

## PROCEDURES FOR IMPLEMENTING THE WEDDING POLICY

*For Church Members and Family*

*With Inserts for Non-Members*

Approved by the Session, 2011

The purpose of these procedures is to make for a happy and harmonious wedding ceremony for all participants involved in the ceremony's completion.

1. Requests for a wedding to be performed in The First Presbyterian Church of Ocean Springs will be directed to the church office.
2. The church office will ascertain the following:
  - a) membership status
  - b) availability of the churchThe church office will hand out/email copy of *Procedures for implementing the Wedding Policy* to inquiring party.
3. If the bride chooses to pursue having her wedding in the church, it is her responsibility or the responsibility of her event coordinator to contact the wedding director to determine her availability and to set up initial meeting with wedding director and (also) pastor.
4. At initial meeting with wedding director, wedding policy handout will be distributed and thoroughly examined with potential bride and groom. Bride and groom are **required to fill out** *Facility Use Request/Agreement for Weddings* form. Form will be submitted to session for approval, along with letter stating reason(s) for choosing the First Presbyterian Church of Ocean Springs for your ceremony. If bride and groom desire outside minister to perform ceremony, minister's name and contact information must also be submitted to wedding director for approval by Session.
  - Please include the following statement in your letter to the session: "We will pay all applicable fees as stated in the wedding policy and adhere to the wedding policy as written."
5. Initial meeting with First Presbyterian's pastor will follow meeting with wedding director.
6. If all parties involved believe it is in the best interest of the couple and the church to proceed with wedding plans, paperwork filed with office will be submitted to session.
7. After the session has approved the wedding request, the church office will notify the wedding director and bride, that the date has been recorded on the church calendar.
8. A copy of the specific wedding ceremony plans discussed at the wedding director/bride consultation will be filed with the wedding director and in the church office.
9. Choice of music, musician(s), decorating, photographer and videographer must be submitted to wedding director for review.
10. The church office will refer all questions to the wedding director.
11. The purpose of these procedures and the authority given to the wedding director is to relieve the pastor of the time-consuming details and to assure all that the entire process will flow smoothly and the wedding be an act of holy worship.

Church Office

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