

**Wedding Policies and Procedures**  
**St. John United Methodist Church**  
736 Greene Street  
Augusta, GA 30901  
(706) 724-9641

In 1798 this holy space was consecrated to the service of Jesus Christ. Over the years we have amended, altered and added buildings to this space, and each time we have done so, we have re-consecrated the structures to the service of Christ. Thus, all that we do herein is done for the sole and only purpose of glorifying God through Jesus Christ. When we baptize, commune, bury, commission, and worship, we do it all in the name of Jesus.

This is equally true when it comes to the time of marriage. To ensure that the only purpose of the church is honored, the following rules have been put into place. The rules are established for two reasons: 1) the property must be appropriately maintained and protected, and, 2) those who would be wed here wish to know the parameters within which they must abide.

**Fees**

All fees required for services during the rehearsal and wedding are to be paid to the church office, not to the individual providing the service, and should be paid at least two months prior to the date of the ceremony. The date will be held on the church calendar after receiving a deposit of \$100. There is a base fee of \$1500 to use the sanctuary (\$750 for members) and a base fee of \$1000 for the use of the chapel (\$500 for members). This fee covers the following:

- the use of the sanctuary or chapel
- the services of the building manager
- the services of the wedding director and/or assistant
- the services of a sound technician
- security personnel
- the services of the St. John minister
- the services of an organist

There will be additional fees per each additional musician requested for the service. The bride will discuss these fees with any hired musician outside of St. John. Additional fees for St. John musicians must be discussed with Jamie Garvey. Fees for the use of the fellowship hall are on a separate document. Loss of deposit may be assessed for anything damaged or left unclean after the wedding.

## **Policies and Procedures:**

Christian marriage is a covenant supporting the state's civil contract; a communal liturgical celebration wherein participants and guests are involved in a service of worship; and a symbol of the mystical union that exists between Christ and His Church.

To ensure that we hold to the tenets of the Christian Church and of the United Methodist Church for weddings at St. John, we have put forth these guidelines.

### **When the date of the wedding is chosen, the bride should:**

- Bring the signed contract on page 5 to the church office
- Request the date(s) on the church calendar
- Clear the date with clergy and the organist
- Schedule a joint meeting with the minister to discuss details and to establish dates for counseling sessions with bride, groom and minister
- Pay the deposit of \$100 to hold the date on the calendar to the financial secretary
- Schedule a meeting with the wedding director. The "Wedding Director" is herein defined as a St. John member who is responsible for conducting the rehearsal and directing the wedding service only. This term is not equivalent to wedding coordinator, consultant, or planner.

## **Clergy**

Only St. John clergy shall perform weddings at St. John United Methodist Church.

## **Wedding Music**

Your wedding is a service of worship. The music for your wedding must be appropriate for Christian worship, expressing Christian love and joy. Sacred and classical music are appropriate; popular love songs and operatic/theatre music are not. No pre-recorded music will be used.

Our Organist/Director of Music is familiar with a wide variety of literature and will meet with you to assist in finding sacred music, which reflects the couple's feelings, yet upholds the integrity of the worship service. All musical selections will be discussed with and approved by the St. John Organist/Director of Music. She will also help you engage other musicians, if you wish.

The St. John organ (mechanical action, Dobson 2003) is a lovely, distinctive instrument, demanding a well-qualified organist. You may use a well-trained, guest organist for your wedding, but this musician must be approved by the St. John Organist/Director of Music.

## **Rehearsal and Ceremony:**

The Wedding Committee is composed of those members of St. John who are trained and permitted to direct weddings at St. John. These members of the church are familiar with the church building and the practices accepted by the church. They will assist clergy with the rehearsal and the wedding in matters such as position of the bridal attendants, the pace of the procession, and in preparation on the day of the wedding. Outside wedding consultants may assist under the direction of St. John. Well ahead of the rehearsal, the bride will provide the director with names of the wedding party.

The rehearsal and ceremony must start at the appointed time. No matter the size of the wedding, a rehearsal is recommended, and the bride is to participate fully in the rehearsal. Members of the wedding party should remember that, during the service and rehearsal, they are in a holy place and are preparing for and participating in a service of worship. The building will be open one hour prior to the start of the rehearsal and two hours prior to the start of the wedding. The building will close one hour after the rehearsal and the wedding. Extra building hours must be approved by the St. John Wedding Director and coordinated with the building manager and security. Extra fees may be assessed.

The marriage license must be in the hands of the officiating minister well before the rehearsal date.

Rooms for dressing will be made available. Persons designated by the bride and groom should remove personal items from the dressing rooms as soon as possible after the ceremony. No food or drink will be allowed in these rooms. Any cleaning services required will be at the expense of the bride.

Smoking or alcoholic beverages are prohibited in the church or on the premises. Inebriated members of the wedding party will not be allowed to participate in the wedding service.

Rice, birdseed, sparklers, confetti and the like present a safety hazard and are difficult to remove. They may not be used on church property. Check with the wedding director for possible alternatives.

## **Florists**

Liturgical chancel appointments such as Advent or Lenten symbols may not be removed for weddings; nor may pulpit furniture be rearranged. This includes the pulpit, communion table, pulpit chairs, lectern, baptismal font, paschal candle, flags, and banners. These are appropriate for the sanctuary and are part of the religious nature of our facility. Flowers should not be placed on the altar table.

Florists will follow the guidelines on the enclosed form. It is the responsibility of the bride to return the Florist's signed agreement to the church office at least two weeks prior to the ceremony and to see that the Florist retains a copy of the agreement. Without this agreement on file in our office, the florist will not be permitted to decorate the sanctuary.

Florists must arrange for access to decorate the church through the church office. The bride and florist are to arrange for removal of flowers and the cleaning of the area after the ceremony.

Some equipment is available for use by members only. Check with the wedding director about what is available.

## **Photographers**

Photographers must sign the enclosed form. The bride is to see that the photographer retains a copy of this agreement and also to return the signed form to the church office at least two weeks prior to the ceremony. Without this document on file, the photographer will not be permitted to take pictures at St. John.

Flash photography is not allowed in the sanctuary during the worship service. The wedding service begins with the organ prelude. Photographs may be made outside of the sanctuary once the prelude has begun. The wedding party may return after the service to take pictures in the sanctuary for as many pictures as they wish. Please make family and friends aware of this policy.

## **General Information:**

Information about use of the Fellowship Hall is available upon request.

Altar candles are always lighted when a service of worship is to take place in the Methodist Church, and we follow this practice at St. John. If the bride wishes to use an acolyte, she should inform the wedding director well ahead of the service. Should she wish to have the child of a friend or relative perform this service at the wedding, she should discuss this with the wedding director so plans can be made for appropriate training. Acolytes will be required to participate in the rehearsal.

It is our aim to ensure that a wedding at St. John will be a joyous and meaningful worship experience. Please feel free to consult with our staff and, in particular, the wedding director should you have any questions or concerns.

Senior Minister	Rev. Jody Alderman	(706) 922-6015
Organist/ Music Director	Jamie Council Garvey	(706) 922-6016
Wedding Director	Jeanne Lee	(706) 831-9655
Church Secretary	Sunny Dalton	(706) 724-9641

**Wedding Conduct Agreement**

As the responsible parties for the \_\_\_\_\_ wedding  
(last names of bride and groom)  
scheduled at St. John United Methodist Church on \_\_\_\_\_,  
(rehearsal and wedding dates)  
I (We) have read, understand and agree to comply with the St. John Wedding  
Policies and Procedures. I realize that misconduct or breach of contract issues  
will be addressed by the wedding directors acting on behalf of the church and I  
will abide by their decisions regarding these issues. I (We) also understand that  
this contract must be turned into the church office no later than 2 weeks prior to  
the wedding along with any other contracts in the bridal packet at the risk of  
cancellation of the reservation of the church.

Bride \_\_\_\_\_  
(Please print.)

Signature \_\_\_\_\_

or

Responsible Party \_\_\_\_\_  
(Please print.)

Signature \_\_\_\_\_

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

FLORIST AGREEMENT FOR WEDDINGS PERFORMED IN  
ST. JOHN UNITED METHODIST CHURCH

I, the undersigned florist for the wedding of \_\_\_\_\_,  
hereby accept the following guidelines for the use of the physical facilities of St. John  
United Methodist Church:

1. No furniture in the sanctuary or chapel shall be moved.
2. No pins, tape, staples, or the like will be used to attach items to furniture.
3. All candelabra will have beneath them a protective covering, the purpose of which is to protect the flooring from candle wax. I shall be responsible for having any soiled carpet professionally dry-cleaned and for having wax removed to the satisfaction of the Board of Trustees of St. John. If the wax cannot be removed to the satisfaction of the Church, I am responsible for replacement of the carpet/flooring.
4. The Church is not responsible for providing heating or cooling the day before the wedding. The building will be open on the day of the wedding for the convenience of the florist, but heating/cooling will be provided only for the hours surrounding and including the wedding ceremony, unless other arrangements have been made by the bride.
5. All decorations are to be in place at least two hours prior to the wedding.
6. No flowers or other decorations shall be placed behind the chancel in such a way as to block the minister's passage.
7. In preparing the Church for the wedding, the florist will create as little disorder as possible, and all decorations must be finished in time for the church wedding director to make a brief review before the ceremony.
8. The florist will clean up immediately after the wedding, and the sanctuary is to be inspected before the florist leaves the Church.
9. Should the bride wish to have the flowers left for church services, the wedding director will assist the florist in putting them away in the proper place.
10. The florist is expected to cooperate with the minister, with the Church staff, and with the family. He/she will consult with the minister, with the wedding director, and the church staff regarding any special arrangements.

\_\_\_\_\_  
**Printed name**

\_\_\_\_\_  
**Signed name**

\_\_\_\_\_  
**Company (if applicable)**

\_\_\_\_\_  
**Date**

PHOTOGRAPHER AGREEMENT FOR WEDDINGS PERFORMED IN  
ST. JOHN UNITED METHODIST CHURCH

1. I, \_\_\_\_\_, the undersigned photographer for the wedding of \_\_\_\_\_ hereby accept the following rules and regulations for the use of the church facilities of St. John United Methodist Church.
2. No flash photographs are allowed in the sanctuary or chapel during the progress of the sacred service. The service begins with the organ prelude and ends when the wedding party reaches the vestibule. The wedding party may return to the chancel after the ceremony for as many pictures as they wish.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Witness \_\_\_\_\_

VIDEOGRAPHER AGREEMENT FOR WEDDINGS PERFORMED IN  
ST. JOHN UNITED METHODIST CHURCH

1. I, \_\_\_\_\_, the undersigned videographer for the wedding of \_\_\_\_\_ hereby accept the following rules and regulations for the use of the church facilities of St. John United Methodist Church.
2. The ceremony may be videotaped from a concealed position in the balcony. The video camera must be on a tripod and not handheld. No additional lighting of the sanctuary is allowed.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Witness \_\_\_\_\_