

# WEDDING POLICIES



Saint James United Methodist Church  
2000 East Sixth Street  
Greenville, North Carolina 27858  
(252) 752-6154  
[www.stjconnect.org](http://www.stjconnect.org)

## **Your Wedding at Saint James United Methodist Church**

The congregation, ministers, and staff of Saint James United Methodist Church rejoice with you in your forthcoming marriage. The desire to be married in the Church indicates that you appreciate the beauty and meaning of Christian marriage. The Church and its staff desire to help you in every possible way. A wedding, whether formal or informal, requires detailed planning. Because a Christian wedding is a celebration of two Christians, vowing to God and because being a Christian means being a part of the Church, either the bride or groom must be members of the Church (and have been members for at least one year) or the immediate family (i.e. parents, siblings or children) of a member may use our facilities for a wedding. Any exceptions to this provision are at the discretion of the Ministers of the Church. The following guidelines and suggestions are presented by the Ministers and were approved by the Board of Trustees of the Church.

### **Church Staff**

Johnny H. Branch, Minister  
Mark J. Woods, Associate Minister  
Joyce Day, Minister of Adult Discipleship  
Ryan Dunn, Youth Pastor  
Molly Carpenter, Children's Ministries Director  
Alan Gill, Director of Communications  
James and Nicole Franklin, Directors of Traditional Music  
Jennifer de la Montagne, ConneXion Worship Leader  
Marianne Leventry, Financial Administrator  
Ellen Pervine, Secretary/Receptionist  
Frances Cain, Organist  
Don Harvey, Facilities Manager  
Kendyl Sisk, Preschool Director  
Judy Ipock, Afterschool Director  
Erwin Dunn, Custodian  
Raymond Perkins, Assistant Custodian

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**Important Items:**

Please review these policies carefully. Particular attention should be given to the policies involving music, conduct at rehearsal and fee schedule. If you have any questions, please discuss with the minister.

Instructions should be given to the Florist, Photographer, and Videographer concerning wedding policies at the Church. Please specifically inform the Florist to use only non drip candles and not to use tape on the pews (tape can damage the finish of the wood on the pews). Costs for removal of candle wax from carpets and repair or cleaning of tape or other residue from wood finishes will be assessed from the security/damage deposit. The Photographer should be reminded that no flash or roving pictures are allowed during the service. You are allowed 2 video cameras: one at the back of the Sanctuary, and a stationary video camera may be put in the choir loft. Please confirm with the Wedding Director. Please ask your Photographer and Videographer to dress appropriately for a Church wedding.

The fees for the security/damage deposit, candles, and Custodian for work done on behalf of the wedding couple are to be made payable to St James United Methodist Church and delivered to the Financial Administrator at the Church office. Fees for the Organist, Sound Technician, Wedding Director are to be made payable directly to that individual and delivered to the Financial Administrator at the Church office.

**Minister:**

Prior to making any definite plans and before an announcement of any sort is made, one of the ministers of the Church should be contacted. It is expected that one of the ministers of the Church will officiate at all weddings. If you desire that another minister assist, please discuss this with the minister. In the event one of the ministers of the Church does not officiate, a Church approved Wedding Director must be used.

The service of Christian Marriage used must either be "A Service of Christian Marriage" in the 1989 United Methodist Hymnal (p. 864) or one from the Book of Worship (2000).

**Setting the Date:**

Only the Ministers may schedule wedding/rehearsal dates. Specify your needs as to rehearsal, wedding, reception, and any other events involving Church property. One of the ministers will need to schedule counseling sessions. Holiday weddings, Christmas weekend, Easter, last week of April (Spring Fling) and Thanksgiving, will not be scheduled.

## Schedule Consultations:

The Organist, Soloist, Sound Technician, Florist, Photographer, and Videographer should be contacted and scheduled. The Wedding Director must be selected from the following list of approved Wedding Directors. A Fee of \$200.00 is suggested for the Wedding Director.

Kathryn Perkins  
(252) 752-4110

Michelle Hairston  
(252) 756-4442

Farrah Mitchum  
(252) 329-9147

## Decorations:

The architecture and interior design of Saint James United Methodist Church are such that very little needs to be added for a beautiful wedding. Please show the Florist of your choice a copy of these guidelines so that they will be able to serve you within the guidelines established by the Church. In general, we ask that decoration be limited to the following:

- A center floral arrangement on the retable with the altar candles on either side. **The Altar Candles Cannot Be Removed.**
- A candelabra plus a palm or fern may be used on either side of the altar table.
- For evening weddings, two additional candelabra may be added.
- It is requested that the altar arrangement be made of fresh flowers.

Pews may be appropriately marked for families. Pew candles are available from the Church for a fee of \$75.00. If a Unity Candle is part of the service, mechanical or spring loaded candles should not be used. A Unity Candle is available from the Church for a fee of \$50.00. Additions to these floral guidelines must be approved by the minister.

Nothing shall be placed so as to hide or obscure the altar, pulpit or lectern which are focal centers of worship. If the Florist does not have candle lighters/snuffers, the Church will provide a pair on your request. The Florist must provide protection against wax drippage and see that no fasteners are used which will mar the woodwork, furniture or carpet. Costs for removal of candle wax from carpets and repair or cleaning of tape or other residue from wood finishes will be assessed from the security/damage deposit.

A kneeling bench for the prayers in the marriage service is provided in the furnishings of the Church.

If you desire the flowers for your wedding to remain in the Church for a worship service and then be used for gifts to sick and hospitalized persons, please express this wish to the Church so that it can be scheduled and no conflict arises. No silk altar flowers are allowed at St James.

Ushers should light the candles in the candelabra at the time the music begins, lighting the altar candles first. No real flower petals are allowed to be dropped by the Flower Girl or Attendants. No food or drink is allowed in the Sanctuary or chapel at any time. No smoking is allowed anywhere in the Church or on the Church campus at any time.

Items available from the Church:

- Kneeling bench
- Candle lighters
- Unity Candle (\$50.00)
- Pew Candles (\$75.00)
- Podium for guest register
- Regular size table that can be used for gift table

### **Wedding Music:**

Please remember that your wedding in a Church is a Christian worship service. Secular music is not permitted. The Church Organist should be contacted to play for your wedding (Frances Cain-756-2539). She should be contacted in advance to select music for your wedding.

### **Instructions for Wedding Directors:**

- Schedule a meeting with the minister
- Make sure bride is fully aware of all appropriate policies
- Orient to floor plan of the Church, arrange a tour through the building (a scheduled appointment with a staff member can be arranged during regular office hours)
- Understand proper use of Church facilities and equipment, such as candle lighters and proper storage
- The wedding party shall not be placed in the chancel area
- Plan to arrive at the Church at least 1½ hours prior to the wedding service to ensure arrival of flowers and to be available for possible emergencies by any member of the wedding party

### **Rehearsal Information:**

The rehearsal is a time of celebration in the presence of the Lord, thus appropriate behavior is expected. Participants need to be encouraged to be punctual to avoid delay in scheduling. All details of the wedding service will be finalized before the rehearsal date. If a rehearsal dinner is held in the Fellowship Hall, arrangements should be made at the same time as the scheduling of the Sanctuary.

### **Dressing Facilities:**

The Parlor is available as a dressing room for the bride and her attendants. A full-length mirror is available in the Parlor. The groom and ushers may use the Groom's Room which is also the Library.

It is expected that all articles of apparel and other personal property be removed following the wedding or reception.

The Church takes no responsibility for jewelry, money or other personal articles.

Food for the attendants may be brought into the Church. The food for the bride's attendants should be put in the conference room. We ask that no colored drinks be used as they stain tux shirts, dresses and carpet. Clear drinks are fine. No alcoholic beverages are allowed and no smoking is allowed anywhere in the Church or on the Church campus at any time.

### **Reception Information:**

If Church facilities are to be used for the wedding reception, arrangements should be made at the same time as the scheduling of the Sanctuary. Wedding receptions are considered a family occasion rather than an official Church function.

A United Methodist Women's Circle could be available for catering the reception, with a catering fee to be set by the UMW. Crystal, silver trays, table cloths and glass plates are available for use. Arrangements must be made through the United Methodist Women. There is a Hostess fee for this service.

### **Custodian Information:**

The Church Custodian will be available during the reception and will remain until all Church property is in its proper place and the kitchen is cleaned.

Rice should not be thrown. It is suggested that bird seed be used as an alternative.

## **Appendix**

**Wedding Approval Form**

**Premarital Counseling Retreats**

**On Site Wedding Checklist**

**Wedding Fee Schedule**

**Wedding Director Form**



## Wedding Approval Form

Bride: \_\_\_\_\_ Email: \_\_\_\_\_  
(Full Name)

Phone: (C) \_\_\_\_\_ (H) \_\_\_\_\_ (W) \_\_\_\_\_

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

Parents: \_\_\_\_\_

Groom: \_\_\_\_\_ Email: \_\_\_\_\_  
(Full Name)

Phone: (C) \_\_\_\_\_ (H) \_\_\_\_\_ (W) \_\_\_\_\_

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

Parents: \_\_\_\_\_

Address After Wedding: \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_

Place: \_\_\_\_\_ Sanctuary \_\_\_\_\_ Chapel \_\_\_\_\_ Other \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Bridal Consultant: \_\_\_\_\_ Phone: \_\_\_\_\_

Florist: \_\_\_\_\_ Phone: \_\_\_\_\_

Organist: \_\_\_\_\_ Phone: \_\_\_\_\_

Soloist: \_\_\_\_\_ Phone: \_\_\_\_\_

Extra Musicians: \_\_\_\_\_ Phone: \_\_\_\_\_

Photographer: \_\_\_\_\_ Phone: \_\_\_\_\_

Officiating Minister: \_\_\_\_\_ Phone: \_\_\_\_\_

Premarital Counseling Retreat Attended: \_\_\_\_\_ Yes \_\_\_\_\_ No; Date Attended \_\_\_\_\_

Rehearsal Dinner Location: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Reception Location: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Use of Candles: Unity Candle; \_\_\_\_\_ Yes \_\_\_\_\_ No Pew Candles; \_\_\_\_\_ Yes \_\_\_\_\_ No

Would you like the Wedding Flowers used for the Sunday Worship Service; \_\_\_\_\_ Yes \_\_\_\_\_ No

I understand that a \$100.00 security/damage deposit is due at the time the wedding is scheduled to secure the event on the calendar. This deposit will be refunded after damage assessment, approximately two weeks after the wedding, upon request to the Church office.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval of Wedding by Pastor: \_\_\_\_\_

Note: Wedding date cannot be guaranteed until this form is completed and on file in the Church office. Thank you

## **Premarital Counseling Retreats**

Anyone planning a wedding at Saint James United Methodist Church is required to participate in premarital counseling. Premarital Counseling Retreats are scheduled quarterly.

These are the dates for the coming year:

- TBA

Friday 5:00 PM - Saturday 2:00 PM

The Premarital Counseling Retreats are held at St. James' Retreat House, 2000 East Fifth Street

## Wedding Checklist

- \_\_\_\_\_ Scheduled date with minister for the Church (**1 year prior** to wedding)
- \_\_\_\_\_ Scheduled appointments with minister (**9 months prior** to wedding)
- \_\_\_\_\_ Scheduled Premarital Counseling Retreat presented quarterly
- \_\_\_\_\_ Scheduled Organist for wedding date and scheduled a meeting to select music
- \_\_\_\_\_ Reserved Wedding Director
- \_\_\_\_\_ All fees paid to the Financial Administrator at the Church office - **one month prior** to rehearsal
- \_\_\_\_\_ Informed all participants of rules and regulations

**All fees are to be paid one month in advance of the Rehearsal Date**

## Wedding Fee Schedule

There will be no charge for the use of the facilities, fees are for other services are as follows. Please return this completed form to the Financial Administrator with your check(s):

### **Sanctuary or Chapel Wedding (with Rehearsal)**

Security/Damage Deposit (Check made payable to St James United Methodist Church)  
\_\_\_\_\_ \$100.00

The Security/Damage Deposit will be refunded after damage assessment, approximately two weeks after the wedding, upon request to the Church office. Refund of damage deposit should be mailed to:

\_\_\_\_\_  
\_\_\_\_\_

Custodian's fee (Check made payable to St James United Methodist Church)  
\_\_\_\_\_ \$260.00 for weddings of less than 100 people using the Sanctuary  
\_\_\_\_\_ \$390.00 for weddings of 100 people or more using the Sanctuary  
\_\_\_\_\_ \$65.00 for weddings using the Chapel

Organist: Rehearsal and Wedding  
\_\_\_\_\_ \$200.00 (Check made payable to Frances Cain)

With After Rehearsal Dinner (Check made payable to St James United Methodist Church)  
\_\_\_\_\_ Custodian's Fee \$130.00 for less than 100 people  
\_\_\_\_\_ Custodian's Fee \$260.00 for more than 100 people

With Reception (Check made payable to St James United Methodist Church)  
\_\_\_\_\_ Custodian's Fee \$130.00 for less than 100 people  
\_\_\_\_\_ Custodian's Fee \$260.00 for more than 100 people

Candles (Check made payable to St James United Methodist Church)  
\_\_\_\_\_ Unity Candle (Purchase of candles) \$50.00  
\_\_\_\_\_ Pew Candles (Purchase of candles and set up) \$75.00

Sound Technician: Rehearsal and Wedding  
\_\_\_\_\_ \$100.00 (Check made payable to the A/V Technician)

An Honorarium is suggested for the Minister  
\_\_\_\_\_ \$200.00 (Check made payable to the Minister)

Wedding Director: It is required that one of the St James' approved Wedding Directors be used.  
\_\_\_\_\_ \$200.00 (Check made payable to the Wedding Director)

Anyone planning a wedding at St James is required to participate in premarital counseling. Premarital Counseling Retreats are scheduled quarterly.

**All fees, including checks to individuals are to be paid to the Financial Administrator at the Church Office no later than one month prior to the rehearsal date.**

It is my understanding that I owe this amount in fees: \$ \_\_\_\_\_

Signature: \_\_\_\_\_

# Wedding Director Form

Wedding of \_\_\_\_\_

Bride's Parents \_\_\_\_\_ Groom's Parents \_\_\_\_\_

Time of Wedding \_\_\_\_\_ Time of Rehearsal \_\_\_\_\_

Girls at Church by \_\_\_\_\_ Boys at Church by \_\_\_\_\_

Minister: \_\_\_\_\_ Organist: \_\_\_\_\_

## **Seating**

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

## **Processional**

1. \_\_\_\_\_ Seated by \_\_\_\_\_
2. \_\_\_\_\_ Seated by \_\_\_\_\_
3. \_\_\_\_\_ Seated by \_\_\_\_\_
4. \_\_\_\_\_ Seated by \_\_\_\_\_
5. \_\_\_\_\_ Seated by \_\_\_\_\_
6. \_\_\_\_\_ Seated by \_\_\_\_\_

Candle lighters: 1 \_\_\_\_\_ 2 \_\_\_\_\_

Releasers: 1 \_\_\_\_\_ 2 \_\_\_\_\_

Unity Candle: 1 \_\_\_\_\_

## **Recessional**

1. \_\_\_\_\_ by \_\_\_\_\_
2. \_\_\_\_\_ by \_\_\_\_\_
3. \_\_\_\_\_ by \_\_\_\_\_
4. \_\_\_\_\_ by \_\_\_\_\_
5. \_\_\_\_\_ by \_\_\_\_\_
6. \_\_\_\_\_ by \_\_\_\_\_

Best Man: \_\_\_\_\_ Maid/Matron of Honor: \_\_\_\_\_

Flower Girl: \_\_\_\_\_ Ring Bearer: \_\_\_\_\_

Number of Bridesmaids: \_\_\_\_\_ Number of Groomsmen: \_\_\_\_\_

Girls on one side: \_\_\_\_\_ mixed \_\_\_\_\_ Men Enter from back \_\_\_\_\_ front \_\_\_\_\_

Photographer: \_\_\_\_\_ Videographer: \_\_\_\_\_

Florist: \_\_\_\_\_