will need the facilities for a maximum of two (2) hours from the announced rehearsal hour. Your rehearsal needs to begin promptly at the time you have designated. Please be respectful of these time guidelines as we wish to avoid causing our Facilities Staff to be here an extended amount of time. Should your rehearsal go overtime, you will incur an additional hourly charge.



2. **Wedding.** Facilities Staff will unlock the building a maximum of five (5) hours before the ceremony, but no earlier than 8:00 a.m. The Florist must remove flowers, decorations and equipment within two (2) hours following the wedding hour.
3. **The Sound Technician(s)** will arrive two (2) hours prior to the time of the wedding to set up sound equipment needed. Sound check for any vocalists will be one hour prior to the time of the wedding.
4. The church kitchen may be used as a staging area for warm-up, food assembly, serving and clean-up. The caterer is responsible for taking out all the trash from the kitchen.
5. **Reception:** The church kitchen will be open as needed for a maximum of five (5) hours prior to the wedding hour, but no earlier than 8:00 a.m. The caterers must complete their work, remove all food and equipment, perform clean up, take all trash out, and vacate the premises within two (2) hours following the reception's end.
6. Failure to properly clean the kitchen will result in the bride being charged a \$100 clean up fee.

VENDOR POLICIES

The Photographer, Videographer, Caterer and Florist you engage must sign the appropriate forms and agree to follow the policies of Oak Mountain Presbyterian Church and as follows:

KITCHEN POLICY

1. All equipment and utensils used must be cleaned and returned to proper space.
2. Carts must be wiped and returned to proper place.
3. Sink must be drained, cleaned of all dishes and debris, sanitized and dried.
4. Coffeemakers should be cleaned and wiped down. The large coffeemakers should be cleaned of grounds and drained for next use.
5. All equipment must be cleaned, wiped, and turned off. Racks should be replaced if removed.
6. Refrigerator items are to be removed unless approved.
7. Food prep tables should be wiped clean - top and bottom shelves.
8. Cutting boards should be used if cutting food, tables will dull knives. Boards should be cleaned with soap and hot water and then sanitized.
9. Always use hot water when washing.
10. All items left in the kitchen will be donated to a Mission Organization.
11. Failure to properly clean the kitchen will result in the bride being charged a \$100 clean up fee.



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W E D D I N G S

F L O R A L P O L I C Y

The wedding policies that concern the work of florists for weddings at Oak Mountain Presbyterian Church are listed below. These policies must have your cooperation.

1. Vendors delivering live greenery must encase the containers in plastic to prevent leakage as the plants are carried into the wedding location.
2. The facilities will be opened a maximum of five (5) hours before the ceremony, no earlier than 8:00 a.m.
3. No tacks, nails, tape or other materials that may permanently deface the buildings or furnishings may be used in decorating. Only wrapped wire or ribbon that will not mar the furniture may be used to fasten bows.
4. No wax candles may be used at any time. Only oil candles are acceptable. *There are no exceptions.*
5. Candelabra, greenery, and floral arrangements may be placed on the pulpit area, steps, and floor of the Sanctuary. They may *not* be placed on the piano.
6. Technical Staff is responsible for moving all stage furniture in the Sanctuary.
7. Avoid moving any tape that the Wedding Coordinator may use to mark locations of the wedding party.
8. The church provides a small vacuum cleaner. It is the florist's responsibility to remove any debris from the decorations prior to the photography session before the wedding.
9. Florists must bring footstools if needed. They may not stand on church furniture.
10. Flowers, decorations and equipment must be removed immediately following the wedding ceremony, with all equipment and decorations removed within two (2) hours from the wedding hour. The facilities must be left in the same condition in which they were found.
11. The Florist acknowledges that if they use *Sprengeri* (asparagus fern) in any of our buildings, they are responsible to clean *all* of it up. This is due to heavy shedding.
12. The flower girl may drop silk petals on the Bride's aisle. Live petals may not be used.
13. Florists and their employees must refrain from the usage of alcohol, tobacco or drugs prior to and during any wedding held at the church.

C A T E R I N G P O L I C Y

The wedding policies, which concern the work of the Caterer at weddings at Oak Mountain Presbyterian Church, are listed below. These requirements must have your cooperation.

1. All persons having a wedding reception or rehearsal dinner at Oak Mountain Presbyterian Church must utilize the services of a Caterer approved by OMPC. Please see the Approved Vendor section for a list of approved wedding Caterers.
2. The Bride will inform the caterer of the location she has reserved for her reception.
3. All equipment (china, crystal, silver, serving pieces, table linens, paper products, etc.) must be furnished by the caterer and/or the Bride.



4. The church kitchen may be used as a staging area for warm up, food assembly, serving and clean up. The kitchen will be open as needed for a maximum of five (5) hours prior to the wedding, but no earlier than 8:00 a.m.
5. The caterer must complete all work, remove all food and equipment, perform clean up (including taking care of all trash) and vacate the premises no later than two (2) hours after the reception ends. Any deviation from these maximum time parameters will result in an additional charge billed to the Bride.
6. The kitchen will be clean for your use; it must be left in the order in which it was found. All cleaning is the responsibility of the Caterer. The Wedding Coordinator will provide a checklist.
7. Smoking is not permitted in any of our church buildings or on our church campus at any time. Caterers and their employees must refrain from the use of alcohol or drugs prior to and during any reception held at the church. Alcohol beverages and drugs are not permitted on the premises at any time.
8. Caterers may not use the kitchen unless coordinated with the OMPC Kitchen and have signed the appropriate policy forms. There is a \$100 fee for all caterers who use the OMPC Kitchen.
9. The catering fee should be paid to OMPC at least one month (30 days) prior to the wedding.
10. We must have a valid copy of the appropriate Food Handling License on file before your caterer is approved.

P H O T O G R A P H Y P O L I C Y

The wedding ceremony is a worship service. These policies are designed to maintain the sanctity of the wedding ceremony. The Wedding Policies, which concern the work of Photographers at weddings at Oak Mountain Presbyterian Church, are listed below. These requirements must have your cooperation.

1. Arrange with the Bride to take as many pictures as possible prior to the hour of the wedding. Pictures must be complete and all equipment removed from the wedding location by forty-five (45) minutes prior to the wedding hour. The prelude and seating of guests begins thirty (30) minutes prior to the wedding.
2. The wedding ceremony is a worship service. Pictures of the Bride entering and Bride and Groom exiting the ceremony may be made at the rear of the building. During the ceremony itself, time exposures (without flash) may be made. *Flashbulbs may not be used during the ceremony.*
3. Remember that guests will be waiting to greet the Bride and Groom at the reception. The photographer and Bride should plan in advance the complete list of pictures to be made. The Wedding Coordinator will happily facilitate the photography session at the direction of the Photographer. The Pastor will be available for pictures immediately following the ceremony. Please take pictures including him first.



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FINANCIAL POLICIES

The completed Financial Form must be given to the Hostess along with any other forms, the Confirmation/Damage Deposits and Rental Fees (if applicable) before your wedding date can be approved.

- The Confirmation Deposit will become *non-refundable* if cancellation occurs (4) months prior to the wedding date.
- **Application of Deposits:** The Confirmation Deposit will be applied to all applicable fees associated with your ceremony with any remaining amount to be reimbursed to you. The Damage Deposit is refundable after the facilities are checked and their condition approved by the Church Administrator.
- **The General Fees** listed below are *in addition to* any applicable Facility Rental Fee associated with your ceremony. Facility Rental Fees are waived for OMPC members.
- **The Facility Rental Fees** are calculated based on membership status at OMPC, membership status at another PCA church or membership status at a Non-PCA church. The Facility Rental Fee increases if your ceremony begins after 5:00 PM.
- Please note that some of the General Fees are optional and will not be included in your Total Wedding Fees should they not be needed. Please issue all checks payable to Oak Mountain Presbyterian Church.

F E E S C H E D U L E

General Fees	OMPC Members	Other PCA Members	Other
Confirmation/Damage Deposit	\$1,000.00	\$1,000.00	\$1,000.00
Facility Rental Fee	\$0.00	\$1,000.00	\$2,000.00
Facility Rental Fee, After 5 PM	\$0.00	\$1,500.00	\$2,500.00
Wedding Fees/Sanctuary			
Sound Technician	\$300.00	\$300.00	\$300.00
Custodian	\$200.00	\$200.00	\$200.00
Light Technician <i>(Optional)</i>	\$100.00	\$100.00	\$100.00
PowerPoint Technician <i>(Optional)</i>	\$50.00	\$50.00	\$50.00
Nursery Deposit <i>(Optional)</i>	\$100.00	\$100.00	\$100.00
Wedding Fees/Reception			
Sound Technician <i>(2hrs Maximum)</i>	\$100.00	\$100.00	\$100.00
Catering Fee	\$100.00	\$100.00	\$100.00
Custodian	\$200.00	\$200.00	\$200.00
Nursery Deposit <i>(Optional)</i>	\$100.00	\$100.00	\$100.00
Total Wedding Fees:			



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W E D D I N G S

N U R S E R Y P O L I C Y

We would like to make our nursery services available for your needs. Should nursery services be needed, they can be reserved and coordinated through our Nursery Director. Compensation for these services will then be included in the total wedding fee. The charge for nursery use is \$100 in addition to the hourly fees of the nursery workers. You will need to complete the Nursery Policy Form or sign agreeing no nursery services needed. Nursery services will be provided under the following guidelines.

- There must be a minimum of two (2) workers per room according to the following ratios:
 - One (1) Worker for every Two (2) Infants
 - One (1) Worker for every Four (4) Toddlers (ages 1-2)
 - One (1) Worker for every Five (5) Preschoolers (ages 3-4)
- The workers must be chosen from the active OMPC Nursery Roster and must be paid according to the current OMPC Nursery pay chart (two-hour minimum).
- It is the responsibility of the wedding party to contact and confirm these nursery workers for the event(s). All facility reservations will be scheduled by the facilities management, NOT the Nursery Coordinator. This must be scheduled a minimum of TWO (2) WEEKS prior to the event(s).
- A list of children's names and ages must be submitted a minimum of ONE (1) WEEK prior to the event(s).
- Security Tags will be mandatory for use during these events.
- Children in the process of being potty trained must bring an extra change of clothing in their bags.



OMPC
W E D D I N G S

APPROVED VENDORS





OMPC

WEDDINGS

CATERERS

Saturday Gourmet	678.4782
Edgewood Catering	868.0888
Van & Michelle Johnson	991.9460



OMPC

W E D D I N G S

BAKERS

Dream Cakes by Jan Moon 914.1535



OMPC

WEDDINGS

FLORISTS

Van & Michelle Johnson 991.9460

Heather Metcalf 437.2868

Holly Wheeler 980.7149



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WEDDINGS

PHOTOGRAPHERS

Emily Kicklighter 408.7668



OMPC

W E D D I N G S

V I D E O G R A P H E R S



OMPC

WEDDINGS

WEDDING COORDINATORS

Sharla Rose 991.0495

Cindy Caradine 991.0445

DeAnna Morgan 967.7877



OMPC
W E D D I N G S

F O R M S





OMPC

W E D D I N G S

P L A N N I N G C H E C K L I S T

- ___ 1. Read the Wedding Booklet completely so that you will be familiar with OMPC's policies and procedures for your church wedding.
- ___ 2. Fill out the Wedding Request Form and bring your Confirmation/Damage Deposit/Rental Fee to the Hostess. Please allow up to two weeks for Pastoral review and final approval. Upon receipt of the appropriate Forms, Confirmation and Damage Deposits, the wedding date will be entered into the church master calendar.
- ___ 3. Contact the OMPC pastor or the pastor who has received the approval of OMPC to confirm their participation as officiant in your ceremony as well as to schedule your premarital counseling upon confirmation of your date.
- ___ 4. Call the Hostess following your date confirmation to make an appointment to complete the necessary paperwork for the Facility Manager. Please bring your wedding booklet with you.
- ___ 5. Contact the OMPC Minister of Music and schedule an appointment with him to review the selected music and to review any other musical needs. Contact the Technical Director to complete the Technical Services Form for your ceremony.
- ___ 6. Call the Hostess following your date confirmation to make an appointment for the Bride Orientation Meeting. It is typically held at the first of each month (at least 3 months before wedding).
- ___ 7. If an OMPC minister is performing the ceremony, please bring your marriage license to the church office by the **Monday prior to your wedding.**
- ___ 8. Make arrangements with all vendors in accordance with our policies.
- ___ 9. Select a Wedding Director from the list of OMPC-approved directors and contact her concerning your rehearsal and wedding dates.
- ___ 10. Optional: Make any nursery arrangements you may need through our Nursery Director. The wedding party is responsible for all fees incurred.
- ___ 11. Make an appointment at least one month in advance with the pastor to finalize the wedding plans. *REMINDER:* If you are using a pastor not on staff at OMPC, he *must* be invited by an OMPC pastor to assist in your wedding.
- ___ 12. Advise the Hostess if you plan to leave a suitable floral arrangement to be placed in the Sanctuary Lobby for the church to use the following day. For member weddings, please let the Hostess know two weeks in advance of your wedding to have an acknowledgment placed in the church bulletin.
- ___ 13. Consider enclosing a map of directions to OMPC Presbyterian Church for your guests, which can be provided to you upon request. No one is present on the weekends to answer the phone except during normal workday hours.



OMPC

WEDDINGS

KITCHEN CLEAN - UP CHECKLIST

- ___ 1. All equipment and utensils used must be cleaned and returned to proper space.
- ___ 2. Cart must be wiped and returned to proper place.
- ___ 3. Sink must be drained, cleaned of all dishes and debris, sanitized and dried.
- ___ 4. Coffeemaker should be cleaned and wiped down.
- ___ 5. All equipment must be cleaned, wiped, and turned off. Racks should be replaced if removed.
- ___ 6. Refrigerator items are to be removed unless approved.
- ___ 7. Food prep tables should be wiped clean-top and bottom shelves.
- ___ 8. Cutting boards should be used if cutting food, tables will dull knives. Boards should be cleaned with soap and hot water and sanitized.
- ___ 9. Always use hot water when washing.
- ___ 10. All items left in the kitchen will be donated to a Mission Organization.
- ___ 11. The large coffeemakers should be cleaned of grounds and drained for next use.

Notice: OMPC must pre-approve your caterer and have a signed copy of the appropriate policy forms. Caterers may not use the kitchen unless coordinated with the OMPC Kitchen. There is a \$100 fee for all caterers who use the OMPC Kitchen. Caterers are responsible for providing all refreshments, dishes, serving pieces, cleanup materials, etc. The catering fee should be paid to OMPC no later than two (2) weeks prior to the wedding date.

REMINDE R: Failure to properly clean will result in a \$100 clean-up fee for the bride.



OMPC

WEDDINGS

OMPC WEDDING REQUEST FORM

This completed form must be given to the Hostess with the confirmation deposit before you are notified of the approval of your wedding date.

Wedding Date/Time _____ Confirmation/Damage Deposit/Rental Fee Received _____
 Bride's Name _____ Home Phone _____ Cell Phone _____
 Address _____ E-mail Address _____
 Bride's Parents' Names _____
 Address _____ Home Phone _____ Cell Phone _____
 Groom's Name _____ Home Phone _____ Cell Phone _____
 Address _____ E-mail Address _____
 Groom's Parents' Names _____
 Address _____ Home Phone _____ Cell Phone _____

Membership Status: OMPC Non-OMPC/Other PCA Non-OMPC/Non-PCA

OMPC Member Relation to Bride/Groom: _____
 Rehearsal Date: _____ Time _____ Est. # of Guests _____ Est. Time of Use _____
 Wedding Date: _____ Time _____ Est. # of Guests _____ Est. Time of Use _____
 Reception held at OMPC? _____ Time _____ Est. # of Guests _____ Est. Time of Use _____
 Rooms requested/dates: Sanctuary _____ Kitchen _____ Hospitality _____
 Foyer _____ Bride's Room _____ Gym _____
 Other _____
 Premarital Counselor : _____
 OMPC Pastor Officiating: _____
 Other Officiating Pastor Name: _____
 Church Name/ Address/ Phone: _____

I understand that premarital counseling is required in order to be married at Oak Mountain Presbyterian Church. I understand should I desire to have a pastor from a church other than the PCA assist in the marriage service, the invitation to these clergy must come from a pastor at OMPC. I understand that all vendors must complete and sign all appropriate agreement forms. I agree to abide by the rules and policies set forth by Oak Mountain Presbyterian Church.

Signature of Applicant: _____ Date: _____

Minister Approval: _____ Date Approved: _____



OMPC

WEDDINGS

FINANCIAL FORM

This completed form must be given to the Hostess with the confirmation deposit before you are notified of the approval of your wedding date.

BRIDE'S NAME _____

WEDDING DATE/TIME _____ REHEARSAL DATE/TIME _____

MEMBERSHIP STATUS _____

CONFIRMATION/DAMAGE DEPOSIT/RENTAL FEE RECEIVED _____

WEDDING FEES

___ Sound Technician	\$300
___ Custodian	\$200
___ Nursery Deposit (Optional)	\$100
___ Hourly Fees for Nursery Workers	TBA
___ Light Technician (Optional)	\$100
___ PowerPoint Technician (Optional)	\$ 50
___ Total Wedding Fees	

RECEPTION FEES

___ Sound Technician (2hrs maximum)	\$100
___ Custodian	\$200
___ Catering Fee	\$100
___ Nursery Fee (Optional)	\$100
___ Total Reception Fees	

TOTAL FEES DUE _____

I understand that the balance of all wedding fees is due one month (30 days) prior to the wedding date. I understand I must pay the Confirmation/Damage Deposit/Rental Fee before I can be notified of the approval of my requested wedding date. I understand that the Facility Rental Fees are calculated based on church membership status. I understand the Facility Rental Fee increases if the ceremony begins after 5:00 PM. I agree to abide by the rules and policies set forth by Oak Mountain Presbyterian Church.

Signature of Applicant: _____ Date: _____

Please issue all checks payable to Oak Mountain Presbyterian Church.



OMPC

WEDDINGS

NURSERY SERVICES FORM

To the Bride:

The Nursery Policy, which concerns the reservation of nursery services at weddings at Oak Mountain Presbyterian Church, is listed below. These requirements must have your cooperation. Nursery services will be provided under the following guidelines:

- There must be a minimum of two (2) workers per room according to the following ratios:
 - One (1) Worker for every Two (2) Infants
 - One (1) Worker for every Four (4) Toddlers (ages 1-2)
 - One (1) Worker for every Five (5) Preschoolers (ages 3-4)
- The workers must be chosen from the active OMPC Nursery Roster and must be paid according to the current OMPC Nursery pay chart (two-hour minimum).
- It is the responsibility of the wedding party to contact and confirm these nursery workers for the event(s). All facility reservations will be scheduled by the facilities management, NOT the Nursery Coordinator. This must be scheduled a minimum of TWO (2) WEEKS prior to the event(s).
- A list of children’s names and ages must be submitted a minimum of ONE (1) WEEK prior to the event(s).
- Security Tags will be mandatory for use during these events.
- Children in the process of being potty trained must bring an extra change of clothing in their bags.

I have read, understand, and will abide by the Nursery Policy. I understand that compensation for these services will be included in my total wedding fee. I agree to be charged the \$100 fee and the hourly fees of the nursery workers based on the above guidelines. I agree to abide by the rules and policies set forth by Oak Mountain Presbyterian Church.

Signature of Bride

Date

I have read, understand, and will abide by the Nursery Policy. I understand that these services are entirely optional and therefore choose at this time ***NOT*** to engage any nursery services, both during the rehearsal and the wedding ceremony and/or reception. I understand that the Nursery Classrooms ***will remain locked and access denied*** to these areas during these times.

Signature of Bride

Date



OMPC

WEDDINGS

TECHNICAL SERVICES FORM

(This form is to be completed with the Technical Director NO LATER than one month (30 days) prior to the wedding.)

NO CHANGES WILL BE MADE AFTER THE WEDNESDAY PRIOR TO WEDDING DATE.

BRIDE'S NAME _____

WEDDING DATE/TIME _____ REHEARSAL DATE/TIME _____

PLEASE MARK THE FOLLOWING FOR SET UP DETAIL AND LIST ANY OTHER PERTINENT INFORMATION FOR STAGE SET UP:

Microphones Available: Wireless Handheld (with or without stands)

Wireless Countryman (flesh tone headset, fits around ear)

Microphone Needs: _____

(Please be specific) _____

Instruments Available: Keyboard and Drum Set, *NO PIANO or ORGAN*

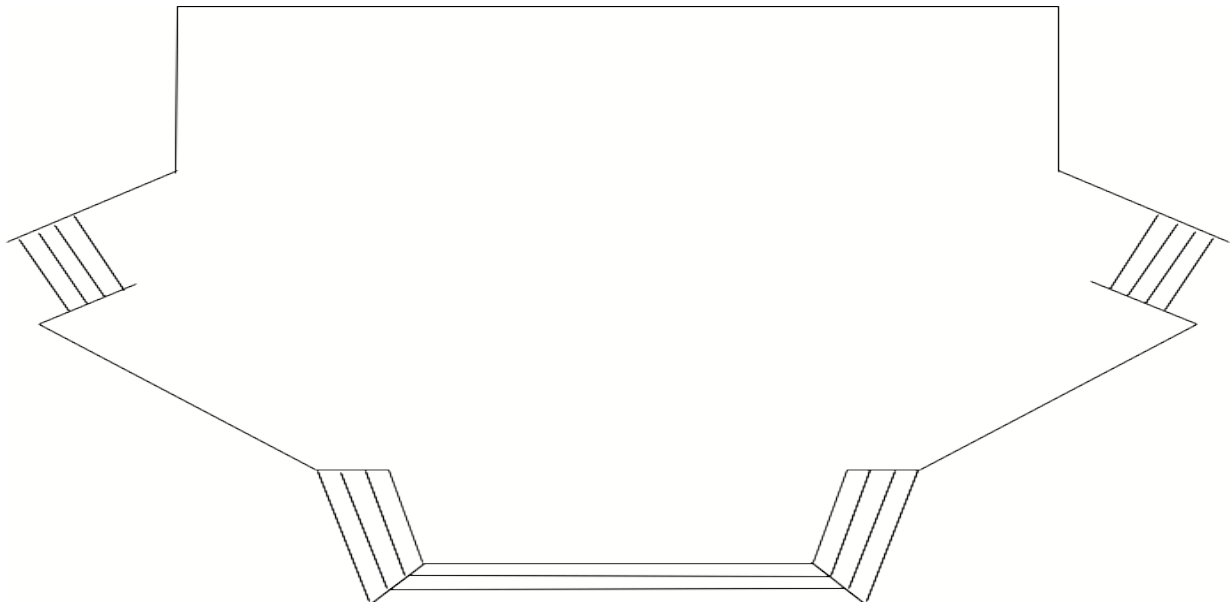
Instrumental Set Up: _____

(Please be specific, acoustic guitar with pickup, aviom mixers, etc) _____

Vocalist Set Up: _____

(Please be specific) _____

Please diagram your entire stage set up, Officiant, Bridal party, musicians, floral and candle arrangements, etc.





OMPC

WEDDINGS

FACILITY MANAGER INFORMATION FORM

(This form is to be completed with the Hostess one month (30 days) prior to the wedding.)

NO CHANGES WILL BE MADE AFTER THE WEDNESDAY PRIOR TO WEDDING DATE.

BRIDE'S NAME _____
WEDDING DATE/TIME _____ REHEARSAL DATE/TIME _____
COORDINATOR/CONTACT _____

PLEASE MARK THE FOLLOWING FOR SET UP DETAIL AND LIST ANY OTHER PERTINENT INFORMATION FOR SET UP CREW:

GIFT TABLE _____
FOYER TABLE _____
HOSPITALITY ROOM _____
OTHER SET UP INFO _____

WHERE IS THE WEDDING PARTY DRESSING?

BRIDE: Bride's Room
BRIDESMAIDS: Room #C-242
GROOMSMEN: Room S-181 or Room # A-201

WHAT TIME DO YOU NEED THE CHURCH UNLOCKED? _____

WHAT TIME WILL THE FLORIST ARRIVE? _____

WHAT TIME WILL THE CATERER ARRIVE? _____

ARE YOU LEAVING AN APPROPRIATE FLORAL ARRANGEMENT FOR THE SANCTUARY LOBBY? _____

ADDRESS OF COUPLE AFTER WEDDING _____

PHONE/EMAIL _____



OMPC

W E D D I N G S

ANY RECEPTION SET UP RECEIVED BY FACILITY MANAGER? _____

ACCOMPANIST _____

ADDRESS _____ PHONE _____

PHOTOGRAPHER _____

ADDRESS _____ PHONE _____

FLORIST _____

ADDRESS _____ PHONE _____

CATERER _____

ADDRESS _____ PHONE _____

VIDEOGRAPHER _____

ADDRESS _____ PHONE _____

NOTES: _____



OMPC

WEDDINGS

PREMARITAL COUNSELING CERTIFICATION

Bride _____

Groom _____

Wedding Date _____

I, _____, acknowledge that this couple has completed premarital counseling.

Signature

Date



OMPC

WEDDINGS

CATERING CONTRACT

To the Caterer

Please mail or fax (981-4369) a copy of this form to the Food Service Manager at least one month (30 days) before the scheduled wedding date.

- I. The caterer must inform the Food Service Manager:
 - A. If the rental equipment will be arriving early and the rental company name
 - B. If the caterer will be bringing items early
 - C. If refrigerator/freezer space is needed_____
 - D. Actual times they will be in kitchen: _____arrival time _____departure time
 - E. What kitchen items will be needed for the reception

- II. After using the kitchen, the caterer must:
 - A. Leave all sinks and countertops clean
 - B. Turn off dishwasher, drain it and open.
 - C. Remove all food, utensils and other items brought in
 - D. Review the kitchen checklist to insure all areas of the kitchen are clean.

- III. *The caterer may not leave his/her staff unattended.* The caterer and staff must complete the cleanup process within two (2) hours of the end of the reception.

- IV. On the day of the wedding, the kitchen will be open five (5) hours prior to the confirmed wedding time. If more time is needed, the caterer is responsible for making a request for additional time through the Food Service Manager.

I have read, understand, and will abide by the Catering Contract. Should I fail to do so, I will be charged a fee of \$100.00 and possible removal from the approved catering list of OMPC.

Name of Caterer (Please Print)

Signature of Caterer

Bride's Name

Date

Date of Wedding



OMPC

WEDDINGS

FLORIST CONTRACT

To the Florist

The wedding policies that concern the work of florists for weddings at Oak Mountain Presbyterian Church are listed below and must have your cooperation.

1. Vendors delivering live greenery must encase the containers in plastic to prevent leakage as the plants are carried into the wedding location.
2. The facilities will be opened a maximum of five (5) hours before the ceremony, no earlier than 8:00 a.m.
3. No tacks, nails, tape or other materials that may permanently deface the buildings or furnishings may be used in decorating. Only wrapped wire or ribbon that will not mar the furniture may be used to fasten bows.
4. No wax candles may be used at any time. Only oil candles are acceptable. *There are no exceptions.*
5. Candelabra, greenery, and floral arrangements may be placed on the pulpit area, steps, and floor of the Sanctuary. They may *not* be placed on the piano.
6. Facilities Staff is responsible for moving all stage furniture in the Sanctuary.
7. Avoid moving any tape that the Wedding Coordinator may use to mark locations of the wedding party.
8. The church provides a small vacuum cleaner. It is the florist's responsibility to remove any debris from the decorations prior to the photography session before the wedding.
9. Florists must bring footstools if needed. They may not stand on church furniture.
10. Flowers, decorations and equipment must be removed immediately following the wedding ceremony, with all equipment and decorations removed within two (2) hours from the wedding hour. The facilities must be left in the same condition in which they were found.
11. The Florist acknowledges that if they use *Sprengeri* (asparagus fern) in any of our buildings, they are responsible to clean *all* of it up. This is due to heavy shedding.
12. The flower girl may drop silk petals on the Bride's aisle. Live petals may not be used.
13. Florists and their employees must refrain from the usage of alcohol, tobacco or drugs prior to and during any wedding held at the church.

I have read, understand, and will abide by the Florist Contract. Should I fail to do so, I will be charged a fee of \$100.00 and possible removal from the approved florist list of OMPC.

Name of Florist (Please Print)

Signature of Florist

Bride's Name

Date

Date of Wedding



OMPC

WEDDINGS

PHOTOGRAPHY CONTRACT

To the Photographer

The wedding ceremony is a worship service. These policies are designed to maintain the sanctity of the wedding ceremony. The Wedding Policies, which concern the work of Photographers at weddings at Oak Mountain Presbyterian Church, are listed below. These requirements must have your cooperation.

1. Arrange with the Bride to take as many pictures as possible prior to the hour of the wedding. Pictures must be complete and all equipment removed from the wedding location by forty-five (45) minutes prior to the wedding hour. The prelude and seating of guests begins thirty (30) minutes prior to the wedding.
2. The wedding ceremony is a worship service. Pictures of the Bride entering and Bride and Groom exiting the ceremony may be made at the rear of the building. During the ceremony itself, time exposures (without flash) may be made. *Flashbulbs may not be used during the ceremony.*
3. Remember that guests will be waiting to greet the Bride and Groom at the reception. The photographer and Bride should plan in advance the complete list of pictures to be made. The Wedding Coordinator will happily facilitate the photography session at the direction of the Photographer.
4. The Pastor will be available for pictures immediately following the ceremony. Please take pictures including him first.

I have read, understand, and will abide by the Photographer's Contract. Should I fail to do so, I will be charged a fee of \$100.00 and possible removal from the approved florist list of OMPC.

Name of Photographer (Please Print)

Signature of Photographer

Bride's Name

Date

Date of Wedding