



ST. JOHN'S

UNITED CHURCH OF CHRIST
seeking inner joy in the inner city.

WEDDING POLICY

A CHRISTIAN WEDDING

A church wedding is something special! A religious dimension is added to an otherwise civil ceremony. Preparation for a Christian wedding and marriage requires some special attention. Exploring the many facets of a healthy and lasting relationship with a pastoral counselor is essential. Couples married at St. John's United Church of Christ, therefore, are required to participate in at least two premarital counseling sessions with our pastor at the time the contract with the Church is completed and the deposit is paid. During the second session the couple will be offered an opportunity to share in the planning of the ceremony and, thereby, add those special touches that allow it to be unique and more memorable to them and their families.

St. John's United Church of Christ provides weddings for members of its congregation and their families. Weddings for non-members of St. John's United Church of Christ may be provided if approved by the Pastor.

The date for a wedding is not confirmed before the above matters are completed. Couples are encouraged to call the church before scheduling a location for the rehearsal dinner and wedding reception.

To enable adequate preparation for your wedding the information that follows is offered to assist you.

ABOUT THE WEDDING

Minister

St. John's Senior Pastor will perform the ceremony and/or approve other clergy involvement.

The Church Building

To schedule the date and the specific site(s) within the building for the wedding contact the church office at 937-224-1747. The date and site(s) within the building will be secured with the acceptance of the initial deposit.

Weddings are allotted three (3) hours. Rehearsals are allotted two (2) hours. If additional time is needed it **must** be scheduled in advance of the rehearsal.

Alcoholic beverages and smoking are not allowed on the church property. Food and/or drink items are permitted only in the Fellowship Hall if it is reserved for the event.

See the last page of this document for the fee schedule.

Flowers and Decorations

All decorations shall be added to the facility so as not to damage church property and/or furnishings. **Flower girls** are not permitted to use real flower petals.

Because of the beauty of the sanctuary a few floral arrangements, perhaps just the two altar arrangements, are enough to complement the church setting. The altar arrangements may be left for Sunday worship allowing the opportunity to announce the wedding through the Sunday morning bulletin. This should be noted on the flower chart on the bulletin board near the Pastor's office.

If an **aisle runner** is desired the family must obtain it. The aisle length is about 75 feet.

The Church will provide two altar candles. Pew candles are available. Candles must be purchased through the church, and the florist or family can provide the necessary ribbon trim (for attaching to the pew). Prior to the rehearsal, the church custodian will place the pew candles. If a unity candle arrangement is desired the family should supply it. (See fee schedule on last page of this policy document for candle and pew holder rental prices.)

Rehearsal

A rehearsal is scheduled prior to the wedding. All participants who have any involvement in the wedding are expected to be in attendance. It is important that everyone be prompt.

The **wedding license must** be brought to the rehearsal. The wedding ceremony cannot begin without the license being present at the ceremony.

Music

The wedding service is really a service of worship. Music should reflect the depth and tone of worship and should contribute to the mood of worship. The Director of Music will serve as the resource person in the selection of music.

Unless otherwise arranged through St. John's Director of Music he/she will play for the service.

Director of Music/Organist

Ray Coyle, telephone 937-694-9766.

The Reception

The air-conditioned Fellowship Hall is available for the reception after the wedding, if desired. A caterer may be employed, or one of the organizations in the church may be able to assist with hosting the reception. Names of contact persons with whom you can discuss fees and other specifics of the reception may be obtained through the church office. The custodian will arrange for tables and chairs in the manner desired. ***No alcoholic beverages or smoking permitted in the building.***

Dressing at the Church

Bride, bridesmaids, groom and groomsmen will dress in assigned rooms only.

Photographs

Time for photographs are to be include in your scheduled time in the building. After the procession of the wedding participants we ask that no photographs be taken during the wedding service itself. Please pass that word to family and friends, as well; so distracting movements and noises does not disturb guests. Videotaping and non-flash photographs of the service are permitted from the Church balcony where excellent viewing opportunities are available.

Greeting the Bride and Groom

For safety reasons we prohibit the use of rice in greeting the bride and groom. Wild birdseed or bubbles can be used at the front entrance (outside the Church) as the couple departs.

FEE SCHEDULE FOR WEDDINGS

	Members	Non-Members
Minister (Counseling, Rehearsal & Wedding)	Honorarium	\$300
Organist (Rehearsal & Wedding)	\$150	\$150
Extra Music Rehearsal	\$50	\$50
Sanctuary	N/C	\$500
Fellowship Hall (Maximum 3 hours)	N/C	\$200
Kitchen (excluding use of stoves, microwaves, dishwasher, pots and pans)	N/C	\$100
Candles and Pew Holders	\$50	\$50
<u>Custodial Service & Sound</u>		
Sanctuary/Chapel Only (3 hours on Wedding Day and 1½ hour on Rehearsal Day)	\$150	\$150
Fellowship Hall	\$150	\$150
Additional Custodial Service (Rate per hour or any part of extra hour for either Wedding or Rehearsal)	\$30	\$30
Refundable Deposit	N/C	\$300

FINANCIAL RESPONSIBILITY

All fees and costs **must** be paid in full at the Church office at least one week prior to the wedding day. ***REMINDER: The wedding cannot begin without the license. Please bring this to the rehearsal.***

The \$300 refundable deposit for non-members is to be paid at the time the wedding date is reserved and is to protect the Church against cancellation of the wedding date or damage to St. John's United Church of Christ's property and possessions. Should either of these circumstances occur, the deposit will be forfeited. If damages exceed \$300 the applicant will be contacted to review the damages and the balance will be billed to them. If no damage has been incurred and the wedding was not cancelled, the deposit will be refunded by mail one week after the wedding.

(Revised April 2007)