

Wedding Booklet

St. James Presbyterian Church
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CHECK LIST FOR WEDDINGS AT ST. JAMES

For your convenience in planning a wedding at St. James, use this checklist. It normally takes several weeks to complete all of these items, so begin as early as possible.

Check when complete

- _____ Read the booklet which outlines the St. James Wedding Policy. Do you understand that your reservation may be cancelled or your deposit withheld if the policy is not followed?
- _____ Confirm your wedding date with the St. James Pastor.
- _____ Reserve your wedding date and pay your \$50 deposit.
- _____ Schedule your counseling appointments with the St. James Pastor.
- _____ Meet with the St. James Wedding Coordinator.
- _____ Meet with the St. James Organist.
- _____ Have music for your service approved by the St. James Pastor.
- _____ If you have a guest musician, have that person meet with the St. James Organist.
- _____ If you are having Holy Communion in your service, contact Pastor for approval by the St. James Session.
- _____ Have any additions to the Order of Service approved by the St. James Pastor.

YOUR WEDDING AND ST. JAMES CHURCH

We rejoice with you in the prospect of your marriage. We are pleased that you are considering celebrating your wedding at St. James Presbyterian Church and assure you that we will do all we can to help make your wedding a happy and memorable event.

St. James, of course, gives priority to its members and present active participants as weddings are scheduled. However, we do welcome others from the community for their weddings as another way that we can reach out in sharing our facilities. For new members, the membership wedding service fee goes into effect after six months of active participation in the worship and ministry of St. James prior to the request to reserve a date for the purpose of a wedding.

We have prepared this booklet as an aid to your planning. Please read it carefully and ask questions if anything is not clear. This booklet defines important policies of St. James Presbyterian Church. It is important for you to realize that in signing the "Request to Use the Church for Wedding" form you are agreeing to abide by these policies.

THE CHRISTIAN MARRIAGE CEREMONY

As you plan for a church wedding, keep in mind that you are choosing for your wedding to be a religious ceremony and thus a service of worship rather than just a civil ceremony. Choices and actions supportive of that decision need to be made as the ceremony is planned. Reverence, dignity, and a focus on God are expected throughout the wedding.

Communion may be served as part of the wedding service with prior approval from the St. James session, provided it is available to all who wish to partake of the sacrament. Communion is personal, but not private, and may not be served to the bride and groom alone. The provisions of this wedding guide are intended to preserve the worshipful nature of the marriage ceremony by avoiding ostentation, self-aggrandizement and the intrusion of elements that would detract from a devotional atmosphere.

Normally, the order of worship for the wedding service is as follows: Prelude, Processional, Sentences of Scripture, Statement on the Gift of Marriage, Prayer, Declarations of Intent, Affirmation of the Families, Scripture Reading(s), Homily, Exchanging of Vows, Exchanging of Rings, Prayer, Lord's Prayer, Announcement of Marriage, Benediction, Recessional.

THE ROLE OF THE PASTOR

It is required by the St. James governing body that: "As a service of Christian worship, the marriage service is under the direction of the St. James pastor and supervision of the Session. The marriage ordinarily takes place in a special service, which focuses upon marriage as a gift of God and an expression of the Christian life. Others may be invited to participate as leaders in the service at the discretion of the pastor."(Presbyterian Book of Order) You will need to clear your wedding date with the St. James Pastor before your wedding date can be reserved.

If you wish to include a guest pastor to co-officiate with the St. James Pastor, it is a matter of professional ethics and courtesy for your guest pastor to contact the St. James Pastor. If you wish to include a pastor from another local church in your wedding, you are encouraged to hold your wedding in the church served by that pastor. A guest pastor can be involved only by invitation of the St. James Pastor. It is the responsibility of the wedding couple to facilitate this invitation.

Premarital counseling is an important part of preparing for your wedding. When the St. James Pastor is to provide the counseling, two or more sessions will be scheduled with the bride and groom well in advance of the wedding date. It is assumed and encouraged that couples will receive counseling from clergy before taking the final step of marriage. Music used in weddings must have the prior approval of the pastor. Fees of the pastor and other staff are discussed on the last pages of this booklet.

THE ROLE OF THE WEDDING COORDINATOR

It is required that all weddings held at St. James be arranged with the assistance of the Wedding Coordinator. The experience of the Coordinator can relieve those planning the wedding of much anxiety and concern about details. All preparations for the wedding and rehearsal shall be with the coordinator's over-all supervision. A rehearsal should be held the evening prior to the wedding. Rehearsal must be scheduled in advance and will normally be limited to one hour. All persons immediately connected with the wedding ceremony should be present for the rehearsal, including ushers. The Coordinator will explain the church's contribution of equipment and see that proper forms for church use are filled out with the bride and groom.

THE ROLE OF THE RECEPTION COORDINATOR

It is required that all weddings held at St. James be arranged with the assistance of the Reception Coordinator. The Reception Coordinator assists in all details concerning the reception. She will staff the kitchen, assist the bridal party in the setting up of the Fellowship Hall and will arrange for the use of the church's silver, linens, and dishes as desired. Another section of this booklet gives more details regarding the reception.

THE ROLE OF THE ORGANIST

The St. James staff Organist/Pianist ordinarily plays all keyboard music for weddings performed at St. James. This means if you plan to use the piano or pipe organ in your service, the position must be offered to the St. James' organist first. If the St. James' organist is not available to play on your date, he or she will assist you in finding a suitable replacement. If the St. James' organist is available and you choose another keyboard artist, such as a friend or family member; any guest musicians will need to arrange an orientation meeting with our organist before the wedding rehearsal. This will acquaint guests with our instruments. Our organist will require a fee for such a meeting.

The Directory for Worship of the Presbyterian Church (U.S.A.) states, "Music suitable for the marriage service directs attention to God and expresses the faith of the church." All music, including taped music, must be available for approval by the Pastor of St. James at least one month in advance to allow time for any changes.

Music sung or played by soloists should also be appropriate to a Christian celebration of marriage, and not contain suggestive lyrics. If the soloist is to be accompanied by the organist, arrangements for rehearsing should be made well in advance. A printed score, in the proper key, is required. All music chosen for the ceremony should be chosen early, and such information relayed to the Organist as soon as possible. Bringing in an elaborate sound system is not appropriate.

THE CHURCH RECEPTION

St. James limits the number of guests attending a reception to 200 and the length of the reception to the two (2) hours following the wedding. The Reception Coordinator will set up the reception and see that the kitchen is properly staffed. There needs to be one kitchen worker for every 50 guests. If elaborate food service is required, this ratio is at the Reception Coordinators discretion. Each kitchen worker will be compensated \$30.

Typical services provided by the St. James kitchen staff through the leadership of the Reception Coordinator include: setting the tables; making coffee, tea and punch; keeping the serving table supplied with plates, cups, silverware, sugar and cream; refilling the coffee servers and punch bowl; bussing dirty dishes; washing dishes; cleaning up and putting away all supplies.

The church will provide china (for up to 100 guests), punchbowl and cups, silver coffee service, and silverware.

All food, beverages and linens will be provided by the wedding party. Any food (if served) needs to be ready to go on platters. The bridal party also needs to provide containers and wrap for the top of the cake, and other left-over foods.

The bride, or those planning the wedding, is expected to invite persons to serve in the following roles:

- serving the cake, coffee, tea and punch
- presiding over the guest book
- presiding over the gift table.

If personal items are used during the ceremony or reception, St. James cannot be held responsible for loss, theft or breakage if they are left in the building overnight. All items should be clearly labeled for easy identification, and should be retrieved within a day or two after the wedding.

USE OF THE BUILDING

The seating capacity of the sanctuary is approximately 350. The 36 pews on the main floor accommodate about 275, with additional seating in the balcony for another 75.

Weddings with receptions following at St. James may start no later than 7:00 pm. Building usage must finish by 10:00 pm.

No rice or confetti may be thrown either inside the building or outside the building. We suggest baked bird seed for outside throwing or bubbles.

The building will be open and available two hours prior to the wedding time for the convenience of dressing, picture taking, delivery of cake, flowers, etc. If you need to be in the building before that time, please specify it in your Request to Use Church for Wedding form and contact the Wedding Coordinator. Should a couple wish to use any of the church facilities more than 2 hours in advance of the service, the additional fee will be \$75 per hour, payable to the Wedding Coordinator who will need to be onsite for the additional time.

St. James Church is a **NO SMOKING -- NO ALCOHOL** facility. Any evidence that alcohol or tobacco was used or consumed in the BUILDING or alcohol on the GROUNDS will result in the total forfeiture of the damage deposit.

Adequate dressing rooms are available to accommodate members of the wedding party wishing to dress at the church. These rooms are included in your building usage fee.

If children are part of the expected attendance, they will remain in the areas reserved and will not be allowed to roam throughout the building.

If the Nursery is used, it must be staffed by at least two attendants. This is to protect all involved from increased liability that can come from having only one adult and is required by church insurance. At least one attendant must be from the St. James pool of trained and screened nursery workers. Their rate of compensation is currently \$10.00 per hour and is subject to change.

USE OF DECORATIONS

The traditional beauty of the St. James sanctuary lends itself well to having a memorable wedding ceremony. The use of flowers and candles are an integral part of that. In their use, we require that the following restrictions be adhered to:

The furniture and furnishings in the sanctuary have been thoughtfully placed and are part of the symbolism we cherish. Except for certain chairs and candles, these are not to be moved or removed. The Christmas display of greens, poinsettias, etc. by the Flower Committee are not to be moved.

No candles can be placed along the aisles of the sanctuary, nor on the window ledges unless covered by hurricane lanterns.

All candelabra must have protective paper or plastic underneath to avoid candle wax dripping on carpets and furnishings.

No decorations are to be affixed to windows, walls, pews or stonework **except with florist clamps**. Thumbtacks and tape may NOT be used on windows, walls or furnishings. The one exception to this is the bulletin board in the reception hall.

Flowers, plants and greens must have protective pads under them to keep the water or dampness from staining carpet or furnishings. If a flower girl distributes petals, they must be silk or paper.

Arrangements for the delivery of flowers, etc. that by necessity fall before your reserved time, must be made through the church secretary or Wedding Coordinator.

We ask that removal of all decorations be arranged prior to the wedding so the facilities can be readied for following usage.

A kneeling bench and candle lighter/snuffers are available for your use if you so choose.

No decorations can be placed on the Communion Table.

ABOUT PHOTOGRAPHS

Pictures of the wedding are treasured keepsakes. Certain standards, however, should be observed regarding pictures taken in connection with the wedding.

It is suggested that the formal wedding pictures be taken just prior to the ceremony time, especially if there is to be a reception immediately after the ceremony. Pictures using available light (no flash) may be taken during the ceremony from the balcony (or rear of balcony if balcony is used for guest seating). The Photographer should check with the St. James pastor about the permissibility of videotaping during the ceremony.

Friends and family members attending the wedding are to be informed by the ushers that **flash photography will not be allowed** during the ceremony.

CUSTODIAL SERVICES

Custodial services are a necessary part of planning a wedding at St. James, and these services are required over and above the regular custodial duties and working hours at St. James. The basic fee includes the cleaning of the Sanctuary, Narthex, lounge (Bride's dressing room), Youth Room (Groom's dressing room), and rest rooms. If additional rooms such as the Reception Hall, Nursery or Horizon Room are used, there will be extra charges. Fees for these services are listed in the back of this booklet.

FEES

Fees are to be paid by the rehearsal date.

BUILDING USAGE

Wedding (use of sanctuary and dressing rooms)		
Members	-0-	
Non-members		800.00
Reception (use of Fellowship Hall)		
Members	-0-	
Non-members		200.00
Damage Deposit (payable 4 weeks in advance)		250.00

The refundable deposit may be used to compensate the church for damages which are incurred as a result of any misuse of equipment or for violation of church policies (such as having alcohol on the premises). Unused damage deposit will be issued within 10 days after wedding. (make payable to St. James Presbyterian Church)

Hold the Date Deposit	50.00
<i>A deposit is required to hold the date payable six months in advance (non-members). Non-refundable within one month of wedding date and deducted from wedding sanctuary charge.</i>	

PASTOR

Rehearsal, Wedding	\$ 300.00
<i>(make payable to The Rev. Jon Hauerwas or The Rev. Tamalyn Kralman)</i>	

EVENT COORDINATORS

Wedding Coordinator	150.00
<i>(payable to Carla Shafer)</i>	
Reception Coordinator	100.00
Reception Kitchen Workers (1 per every 50 guests)	30.00 each
<i>(payable to each worker)</i>	

ORGANIST

Wedding and music consultation/preparation	200.00
Orienting guest organist ONLY	100.00
Accompany soloist	50.00 each

SOUND TECHNICIAN

Sound Check and Wedding	100.00
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CUSTODIAN

Wedding only	75.00
Wedding and Reception	125.00
Reception only	75.00
Extra rooms (i.e. nursery, Horizon Room)	25.00 each