

Weddings at St. John Evangelical United Church of Christ

St. John Evangelical United Church of Christ congratulates you on your engagement and welcomes the opportunity to take part in your special day! To help honor what is a profound commitment, the vows of marriage, this packet explains the procedures and guidelines for couples being married in St. John Church.

CONTENTS

Policies	p. 2-3
Pastoral Staff, Premarital Conference, Music, Wedding Director, Facilities Photography, Decorations, Rehearsal, Wedding Program	
Checklist for the Wedding	p. 3
Guidelines	p. 4
Marriage Ceremony	p. 4-7
Sample Order of Service Wedding Cost Sheet Wedding Contract Information for Minister & Wedding Director	

As you plan for your wedding, we hope this packet helps in your decision making. Please read the entire packet. If you decide to be married at St. John Church, contact the Office Coordinator at 618-344-2526 or office@stjohneucc.org, (Monday-Friday 9:00 am-5:00 pm) to find out if your date is open and to make arrangements to pay your deposit. The Wedding Director will assist in answering your many questions and make all necessary appointments.

Policies

Pastoral Staff:

One of our pastors must officiate at your wedding. Any involvement of other clergy person must be approved by the Senior Pastor. All efforts will be made to provide you with the St. John pastor you request; however; due to emergencies and scheduling conflicts, St. John reserves the right to assign another pastor of our choice.

Premarital Conference:

The couple is required to meet with one of our pastors for a premarital conference at least three (3) weeks before the wedding. This is an opportunity for the minister to get to know the couple and discuss the service.

Music:

If the couple desires the organ/piano to be played for the service, the organist/pianist will be the St. John organist or a substitute arranged by our organist. Church soloists may be engaged for weddings, but outside soloists may be used if they are capable. Pastors in consultation with the organist/pianist will determine the appropriateness of musical selections.

Wedding Director:

The Wedding Director serves as a representative of the church to ensure its policies are followed as well as to work with the bride and groom to enhance the service on the day of the wedding. A few ways in which he/she will assist the couple is the timing and proper order of the processional/recessional as determined by the couple, coordinating with the photographer and florist on the day of the wedding, along with other responsibilities which they will share with you. The Wedding Director will contact the bride and set up a meeting with the couple six (6) weeks before the wedding to discuss the wedding plans. He/she will also be present at the rehearsal to work with the Pastor.

Facilities:

The sanctuary can seat approximately 450 persons.

Dressing rooms are available for the bridal party.

The church is fully handicap accessible.

Alcohol and smoking are prohibited anywhere on the grounds and within the building.

Photography:

Photographs may not be taken near the chancel area during the ceremony. The photographer must be dressed professionally and be as unobtrusive as possible. Flash pictures are prohibited during the service. Other than the processional all pictures must be taken from the back of the church/balcony. If you are planning to have your pictures taken before the ceremony, they must be taken **NO EARLIER THAN TWO HOURS PRIOR** to the start of the wedding ceremony. All pictures must be completed one hour after the ceremony.

Be sure that you discuss these restrictions/instructions with your photographer prior to the wedding.

Video cameras must be cleared with the Pastor **PRIOR** to the service. Be sure to inform the Wedding Director if you plan on video recording the service.

Decorations:

Nails, tacks, wire, and adhesive tape are prohibited in any part of the chapel or sanctuary. You may use masking tape only on the carpet. Delivery times must be scheduled with the Wedding Director to insure that the building will be open. Your florist may arrive no earlier than two (2) hours before the ceremony.

During particular times of the church year there may be seasonal decorations in place which will be in place and may not be removed. The church provides candles on the table and a kneeling bench. A pair of floor-standing candelabras and the wall sconces are available at an additional cost (see the cost sheet for these fees). Nothing is to be attached to the candelabras (bows, flowers, etc.). We do not provide an aisle runner.

The church does not permit the use of rice, birdseed, confetti, streamers, flower petals, balloons etc., inside or outside the church.

The church is not responsible for loss or damage of any items brought in by the wedding party, florist or rental agencies. You are strongly encouraged to lock up any valuables.

Flowers and other decorations must be removed from the church within one hour after the ceremony.

Rehearsal:

The Wedding Director in conjunction with the Pastor conducts the rehearsal. Rehearsals are scheduled at 5:00pm- or 6:00pm the evening before the wedding.

Wedding Programs:

Wedding programs are a nice addition to the ceremony. The church office provides this service. If you are interested, speak with the Office Coordinator for options and prices. Information is to be submitted two weeks prior to the wedding.

Checklist for the Wedding

1. Choose your date and check its availability with the Office Coordinator.
2. Sign contract and pay your deposit.
3. Contact the church's organist/pianist to secure his/her services for your wedding date.
4. Make an appointment with the Wedding Director for approximately six (6) weeks before the wedding.
5. Make an appointment with the organist for no later than six (6) weeks prior to the wedding. Contact the church organist, whose name and number will be provided to you by the Office Coordinator, to schedule an appointment to select the music as well as to work out the details of his/her fees.
5. Make an appointment with the Pastor three (3) weeks prior to the wedding for your premarital conference.
6. Final payments due thirty (30) days before wedding date.
7. The marriage license must be obtained from the county in which the wedding is to be performed. St John church is located in **Madison County**. Bring the marriage license and the certificate of marriage forms to the church the night of the rehearsal.
8. Make sure that your soloist has been in contact with the organist/pianist prior to the rehearsal.
9. Inform your photographer of the time available (maximum four hours) to you at the church for pictures and of St. John's wedding policies.
10. Inform your florist of the restrictions and delivery times. Give this information to the Wedding Director.

Important Guidelines

1. No alcohol or smoking is allowed anywhere on the grounds or within the building.
2. No rice, birdseed, flower petals, confetti, streamers or balloons are allowed inside or outside on the church grounds.
3. All church furnishings will remain in the original positions.
4. No nails, wire, tacks, and adhesive tape are allowed.
5. Do not bring tuxedos, dresses or any items to the church prior to the day of wedding.
6. Fees must be paid through the church office in full thirty (30) days prior to the wedding day.
7. The church is not responsible for lost or stolen property while you are in the church building. Please lock up your purses and other valuables or do not bring them with you to the church.
8. Should it be necessary for custodial care related to the rehearsal (such as extra clean up before the wedding) the hourly fee is \$25 (in addition to fees incurred the day of the wedding).
9. Report any unusual incidents such as breakage, spills, etc. to the Wedding Director.
10. If you use a horse-drawn carriage, you are responsible for any “clean-up” ☺

Marriage Ceremony

Any changes to the ceremony can be discussed with the Pastor during your scheduled premarital conference. You are allowed access to the church four hours on the day of the wedding. You are allowed two hours before the ceremony, one hour allotted for the ceremony, and one hour after the ceremony.

Sample Order of Service:

Welcome
 Opening Prayer
 Scripture Reading and/or Appropriate Readings
 Declaration of Intention
 Affirmation by the Parents
 The Vows
 Exchange of Rings
 Announcement of Marriage
 Lighting of the Unity Candle
 Prayer of Dedication
 Kiss
 Introduction of Couple

Wedding Cost Sheet*

<u>Itemized Charges</u>	<u>Member</u>	<u>Non-Member</u>
Use of Sanctuary		\$300
Pastor		\$175
Wedding Director	\$125	\$125
Custodian	\$50	\$ 50
TOTAL FEES:	\$175	\$650
Plus +		
**SECURITY DEPOSIT	\$250	\$250

Organist/Pianist (optional) Contact Director of Music for fees
Church Soloists (optional) Contact Office Director for fees
Sound Technician (applicable if more than one recorded song is being used) -- \$50

Standing floor candelabra (optional) - \$10 for pair
Wall sconces (optional) - \$15 for all
Programs---design &printing - \$30 to \$50 + paper, (optional; contact Office Coordinator)

*If paid by check, *separate checks* are required; see the Office Coordinator on payee names.

The security deposit of \$250 is due at the time the contract is completed. All church fees must be paid in full no later than thirty (30) days prior to the wedding day otherwise a late fee of \$100 will be assessed. The security deposit, will be non-refundable should you cancel within six months of your scheduled date. For weddings cancelled prior to six months from the date, one-half will be refunded. Should there be damages incurred relating to your use of the facilities or if you do not adhere to the agreed-upon policies, the full deposit may not be returned. It will also be applied should you exceed your allotted four (4) hours the day of the wedding at a rate of \$50 per hour. Otherwise the security deposit will be refunded after the ceremony, once all checks have cleared your bank. *If you make your payments in CASH, this will expedite the return of any security deposits to be refunded after the wedding.***

WEDDING CONTRACT

St. John Evangelical Church

Bride _____ Groom _____

Wedding Date _____ Time _____ Member _____

Rehearsal Date _____ Time _____ Size _____

Minister _____ Organist: Yes _____ or No _____

Bride's Address: _____

Home Phone: _____ Other: _____

Email(s): _____

Will your pictures be: Before _____ After _____ Time pictures will begin _____

*The church allows TWO hours for photographs before a wedding; therefore, if your pictures are prior to the ceremony, you will have a total of 2 hours before your scheduled wedding time. You are allowed one hour after the ceremony for additional photos. **Confirm your times with your wedding director in advance.***

TIME YOU MAY ARRIVE AT THE CHURCH ON YOUR WEDDING DAY: _____

The security deposit of \$250 is due at the time the contract is completed. All fees must be paid in full no later than thirty (30) days prior to wedding day through the church office.

We have read, understand, and agree to follow St. John's wedding policies and guidelines.

Bride _____ Groom _____

Church Staff _____

Date of Deposit: _____ Check #: _____ Cash: _____ Amount: _____

Return Deposit to: _____

original-church

copy to couple

copy to wedding coordinator

Information for Minister & Wedding Director

Wedding Information:

Date of Wedding: _____ Time _____ Location _____

Wedding Rehearsal Time _____ Date _____ Location _____

Groom's Full Name _____ Age _____

Phone #/Email _____

Bride's Full Name _____ Age _____

Phone #/Email _____

Address after wedding

Best Man: _____

Maid of Honor: _____

Number of Bridesmaids: _____ Number of Groomsmen: _____ Flower Girl: _____

Ushers: _____ Ring Bearer: _____ Vocal Soloist(s): _____

Candle Ceremony: _____ Aisle Runner: _____ Other: _____

Organist: _____

Soloists: _____

Wedding Director: _____

Is there a wedding program? _____ By whom: _____

Minister Officiating: _____

Florist Name & Phone #: _____

Photographer Name & Phone #: _____

Videographer Name & Phone #: _____

Do you need the Guest Book Stand? Yes _____ No _____

Will there be any handicapped guests needing assistance? Yes _____ No _____

original-church

copy to couple

copy to wedding coordinator and pastor