



# Indian Hill Church

EPISCOPAL † PRESBYTERIAN

The Indian Hill Church

Episcopal - Presbyterian

6000 Drake Rd.

Cincinnati, OH 45243

513-561-6805

Wedding Policy  
Information and Guidelines

Welcome and Congratulations on your engagement to be married!

A wedding ceremony at the Indian Hill Church is, first and foremost, a service for the worship of God.

The Indian Hill Church does not rent its facilities for weddings. The facility is a church, the space is sacred, and a wedding ceremony is both a holy occasion, and a worship service. Thus, the use of the Indian Hill Church is available upon request only to church members, the children (families) of church members, and current church staff.

The couple will complete the Wedding Request Form and return it to the church office. A letter of confirmation will be sent to the couple.

## **Part One: Wedding Policies and Procedures**

### **I. Introduction**

Planning a wedding can be a complicated task. We have prepared these *Wedding Guidelines* to share with you information that will be helpful as you plan your wedding at the Indian Hill Church. If you have questions that are not addressed in this booklet, please do not hesitate to contact the church (513) 561-6805. We want to assist you in any way we can.

### **II. Your Wedding at the Indian Hill Church**

Because you have decided to have your wedding in the church, you have affirmed that your marriage is more than a social contract. Your wedding, as an act of worship, will provide an opportunity for you to seek God's blessing on your marriage, to praise God for your union, and to pray for God's help in your life together.

We rejoice with you and are eager to help make your wedding a beautiful and memorable service where you, your families, and your friends gather to affirm your union before God.

### **III. General Information**

The Indian Hill Church, located in the village of Indian Hill, in Cincinnati, Ohio is a dual denomination congregation - both Episcopal and Presbyterian. The church's sanctuary seats 240 people comfortably, with additional seating in the choir pews for 25 more people.

### **IV. The Marriage Ceremony**

The Christian marriage ceremony is a service of worship before God that is normally conducted within the church. Reverence is expected on the part of all who are present, and the service shall be under the sole direction of the current

clergy. In consultation with the couple, the marriage service at The Indian Hill Church may follow either the Episcopal or the Presbyterian order of worship.

## **V. Two Denominations, One Church**

The Indian Hill Church is unique in that we are two denominations, Episcopal and Presbyterian, sharing our life together as a Christian community. However, our two denominations have some differing wedding customs, and you should know these before you plan your wedding.

### **a) Episcopal Policies (Canon Law)**

"Christian marriage is a solemn and public covenant between a man and a woman [or two persons] in the presence of God. In the Episcopal Church it is required that one, at least, of the parties must be a baptized Christian; that the ceremony be attested by at least two witnesses; and that the marriage conform to the laws of the state and the canons of this church.

A priest or a bishop normally presides at the celebration and blessing of a marriage, because such ministers alone have the function of pronouncing the nuptial blessing, and of celebrating the Holy Eucharist." (Book of Common Prayer, p. 422)

Marriage is a Sacrament in the Episcopal Church "Sacraments are outward and visible signs of inward and spiritual grace" (Book of Common Prayer, p. 857). Besides baptism and the Eucharist (Holy Communion), the church recognizes other spiritual markers in our journey of faith. These include:

- Confirmation (the adult affirmation of our baptismal vows), pp. 413-419, Book of Common Prayer
- Reconciliation of a Penitent (private confession), pp. 447-452, Book of Common Prayer
- Holy Matrimony (Christian marriage), pp. 422-438, Book of Common Prayer
- Ordination, pp. 510-555, Book of Common Prayer
- Unction (anointing with oil those who are sick or dying) pp. 453-467, Book of Common Prayer

Canon Laws are the rules and regulations which govern the Episcopal Church. Marriage canons require that:

- The clergy be notified of the desire to be married at least thirty days prior to the date of the ceremony
- That at least one of the couple be baptized in any Christian denomination
- That premarital counseling be done by either the officiating clergy or someone approved by him or her.

- That if either of the partners has been divorced, permission to solemnize the marriage be obtained from the bishop of the diocese where the marriage will take place.

Getting married for the first time:

- We ask all couples to have multiple meetings (usually 3) at least three hours of premarital counseling. This process helps the couple understand their reasons for marrying and some of the pitfalls that can come with marriage. It is also a chance to talk about the service itself and to plan it with the priest.
- If troublesome issues come up during the counseling, the priest may refer the couple for further counseling.

When there has been a divorce:

- The Episcopal Church requires that when one or both of the individuals have been divorced, permission for remarriage comes from the Bishop. This is done out of pastoral concern, with the hope that looking at what happened in the first marriage and what has changed will help the second marriage be successful. The rector will explain the details of petitioning for remarriage to you during your first visit.

#### **b) Presbyterian Policies**

Getting married for the first time:

- We ask all couples to meet with the Presbyterian minister four times prior to the wedding. These meetings provide an opportunity for the couple and the minister to get to know each other, to discuss pertinent issues relative to marriage, and to plan the service.

When there has been a divorce:

- The Presbyterian Church (PCUSA) Book of Order stipulates that permission for remarriage comes from the current Presbyterian minister.

### **VI. Your First Step**

Prior to a commitment from the church to you for your wedding date, you must call the church office (513) 561-6805 and speak to one of the clergy or the Business Administrator.

After the initial conversation with clergy, you will need to complete the Wedding Form (attached to this packet) and return it to Indian Hill Church as soon as possible in order to confirm availability and to reserve your wedding date.

## **VII. Reserving the Church**

Members of Indian Hill Church may use the sanctuary and all facilities of the church for weddings of their immediate family.

*Non-members of The Indian Hill Church may not apply for use of the church.*

The current clergy must approve the date and time of the ceremony and schedule the pre-marital counseling. Other clergy may participate in the service at the invitation of the current IHC clergy.

## **VIII. Pre-Marital Requirements**

Before any couple is joined in marriage, they shall fulfill all the lawful requirements of the state in which the marriage is to be performed.

If you are a resident of the state of Ohio, you must apply for a marriage license in the county in which you live. (If you live in different Ohio counties, either county will suffice.) If you are not an Ohio resident, you must apply in the county in which you will marry. You should call the county where you plan to get your marriage license to learn their requirements. Couple must apply together and present one valid piece of government-issued photo I.D., such as a driver's license or a passport.

The Indian Hill Church is located in Hamilton County. Their phone numbers for marriage licenses are 513-946-3589 (downtown Cincinnati) or 513-946-8172 (Forest Park).

Obtaining a marriage license is the responsibility of the couple. Indian Hill Church is not involved in this process.

## **Part Two: The Wedding Service**

### **I. Music**

“Music suitable for the marriage service directs attention to God and expresses the faith of the Church. The congregation may join in hymns and other musical forms of praise and prayer.”

Special care should be taken to assure that music for your wedding is suitable and reverent. All music, including musicians, instrumentalists and soloists, must also be arranged with the Indian Hill Church Director of Music and approved by clergy.

- a) All musical selections must be made in consultation with the Director of Music, who must approve them. Indian Hill Church does not allow the use of pre-recorded or digital music for any portion of the wedding ceremony including the prelude.

b) The Director of Music is also responsible for approving the performance of any soloist or instrumentalist. Rehearsals with soloists or instrumentalists are subject to an additional fee. In addition, a tuning fee may be charged for the organ or a piano.

c) The Indian Hill Church Director of Music is required for all organ music and must be consulted on all aspects of the music before any wedding music and additional music personnel are selected.

d) The Indian Hill Church adheres to the American Guild of Organists' statement on ethics: "None but the regular organist of a church shall play at weddings. Any exception to this rule must be made with consent of the organist." Thus, the Director of Music should perform all organ music for weddings held in the church for which the fee is noted, unless the Minister of Music does the following:

1. Explicitly waives the fee or a portion thereof;
2. is unable to perform, in which case he or she will obtain the services of a substitute;
3. Under exceptional circumstances and after consulting with the couple, approves an alternate organist requested by the couple. It would be the same amount as the regular fee.
4. Organists who are members of the American Guild of Organists are bound to follow and enforce this practice, which is part of the AGO Code of Ethics to which all members must subscribe.

## **II. Flowers**

Flowers should not be unduly elaborate. In all the activities surrounding the ceremony, excessive expense and ostentation should be avoided. Floral arrangements and costs are the responsibility of the couple, and should be placed in the church before the ceremony. Consultation with florists should focus on simplicity.

The altar/chancel flowers may be left for Sunday services so that the congregation will be a part of the celebration. If you decide to do this, an appropriate notice will be placed in the Sunday bulletin in recognition of the ceremony. Please let the church office know your intentions ahead of time as church members may have already signed up to provide flowers that Sunday.

Any Christmas or Easter or other seasonal floral arrangements in place may not be moved.

The church has 32 pews, set in 16 rows with a center aisle. We do not allow aisle runners. Experience has shown they are trip hazards, and our cork floor will be

clean for the ceremony.

There are two stands for flower arrangements, one on each side of the altar. Flowers may not be placed on the altar itself. The church has six hurricane lamps that may be placed in the windows upon request. The wedding party will be responsible to request the usage of the lamps and for the candles in the lamps.

The sanctuary is not open all the time, so you will need to schedule this to have access to it for decorating prior to the ceremony. At times, there may be more than one wedding scheduled on the same day. Please be respectful of other wedding parties who may want to get married at IHC on the same day. You may verify the schedule with the Business Administrator.

### **III. Decorations**

1. The Sanctuary is a beautiful place of worship dedicated to the glory of God and the Church Grounds are important to the members of the Church and the people of the Village of Indian Hill. Therefore, any decorations should be appropriate to our beautiful setting. Again, the focus should be on simplicity.
2. If moving any sanctuary furnishings should be necessary, prior approval must be obtained. Furnishings may be moved by church staff only. No furniture may be moved in other parts of the church building.
3. Ribbons, floral arrangements, or the church's pew bonnets may be used to designate reserved pews. No tacks, pins, nails, tape, or glue may be used on any furniture or accoutrements of the building.
4. Decorations may not hide—nor obscure to any degree—the Christian symbols that are in the Sanctuary.
5. Dripless candles must be used throughout the Sanctuary. A Unity candle may be used if it is dripless, and the florist provides adequate protective covering for the floor or table.
6. Paraments in the sanctuary may either be liturgical seasonal colors or white.
7. Decorations of other areas of IHC (i.e., Guild Hall or the Library) must be approved, in advance, by the Business Administrator.

### **IV. Photographers and Videographers**

Photographers are welcome to use the sanctuary, library and grounds for pictures prior to the wedding. The amount of time for photography will be left to the wedding party. Following the wedding you may use the sanctuary for pictures. However, please be mindful that the church is used by other groups and the staff must clean the facility before Sunday morning worship. If you get married during the day, you may use the church grounds for photography provided that there is no one else using them at the time.

Flash pictures are not permitted during the wedding ceremony itself. However, pictures may be taken during the processional and recessional. If this is done, the photographer should go no further than halfway down the aisle. During the ceremony, stills may be taken from the back aisle, provided there is no unnecessary camera noise.

Video recording is permitted from a stationary position provided that it does not become intrusive to the service. Stationary mounting of camera(s) or limited movement on the part of the photographer is expected.

#### **V. Wedding Rehearsals**

Rehearsals usually occur the day before the wedding ceremony. You should arrange this with clergy. The couple must bring their wedding license to the rehearsal.

#### **VI. Dressing**

The bride and bridesmaids may use the library to dress and/or prepare for the wedding ceremony. The bride and attendants will have to walk outside to reach the front door of the church to walk down the aisle, as there is no indoor passageway from the library to the narthex.

The groom and groomsman may use the Guild Hall or other classroom to dress and/or prepare for the wedding ceremony.

#### **VII. Conduct**

1. Rehearsals in the Sanctuary begin on time and proceed in a dignified and reverent manner.
2. Alcohol use is strictly prohibited until the reception. No member of the wedding party may be under the influence of alcohol at the rehearsal or during the wedding service.
3. Indian Hill Church is a non-smoking facility. There is no smoking allowed in the building or on church grounds.
4. The presiding clergy (pastor/priest) is empowered by the Vestry Session to cancel and/or to postpone a wedding rehearsal and/or a scheduled wedding if he/she determines that any member of the wedding party has behaved in a manner seriously contravening the policies of Indian Hill Church. To avoid any misunderstandings, the couple is asked to sign the attached statement of acknowledgement.
5. The throwing of rice, birdseed, or confetti is not permitted inside the church facility. Please use birdseed or another animal friendly mixture.

## **Part Three: The Reception following the Wedding Service**

### **I. Guild Hall**

The Guild Hall may be rented for your wedding reception. There are tables and chairs available for use, along with a fully equipped kitchen. The Sexton will clean the room following the reception. The couple is responsible for setups. The couple and all guests are expected to follow the church's alcohol policy.

### **II. IHC Alcohol Policy**

The Policy on the Use of Alcoholic Beverages establishes a general framework for the use of alcohol. The Indian Hill Church expects its members to take responsibility for their own actions and to act to reduce any risks of damage and any harm to themselves or others.

The service and consumption of alcoholic beverages at the Indian Hill Church is regulated by federal and state laws and by local ordinance. All members are obligated to obey these laws, regulations, and ordinances. Members are individually responsible for determining how applicable laws, regulations and ordinances apply to them, and for obeying them.

Written approval must be given by a member of the Advisory Committee (Advisory Committee members include the Episcopal and Presbyterian clergy, the Senior Warden, the Junior Warden, the Clerk of Session and Assistant Clerk of Session) when alcohol is to be served at any event.

As a further guide to the use of alcohol, members must observe the following practices when alcoholic beverages are served:

1. Only beer and wine may be served.
2. Alcoholic beverages may not be sold.
3. An appropriate number of non-alcoholic beverages must be equally attractively provided at the same place.
4. Food in sufficient quantity for the number of persons present must be provided.
5. Establish a specific beginning and ending time of availability of such alcoholic beverages in advance.
6. Discontinue the service of alcohol for a reasonable period of time prior to the anticipated end of the event.
7. Sponsors of the event must accept responsibility for:
  - Identifying all persons not of drinking age and ensuring that these individuals are not served.
  - Insuring those non-alcoholic beverages are available as well as readily available food.
  - Insuring that alcohol is not served to any person who is intoxicated.

The consumption of alcoholic beverages only be permitted within the approved area designated for the event.

8. In any function where alcoholic beverages are served at least three sponsors, including one Vestry Session member, must be designated by the group and must assume responsibility for insuring adherence to these guidelines.

#### Other Guidelines and Procedures

- Event sponsors must have prior approval for the service of alcoholic beverages at special events.
- The Advisory Committee is to be notified in advance of the intent to serve alcoholic beverages.
- The use of alcoholic beverages at Indian Hill Church functions is restricted to those functions where sponsors have accepted responsibility and have received written permission of the Advisory Committee.
- Advertising and publicity for events are not to mention alcoholic beverages.
- Those assuming responsibility for supervising the event should be present at all times.
- Anyone serving alcohol at an event must be at least 21 years of age.

#### **Part Four: Financial Arrangements and Fees**

##### **I. Fees**

Wedding Deposit	\$200.00
Church Organist/Pianist	\$275.00
Church Organist/Pianist	\$ 50.00 (if needed to attend rehearsal)
Church Soloist (per soloist)	\$150.00
Church Soloist (per soloist)	\$ 50.00 (if needed to attend rehearsal)
Custodial Fee for Cleaning	\$150.00
Guild Hall Rental (optional)	\$150.00
Ministers Honorarium	at the discretion of the family

\*To be considered a Member of Indian Hill Church, you or your immediate family must have been a member for at least 1 year prior to booking your wedding.

**All wedding fees are due to the church two weeks before the wedding.**

Separate checks should be sent for the church for the sanctuary, the clergy, the organist, and the sexton.

**Clergy and Sanctuary:**

There is no charge for the use of the Sanctuary or for Clergy for members of the congregation. However, an honorarium to the Clergy and/or a contribution to the church may be made. Contributions to the church should be made payable to Indian Hill Church.

**Organist:**

Instrumentalists or soloists, if engaged, should be compensated separately by the wedding party. Fees for these performers will be in addition to the organist fee.

**Sexton Fee:**

The Sexton (Cleaning Service) will prepare the sanctuary for the wedding and will restore it to good order following the ceremony. Flower removal will be the responsibility of the couple unless flowers are to be left for the Sunday worship service.

**In Summary**

We're glad that you are considering Indian Hill Church as the church for you wedding. We appreciate your understanding of our policies, which are collectively designed to make your wedding a spiritual and memorable experience.

Please call the Church Business Administrator (513)-561-6805 if you have any unanswered questions.

**An Indian Hill Church Wedding Checklist**

1. Contact IHC to inquire about dates and to obtain a copy of the Wedding Guidelines. Reservations for weddings for members can be made anytime.
2. Complete the Wedding Acknowledgment Form and mail in with \$50 deposit to Indian Hill Church, 6000 Drake Road, Cincinnati, OH 45243; Attn: Business Administrator.
3. Clergy. Contact the pastor or priest to discuss their availability to officiate your wedding service at IHC.
4. Premarital Counseling. It is required that you meet with the clergy member performing your ceremony for premarital counseling. The first session must be at least two months prior to the wedding date.
5. Music. Contact the Director of Music/Organist for an appointment to discuss music for the service. See "The Music."
6. Flowers. See "Decorations."
7. Photography/Video. Audio- and videotaping and photography may be done only from the back of the sanctuary during the service. No flash photography may be used during the service. Photos may be taken before guests are seated or after the service is completed.
8. Plan out your rehearsal prior to the actual rehearsal. Please know who

- will be ushering whom, how you would like your wedding party to process, how you would like family to be seated, and be aware of any special circumstances that may need attention such as handicapped family members/guests.
9. Marriage License. The presiding pastor needs to have the marriage license in hand at the rehearsal.
  10. Fees. All fees must be presented to the Church Business Administrator two weeks prior to the wedding. Please pay by separate checks.

## **Part Five: The Marriage Service**

### **Traditional Episcopal Order of Worship**

Prelude  
Processional  
The Celebration and Blessing of a Marriage  
    Opening Sentences  
    The Declaration of Consent  
  
The Ministry of the Word  
    First Lesson  
    Second Lesson  
    The Gospel  
    Homily  
The Marriage  
The Exchange of Vows  
The Blessing and Exchange of Rings  
The Prayers  
The Lord's Prayer  
Prayers and Petitions  
The Blessing of the Marriage  
The Peace  
*The Eucharist*  
Recessional

### **Suggested Readings for The Ministry of the Word**

When one or more of the following passages from Holy Scripture is read.  
*If there is to be a Communion, a passage from the Gospel always concludes the Readings.*

#### **Old Testament:**

Genesis 2:4-9, 15-24 (A man cleaves to his wife and they become one flesh)  
Song of Solomon 2:10-13; 8:6-7 (Many waters cannot quench love)

Tobit 8:5b-8 (*New English Bible*) (That she and I may grow old together)

**New Testament:**

1 Corinthians 13:1-13 (Love is patient and kind)

Ephesians 3:14-19 (The Father from whom ever family is named)

Ephesians 5:1-2, 21-33 (Walk in love, as Christ loved us)

Colossians 3:12-17 (Love which binds everything together in harmony)

1 John 4:7-16 (Let us love one another for love is of God)

Between the Readings, a Psalm, hymn, or anthem may be sung or said.

Appropriate Psalms are 67, 127, and 128.

**Gospel:**

Matthew 5:1-10 (The Beatitudes)

Matthew 5:13-16 (You are the light...Let your light so shine)

Matthew 7:21, 24-29 (Like a wise man who built his house upon the rock)

Mark 10:6-9, 13-16 (They are no longer two but one)

John 15:9-12 (Love one another as I have loved you)

Suggested Hymns from The Hymnal 1982 (Episcopal)

<u>Number</u>	<u>Title</u>	<u>Tune</u>
8	Morning Has Broken	Bunessan
350	O God Of Love	St. Mary Magdalene
351	May The Grace of Christ Our Savior	Halton Holgate
352	O God, To Those Who Here Profess	Caithness
353	Your Love, O God, Has Called Us Here	Wareham
376	Joyful, Joyful, We Adore Thee	Hymn to Joy
379	God Is Love, Let Heaven Adore Him	Abbot's Leigh
390	Praise To The Lord, The Almighty	Lobe den Herren
397	Now Thank We All Our God	Nun danket alle Gott
405	All Things Bright and Beautiful	Royal Oak
408	Sing Praise to God Who Reigns Above	Mit Freuden zart
410	Praise, My Soul, the King of Heaven	Lauda Anima
423	Immortal, Invisible, God Only Wise	St. Denio
473	Lift High the Cross	Crucifer
488	Be Thou My Vision	Slane
513	Like the Murmur of the Dove's Song	Bridegroom
516	Come Down, O Love Divine	Down Ampney
518	Christ Is Made the Sure Foundation	Westminster Abbey
594	God of Grace and God of Glory	Cwm Rhondda
635	If Thou But Trust in God to Guide Thee	Wer nur den lieben Gott

645	The King of Love My Shepherd Is	St. Columba
657	Love Divine, All Loves Excelling	Hyfrydol
708	Savior, Like a Shepherd Lead Us	Sicilian Mariners

### **Traditional Presbyterian Order of Worship**

“God gave us marriage as a holy mystery in which [two] are joined together and become one, just as Christ is one with the Church.” *PC(USA) Book of Common Worship*

#### The Order of Worship for the Marriage Service

You will be guided in all aspects of the nature and form of the marriage service in your discussions with the pastor. The Order of Worship is outlined in the *Book of Common Worship* for the PC (USA) as follows (p. 840):

Entrance

Sentences of Scripture Statement on the Gift of Marriage Prayer

Declarations of Intent Affirmations of the Families Affirmations of the Congregation

[Psalm, Hymn or Spiritual] Readings from Scripture

{Sermon, not required but highly suggested}

[Psalm, Hymn or Spiritual]

Vows

Exchange of Rings (or Other Symbols) Prayer

Lord’s Prayer Announcement of Marriage Charge and Blessing

[Psalm, Hymn, Spiritual or Anthem]

The service as outlined above has theological integrity and is based on principles in the Reformed Tradition. It allows for many choices – and you will have ample opportunity to discuss these choices with the Pastor in planning the Order of Worship for *your* marriage service.

Among the choices that you may be called upon to make in consultation with the pastor are the choice of appropriate scriptures and hymns. The Director of Music, who will consult with you on all aspects of music in the service, will be particularly helpful in choosing hymns as well as special music. While the following are not the *only* scriptures or hymns that are appropriate for a marriage service, they may give you a starting place, if you would like to think about some of the choices you will be asked to make *before* meeting with the pastor and the Director of Music.

#### Suggested Scripture

Listed below are some of the Scriptural passages and hymns that often are used at weddings. Readings will be from the New Revised Standard Version (NRSV) of the Bible unless otherwise arranged in consultation with the Pastor(s).

### Old Testament passages

Deuteronomy 6:4-9 (the Shema) Psalm 23 (The Lord is my Shepherd)  
Psalm 46 (God is our refuge and strength) Psalm 100 (Make a joyful noise unto the Lord) Psalm 121 (I lift up my eyes to the hills) Psalm 139:1-18  
Psalm 150 (Praise the Lord)  
Isaiah 55:12-13 (For you shall go out in joy)  
Song of Solomon 2:8-13 (Arise, my love, and come away)  
Song of Solomon 4:1-7 Song of Solomon 7:1-8:4  
Song of Solomon 8:6-7 (Set me as a seal upon your heart)  
Ecclesiastes 3:1-13  
Ecclesiastes 4:9-12  
Isaiah 62:1-5

### New Testament passages

I Corinthians 13:1-13 (or 13:1-7) (Love is patient and kind)  
Ephesians 1:3-10 (God's plan of unity)  
Ephesians 4:22-32 (Put off old nature and take on the new)  
Colossians 3:12-17 (Love binds everything together) 1 John 4:7-16 (God is love. . . let us love one another) Ephesians 5: 17 -22  
Philippians 2:1-11

### Gospel passages

Matthew 5:1-10 (The Beatitudes)  
Matthew 5:13-16 (You are the light of the world)  
Matthew 7:1-5 (Judge not)  
Matthew 7:24-27 (House built on rock)  
Matthew 13:44-48 (Parables of treasure, pearl and net)  
Mark 10:2-9 (the two shall become one) Luke 15:11-24 (The Prodigal Father) John 2:1-11 (The wedding at Cana)  
John 15:9-14 (Love one another as I have loved you)

### Suggested Hymns (from The Presbyterian Hymnal)

<u>Number</u>	<u>Title</u>	<u>Tune</u>
802	The King of Love My Shepherd Is	St. Columba
803	My Shepherd Will Supply My Need	Resignation
402	How Lovely, Lord	Merle's Tune
12	Immortal, Invisible, God Only Wise	St. Denio
20	All Things Bright and Beautiful	Royal Oak
39	Great Is Thy Faithfulness	Faithfulness
282	Come Down, O Love Divine	Down Ampney
285	Like the Murmur of the Dove's Song	Bridegroom

450	Be Thou My Vision	Slane
761	Called as Partners in Christ's Service	Beecher
475	Come, Thou Fount of Every Blessing	Nettleton
826	Lift High the Cross	Crucifer
366	Love Divine, All Loves Excelling	Hyfrydol
187	Savior, Like a Shepherd Lead Us	Bradbury
394	Christ Is Made the Sure Foundation	Westminster Abbey
307	God of Grace and God of Glory	CWM Rhondda
611	Joyful, Joyful, We Adore Thee	Hymn to Joy
664	Morning Has Broken	Bunessan
619/620	Praise, My Soul, the King (God) of Heaven	Lauda Anima
35	Praise Ye the Lord, the Almighty	Lobe den Herren
645	Sing Praise to God Who Reigns Above	Mit Freuden zart
693	Though I May Speak (The Gift of Love)	Gift of Love
37	Let All Things Now Living	Ash Grove
643	Now Thank We All Our God	Nun danket alle Gott



# Indian Hill Church

EPISCOPAL † PRESBYTERIAN

**Service of Marriage Application**

## **Marriage is a gift God has given all humankind for the well-being of the entire human family.**

A marriage ceremony is an act of worship. It is an occasion in which the context of the praise of God, the wisdom and counsel of the scriptures, and the power of prayer, two persons exchange commitments and seek God's blessing on their union.

With joy, we celebrate weddings at The Indian Hill Church for our members and their families. If you are currently not a member and would like information about joining, please contact the office at 513-561-6805 or email [admin@indianhillchurch.org](mailto:admin@indianhillchurch.org) for more information.

Congratulations on your decision to marry.

### **SCHEDULING YOUR CEREMONY**

The date and time of your wedding and rehearsal should be set as early as possible. The first step to scheduling your wedding at the Indian Hill Church is to complete our wedding application. Once the application has been received in our office, the church business administrator, Heather Jordan will verify date and time works with the Clergy and other staff members. If the date works with the church calendar and other staff members, you will receive a written confirmation, normally within a week after application is received. You can also download our Wedding Booklet from our website, it is intended to assist you in preparing for your ceremony.

We want to do all we can to make your preparations as informed and as simple as possible. As you make plans, please call the church office if you have any questions or need clarification about information provided in the Wedding Booklet.

## SERVICE OF MARRIAGE APPLICATION

Please fill out and return this information to the Church Office as soon as possible.  
These pages will be part of your wedding file.

### Service Date and Time

Preferred:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ (no later than 5:30pm)

Alternate:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ (no later than 5:30pm)

### SPOUSE A Information

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Name to be used in Ceremony: \_\_\_\_\_

Pronouns: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Parent Names: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Church Affiliation: \_\_\_\_\_

Have you been previously married? \_\_\_\_\_ No \_\_\_\_\_ Yes (\_\_\_\_ widowed \_\_\_\_\_ divorced)

Occupation: \_\_\_\_\_

### SPOUSE A Witness Information

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### SPOUSE B Information

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Name to be used in Ceremony: \_\_\_\_\_

Pronouns: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Parent Names: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Church Affiliation: \_\_\_\_\_

Have you been previously married? \_\_\_\_\_ No \_\_\_\_\_ Yes (\_\_\_\_ widowed \_\_\_\_\_ divorced)

Occupation: \_\_\_\_\_

### **SPOUSE B Witness Information**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **AFTER CEREMONY**

Spouse A Name: \_\_\_\_\_

Spouse B Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### **SERVICE DETAILS**

**Place of Service:** The Indian Hill Church \_\_\_\_\_

Approximate number of guests: \_\_\_\_\_ (please note our sanctuary seats approx. 275)

Wedding Party number: \_\_\_\_\_

Does the Wedding Party plan to dress at \_\_\_\_\_ Home or \_\_\_\_\_ Church?

#### **Reception:**

Will you be using our fellowship hall for the reception? \_\_\_\_\_ Yes \_\_\_\_\_ No

If not, where will the reception be held? \_\_\_\_\_

**Wedding Coordinator:**

Are you using a wedding coordinator? \_\_\_\_\_ Yes \_\_\_\_\_ No

Contact Information:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Photographer/Videographer:**

Contact Information:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Florists:**

Contact Information:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Will you need contact information for one of our?

\_\_\_\_\_ Organist \_\_\_\_\_ Pianist \_\_\_\_\_ Soloists

If not, please supply the following information for

Organist/Pianist: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Other Musicians: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Soloists: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Fee Schedule and Payments:**

These fees must be paid at least two (2) weeks in advance of the wedding, except for the Wedding Deposit which is due when you submit your initial forms. Please return this fee schedule with the wedding information form and the custodial set-up form as soon as possible. Failure to do so may jeopardize your use of church facilities.

The following fees are set by the Vestry-Session of The Indian Hill Church.

Wedding Deposit	\$200.00
Church Organist/Pianist	\$275.00
Church Organist/Pianist	\$ 50.00 (if needed to attend rehearsal)
Church Soloist (per soloist)	\$150.00
Church Soloist (per soloist)	\$ 50.00 (if needed to attend rehearsal)
Custodial Fee for Cleaning	\$150.00
Guild Hall Rental (optional)	\$150.00
Ministers Honorarium	at the discretion of the family

### Wedding Application and Policy Acknowledgement

We have read and fully understand the procedures and responsibilities of the Service of Marriage at The Indian Hill Church. We both agree to act in accord with them to the best of our abilities. We acknowledge that fees will be paid at least two weeks prior to the rehearsal. Families using the church facilities for a wedding assume responsibility for any damage or loss to the property. We understand that the date and time will be confirmed in writing within five (5) business days after the application is received.

Signatures of the couple:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE MAIL THIS COMPLETED FORM TO

THE INDIAN HILL CHURCH

6000 DRAKE ROAD

CINCINNATI, OH 45243

ATTN: BUSINESS ADMINISTRATOR

OR EMAIL TO: [ADMIN@INDIANHILLCHURCH.ORG](mailto:ADMIN@INDIANHILLCHURCH.ORG)

DATE RECEIVED: \_\_\_\_\_  
STAFF SIGNATURE: \_\_\_\_\_

OFFICE USE ONLY:  
PAYMENT RECEIVED: \_\_\_\_\_  
ACKNOWLEDGMENT SENT: \_\_\_\_\_