

The Church of the Open Bible is eager to make your wedding a beautiful and memorable occasion. The following information is given to help you plan for this important event. After reading through this leaflet, please fill out the enclosed Application Form and the Notice of Banns and return them to the Church's Office (Monday – Friday; 9:00 a.m. to 3:p.m.).

SETTING THE WEDDING DATE

Before a definite date is planned, please check with the Office to make sure the Church and Minister are available. The marriage at the Church of the Open Bible should be performed by one of the Ministers or someone delegated by the Minister. In every case, the Minister or his representative will be present to take part in the service. No Sunday, weddings are allowed, due to the usual heavy schedule of activities on these days.

Couples must produce copies of Birth Certificates and ID.

N.B. Overseas Residents - Persons who reside overseas must be in the Island at least **15 days** before the wedding and **must produce Passport as evidence of identification.**

EXPENSE

The Church makes every effort to assist in keeping cost at a minimum. Wedding however, involve some extra Services which the Church is unable to underwrite. The Church serves as your agent to compensate the individuals whose service you desire. You will be asked to pay in advance after you have decided what services you prefer.

USE OF CHURCH

You are asked to make the following contributions:

- | | |
|---------------------------------|-------------|
| 1. <u>Church Wedding</u> | \$45,000.00 |
| 2. <u>Office Wedding</u> | \$35,000.00 |

Wedding is confirmed when a deposit of \$5,000 is made **along with the application form. This fee is non refundable.**

N.B. We encourage you to be on time for your wedding. **A late fee of \$5,000.00 is charged. This is forfeited if the wedding is delayed 30 minutes from the scheduled starting time.**

If the wedding is more than half an hour late there is no guarantee that the services which are offered will be available.

All fees must be paid at least **TWO WEEK BEFORE THE WEDDING.**

DRESS CODE

All persons attending the wedding ceremony should be **appropriately attired as befitting the dignity of the Church and the occasion,**

PRE-MARITAL COUNSELLING

We believe in the sacredness of marriage and the importance of preparation. As such, we do not perform wedding ceremonies without first conducting counseling sessions. These are arranged by our office.

THE WEDDING PROCEDURE

The groom **MUST** advise the Pastor as soon as the bride arrives.

- a) At the beginning of the wedding, an usher brings the bridal party to the front entrance of the church
- b) The head usher escorts the groom's parents down the aisle and seats them in the first pew on the right-hand side of the church as one faces the communion table.
- c) The head usher escorts the mother of the bride and seats her in the first pew on the left hand side of the Church.
- d) The Soloist sings
- e) The wedding march begins, immediately followed by the entrance of the Minister and the groom and the best-man who take their places at the altar
- f) The bride's maid and usher proceed down the aisle. At the entrance of the bride, her mother and all the guests stand.
- g) The bride proceeds down the aisle on the arm of her father (or person serving thus) and, arriving at the altar, lets go of her father's arm and stands by the groom
- h) The mother of the bride and all the guests are seated.
- i) The ceremony begins.
- j) Following the benediction, the bride and groom proceeds down the aisle and then the maid of honour and the best-man go out together. This is followed by the other members of the bridal party.

k) The mother of the bride and all the guests stand and remain standing until the bride and bridal party have proceeded down the aisle.

REHEARSAL

The rehearsal is usually at 6:00 p.m. on the Friday evening before the wedding. Forty-five minutes to one hour is allowed for the rehearsal.

MUSIC

Organ music at all services shall be conducted by the Organist of the Church. He/she will be glad to discuss a programme of music to be played at your wedding. It is the policy of the Church to allow the use of **only religious and classical music** to be played in the church.

DECORATIONS OF THE CHURCH

Arrangements for the floral decorations should be made through the florist of your choice. No tacks or nails, should be affixed to the chancel rail or benches. Florists are expected to provide containers for flower. If you wish to leave floral decorations at the church, we will happily make use of them on Sunday morning. Please advise the office if you so desire.

INVITATION

In ordering invitations, the suggested form for the address of the Church is:- **Church of the Open Bible, 12 Washington Boulevard, Kingston 20.**

For further information you may contact us at:
Tel. 876-934-0790; 876-934-0902; 876-934-1090; Fax. 876-934-0878
E-mail: kobc@cwjamaica.com
Website: kingstonopenbiblechurch.org

Revised: 2021



You and Your Wedding



Church of the Open Bible
12 Washington Boulevard
Kingston 20, P. O. Box 33

**** OFFICIATING MINISTER ****