

*Wedding &  
Renewal of Vows  
Handbook*

*St. Paul  
United Methodist Church*

*Welcome*

We believe the wedding ceremony to be one of the most sacred rites of the church. It is a religious ceremony of worship in which a man and a woman invoke the blessings of God in holy matrimony. It is the desire of the pastor, as well as the church family, to make your wedding ceremony a beautiful and meaningful experience. To that end, we extend to each wedding party every possible courtesy and consideration.

Please read through the contents of this handbook. If you are comfortable with what you have read and understand the contents, then please fill out and sign the Wedding Information Form and return it to the church office. Upon receipt of the form, our pastor will contact you to set up counseling meetings.

In order to establish a consistent and regular practice, and maintain the integrity of the spiritual experience of the wedding ceremony, the following is the policy and custom of St. Paul United Methodist Church.

*Officiator*

All weddings performed on church property are at the sole discretion of the officiating pastor. All weddings performed at St. Paul UMC will be officiated by St. Paul UMC clergy. The pastor requires a minimum of three counseling sessions with the couple, for weddings, and reserves the right to require additional sessions if he/she deems it necessary. The pastor requires one planning session with the couple, for renewal of vows, but if the couple would like to have counseling sessions, they will need to notify the Pastor's Assistant for additional arrangements to be made.

Please do not bring children to the sessions. Couples require uninterrupted opportunities for honest and sometimes intimate communication.

For weddings, the pastor reserves the right, at any time, (including after the three counseling sessions) to refuse to perform the ceremony if he/she is not comfortable with the couple's preparedness and compatibility.

Whereas all efforts are made to support the couple, the pastor may not attend rehearsal dinners or receptions due to other commitments and responsibilities.

## *Schedule of Fees for Weddings & Renewal of Vows*

The following St. Paul personnel are required to be present at all weddings and renewal of vows ceremonies, officiated at St. Paul UMC: Pastor, Wedding Coordinator, Audio Technician, Organist/Pianist and Custodian. The St. Paul Officiating Pastor and the St. Paul Wedding Coordinator will lead the services held at the church.

### Payment of Fees:

A \$100.00 non-refundable deposit is requested to reserve the sanctuary or chapel, and is due at the time the wedding or renewal date is approved by the church office. All additional fees (minus the \$100.00 deposit) must be collected at least three weeks before the scheduled ceremony date. Please arrange to have a check made payable to St. Paul UMC, and delivered to the church address on the back of this booklet. Please send it to the attention of the Wedding Coordinator. We ask that the Wedding Coordinator receive the marriage license at least five days prior to the wedding. The Officiating Pastor cannot conduct the service without the marriage license in hand on wedding day.

## *Weddings*

An \$850 flat fee for *members* includes three counseling sessions with the Pastor along with rehearsal and wedding, sanctuary use, custodian support for set-up and clean-up, audio technician for the rehearsal and wedding, wedding coordinator, accompanist to meet with the couple before ceremony and present at the wedding. Additional musicians are available per diem and shall be provided by the Director of Music.

A \$1500 flat fee for *non-members* includes three counseling sessions with the Pastor along with rehearsal and wedding, sanctuary use, custodian support for set-up and clean-up, sound technician for the rehearsal and wedding, wedding coordinator, accompanist to meet with the couple before ceremony and present at the wedding. Additional musicians are available per diem and shall be provided by the Director of Music

The Fellowship Hall may be available for use as a reception area following the wedding service for an additional fee. Coordination with our Facility Coordinator and an approved Caterer is required.

## *Renewal of Vows*

An \$650 flat fee for *members* includes one planning session with the Pastor along with rehearsal and wedding, sanctuary use, custodian support for set-up and clean-up, audio technician for the rehearsal and wedding, wedding coordinator, accompanist to meet with the couple before ceremony and present at the wedding. Additional musicians are available per diem and shall be provided by the Director of Music.

A \$1300 flat fee for *non-members* includes one planning session with the Pastor along with rehearsal and wedding, sanctuary use, custodian support for set-up and clean-up, sound technician for the rehearsal and wedding, wedding coordinator, accompanist to meet with the couple before ceremony and present at the wedding. Additional musicians are available per diem and shall be provided by the Director of Music.

If three counseling sessions are desired by the couple, before the renewal of vows (as is done for weddings), please communicate this to the Pastor's assistant and the final estimate will be adjusted accordingly.

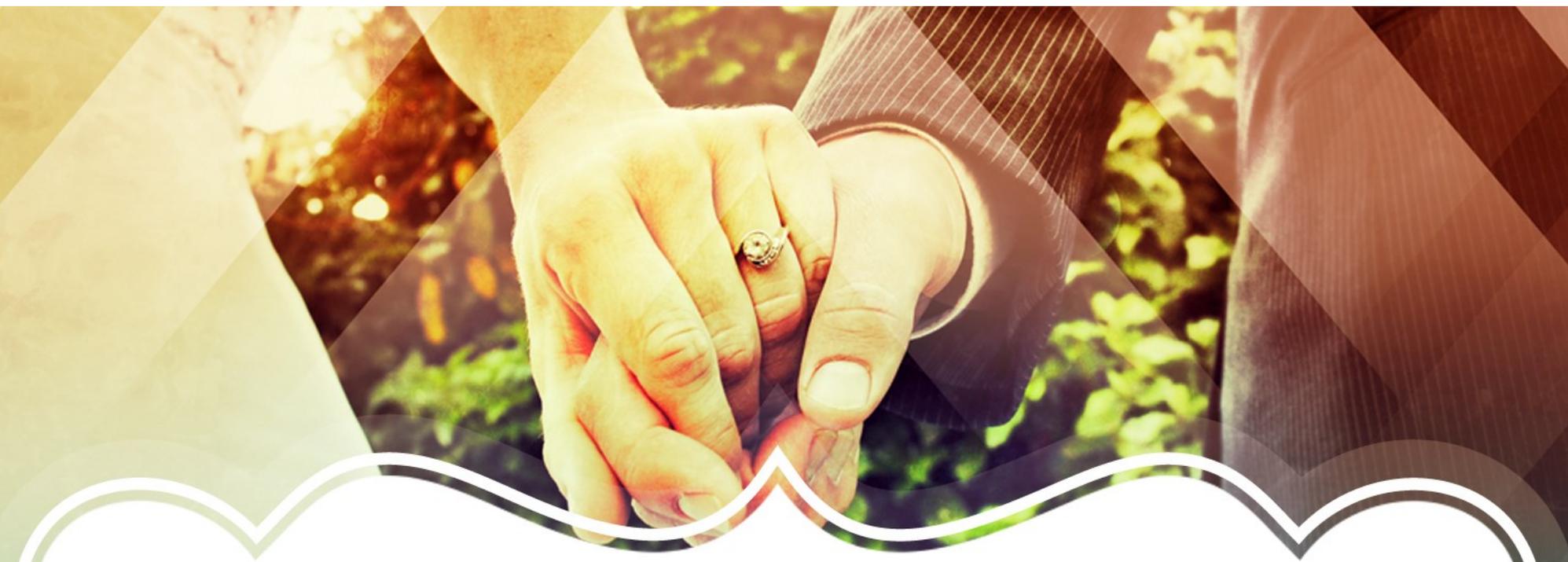
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## *Arrangements/Pastor*

Arrangements for the church facilities should be made at least four months prior to the date of the wedding through the church office. This will insure that neither the rehearsal nor the wedding will conflict with scheduled activities of the church, as well as leave plenty of time for counseling appointments with our pastor.

## *The Rehearsal*

The wedding or renewal of vows rehearsal, at the direction of the pastor, will be the day before the event unless other arrangements are made with the pastor. The church-supplied wedding coordinator will work with the pastor in directing the rehearsal and the ceremony. All members of the wedding or renewal party shall be present at the rehearsal.



A PERSON STANDING ALONE CAN BE ATTACKED  
AND DEFEATED, BUT TWO CAN STAND  
BACK-TO-BACK AND CONQUER. THREE ARE EVEN  
BETTER, FOR A TRIPLE-BRAIDED CORD IS NOT  
EASILY BROKEN.

**ECCLESIASTES 4:12**

## *Music*

St. Paul UMC uses its own accompanist/pianist for weddings and renewal services. This must be scheduled as soon as possible by the couple and information given to the wedding coordinator. However, St. Paul UMC's accompanist may be available, if so desired. Arrangements may be made through the wedding coordinator. Use of the piano, keyboard, or organ is not permitted by anyone other than the church accompanist, unless permission is given by the Board of Trustees and/or wedding coordinator.

## *Facilities*

The seating capacity of the Sanctuary is 850 people, the Chapel is 50 people, and the LuAnne Willey Fellowship Hall is 600 people. The Board of Trustees (BOT) reserves the right to approve or deny specific requests made regarding the use of St. Paul UMC's facilities. General cleanup after the event is the responsibility of the wedding party. This includes washing dishes, leaving the restrooms clean after use and making sure church facilities used are left as they were found. Any personal belongings left will be disposed of at the discretion of the BOT, if not picked up within the week following the wedding. Additionally, any excessive damage to church property will be charged to responsible parties.

Please be aware that tobacco, alcohol and drugs ARE NOT allowed on church property and no food or drinks are allowed in the sanctuary. Intoxication at counseling sessions, rehearsal or ceremony will not be tolerated and will result in refusal by the pastor to perform the wedding or renewal of vows. Rice may not be thrown due to safety and environmental concerns. However, outside use of bird seed or bubbles are acceptable and safe alternatives.

## *Decorations*

Since the church sanctuary and chapel are already furnished as a place of worship, it should not be elaborately decorated. Please be certain the decorations used will not damage floors, carpet, walls or furniture. No tacks, nails, screws or any other like objects shall be driven into the walls, floor or furnishings. Equal respect should be exercised to preserve the LuAnne Willey Fellowship Hall. All decorations and flowers must be removed immediately after the wedding. A plan for decorations shall be submitted to the St. Paul UMC wedding coordinator at least three weeks prior to the event, for approval.

## *Photographer*

In order to preserve the sanctity of the worship atmosphere for the wedding or renewal ceremonies, photographers, both professional and amateur, will not interfere with the progression of the service. Flash photos may also be taken after the service at the wedding party's discretion. Video cameras are allowed and locations for them will be provided. We recommend your photographer visit the church in advance of the wedding, or attend the rehearsal, in order to familiarize him/herself with the facilities and, if necessary, to speak to the wedding coordinator or officiating pastor about special arrangements. Please check with the wedding coordinator for more details.



It is our desire that your wedding be a day of joy and celebration, while at the same time reverencing God and His blessing over the union. Should you have any questions, please feel free to call the church office or email the wedding coordinator.



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