

General Information

It is advisable to make wedding arrangements as far in advance as possible. As soon as the date of your marriage is determined, contact the pastor to see if he and the church are available. The time of the wedding is to be set in consultation with the pastor and the church organist. Normally one of the persons to be married shall be a member of St. Paul's Church.

The couple must arrange with the pastor for premarital counseling sessions. There will be a minimum of three such sessions prior to the wedding. The couple must also arrange an appointment with the church organist to discuss the music for the wedding. Final arrangements for the wedding ceremony (liturgical, decorative, musical, etc.) must be approved by the pastor in consultation with the church organist and the chairperson of the Worship and Music Committee of the congregation.

The marriage license is to be delivered to the church office during the week prior to the wedding ceremony.

No weddings will be scheduled during Lent or Holy Week.

All arrangements for dressing room areas, reception areas and opening of the buildings are to be made with the Office Secretary.

Bulletins may be chosen from a selection provided by the Church Office. The Church Office will be available to print them.

Unity Candles are not permitted. They are a relatively recent innovation with sacramental characteristics. True unity is far better symbolized and, more importantly, created by the Sacrament of Holy Communion. Therefore it is appropriate and desirable for Communion to be celebrated at a church wedding of members. Communion must be offered to the entire assembled congregation, and may not be restricted to the Wedding Party.

Officiating Clergy

It is expected that the pastor of St. Paul's Church will officiate at all weddings. Guest clergy are normally welcome to participate in your wedding, along with St. Paul's pastor, upon an invitation extended by our pastoral staff. The division of clerical responsibilities in the ceremony will be made by our pastor in consultation with the guest clergy.

If clergy other than those of St. Paul's are to officiate, our pastor will meet with the bridal couple and officiating clergy to help finalize the wedding arrangements. The pre-marital counseling will, however, normally be done by the pastor of St. Paul's.

Music

Any music must be in keeping with the dignity, beauty, and sacredness of the Service. There is much secular wedding music which, though it may be beautiful and acceptable for use at a wedding reception, is not in keeping with the purposes of the church Service. Therefore, all music used in the wedding liturgy including the prelude and postlude, must be classical or sacred music and must be approved by our church organist. Certain music, for example, Richard Wagner's *Here Comes the Bride*, while popularized in secular culture, is not appropriate to a Christian marriage.

St. Paul's church organist has the right of first refusal for all of the Services of our congregation, including weddings. Our church organist is the musician most familiar with the instrument and understands the type of music that is acceptable. If you wish to use the services of a different musician, that person will need to consult with our pastor and organist in order to secure permission to play at the wedding. Under such circumstances, a fee payable to St. Paul's organist may still be required. Soloists must consult with the organist and pastor in order to have all music approved for the wedding.

Recorded music may not be used.

Paraments, Decorations, & Chancel Furnishings

The paraments for the wedding (altar, pulpit, and lectern hangings) will always remain in the liturgical color of the season or day according to the rubrics for the Church Year. The chancel furniture will not be moved or removed for the wedding. Aisle runners are not permitted.

The pastor must be consulted about all proposed decorations used in the church. The use of nails, screws, and wire in decorating is not permitted. This applies both to the Nave and Fellowship Hall.

Artificial flowers may not be used at the altar. The flowers are to be placed in vases owned by the church or procured from the florist. It is the responsibility of the bridal party to pick up the liners and take them to the florist, or make arrangements with the florist to pick them up. Which liners to be used depends on whether or not the flowers will remain for the following Sunday Service; this information must be communicated to the Altar Guild. If someone else has already donated altar flowers for that particular Service, other vases will be provided and will be placed elsewhere in the nave or chancel for the Service. The florist will place the flowers in the altar vases on the reredos. After the ceremony, if the flowers are not removed, an Altar Guild member will do so.

The petals of real flowers may not be dropped on the floor by a flower girl or other flower bearer due to the staining damage of the carpet. Artificial “flowers” are also discouraged because of the danger they present with the possibility of causing someone in the procession to slip and fall.

The Altar Guild will be responsible for placing candles on the altar and in the candelabra owned by the church. If additional candelabra are desired for the ceremony, plastic protectors are to be placed under them and their arrangement approved by the pastor.

Rehearsal

When a rehearsal is necessary, approximately one hour should be allowed. All members of the wedding party, including parents, ushers, organist, soloist, and clergy, should be prompt. The date and time of the rehearsal is to be set in consultation with the pastor and the church organist.

Photographs and Video-taping

The Wedding Service should have no intrusions. Therefore, no photographs may be taken after the Processional. Photographs may resume during the Recessional. After the Service is concluded, pictures may be taken. Video-taping may occur during the Service but must be done from behind the pews from a single location, without auxiliary lighting.

The altar and surrounding area, and their appointments, may not be used as props for photographs. No photographic items of any kind (such as lenses, cameras, etc.) may be placed upon the altar, as the altar is not to be used as a shelf. No altar or chancel or nave appointments may be moved or rearranged in any fashion. The Baptismal Font will be moved by the Church Staff prior to the wedding.

Professional photographers generally observe these rules. Friends and relatives of the couple, however, are often unacquainted with them. It will be stated in the bulletin that no pictures are to be taken during the wedding ceremony.

Audio taping of the ceremony is available upon request. It is the responsibility of the wedding party to secure someone from the congregation who is familiar with the proper operation of the church's public address system. The Church Office may be consulted for a list of names.

Receptions

Rice, confetti, and bird seed are not allowed to be thrown.

The Wedding Party is responsible for securing its own catering service and/or making arrangements for food-service and decorations. Such arrangements may also be provided by St. Paul's by contacting the Church Office. The Fellowship Hall must be arranged in consultation with the Church Office.

The use of non-sacramental alcoholic beverages is not permitted on church premises.

Smoking is not permitted on church premises.

Receptions are to be concluded no later than 9:00 p.m.

When employed, the florist and/or caterer must be instructed to remove all decorations and equipment immediately upon the conclusion of the wedding reception.

Wedding Fee Schedule

Financial arrangements are established on the basis of the church membership of the bride and groom. No fees are assessed the bridal party if at least one of them is an active member of St. Paul's. However, a voluntary contribution to the church – to help defray expenses – is appropriate and acceptable. St. Paul's does not consider weddings as a source of revenue. However, there are expenses connected with the operation of the buildings. Thus, it is necessary to establish a schedule of fees.

Church Usage (<i>electricity, sexton, Altar Guild, etc. – payable to St. Paul's</i>)	Honorarium
Members	
Non-Members	\$300
Pastor (<i>payable to Mark A. Hoffman</i>)	
Non-Members	\$300
Organist (<i>payable to Jim Slemmer</i>)	\$150
Sexton for Wedding (<i>payable to St. Paul's</i>)	\$50
Sexton for Reception (<i>payable to St. Paul's</i>)	\$100
Acolyte(s) (<i>optional, payable to each</i>)	\$25
Soloist (<i>optional – payable to soloist</i>)	Fee
Audio Recording (<i>optional</i>)	\$50
Fellowship Hall (<i>for receptions – optional – payable to St. Paul's</i>)	
Members	Honorarium
Non-Members	\$500
Bulletins (<i>payable to St. Paul's - optional</i>)	Bulletin Cost

All fees are to be remitted to the Church Office prior to the rehearsal.

As revised and approved by the Congregation Council, A.D. June 8, 2010