

Policies and Procedures for Use of
St. John's Westminster Union Church
For Weddings

The Council/Session of St. John's Westminster Union Church has adopted the following policies and procedures which apply to all weddings in the church building.

- I. Premarital conferences:
 - a. All who intend to be married at St. John's Westminster Union Church (SJWUC) are required to have at least two to three premarital conference sessions with the Pastor.
 - b. The purpose of these conferences is initial pastoral care and wedding planning.

- II. Fees for Use of the Building and for Church Staff:
 - a. Sanctuary, chapel and Murphy Hall (fellowship space) are available without charge when either the Bride or Groom are members of St. John's Westminster Union Church.
 - b. Fees for non-members for church space and other wedding fees are listed on the Wedding Information Sheet and on the Fee Schedule
 - c. The couple will be provided the names of church staff and the amount of the fees so that appropriate checks can be made.

- III. Scheduling the Wedding and Rehearsal:
 - a. The date and time of the Wedding is to be arranged with the pastor and penciled in on the Master Calendar with verification established when a deposit is received.
 - b. Previously scheduled church functions have priority over any desired date. However, once dates are officially established, then wedding dates have priority.
 - c. No wedding shall take place at the church on a Sunday, Church holiday or day before a Church holiday.

- IV. Marriage License:
 - a. It is the responsibility of the couple to apply for and pick up the marriage license prior to the rehearsal.
 - b. The pastor must have the license at the rehearsal.

- V. The Service of Marriage:
 - a. The pastor shall be the presiding clergy person for all marriages performed at the church, unless other invitations are extended by the pastor of the church.
 - b. Ordained clergy may be requested to assist in the wedding ceremony at the invitation of the pastor.
 - c. As the first premarital conference the couple will receive a copy of wedding service information that will help in planning the service.

- d. The service of marriage will be discussed with the pastor and approved prior to the rehearsal.
- e. A bulletin/program may be used with final approval by the pastor. The church can help provide this for an additional fee.

VI. Music:

- a. It is desired that an accompanist designated by St. John's Westminster Union Church be the organist for all weddings, playing the prelude, processional, service music and recessional as well as any other music desired for the service.
- b. Musical selections must be of a sacred nature. If there is any doubt as to the relevance of such a selection, the judgment of the pastor and organist will be final.
- c. Musical instruments other than the organ must receive approval of the pastor.
- d. It is the responsibility of the couple to contact the organist and arrange for the wedding music.
- e. Soloists must be engaged by the couple at the couple's expense. Their music must meet the approval of the pastor and organist.

VII. Flowers and Decorations:

- a. Candelabra are available from the church for an additional fee for non-members.
- b. Kneeling bench is provided if desired.
- c. It is the responsibility of the couple to consult the pastor as to when the church building should be opened for rehearsal and wedding. The church will be open two (2) hours prior to the wedding for photographers and delivery of flowers.

VIII. Photo/videographers:

- a. Photographers are NOT a part of the wedding service, and with the exception of the having permission to photograph the processional, they must take all photos from the narthex doors. They must not be moving about in the sanctuary.
- b. Again, other than pictures of the processional, **NO FLASH PHOTOS SHALL BE TAKEN DURING THE CEREMONY.** However, photos that require no flash may be taken from the narthex doors.
- c. The pastor shall be informed if video tape cameras will be used during the ceremony and thus determine where such cameras will be positioned and **REMAIN** positioned during the ceremony. Once again, the admonition of "NO MOVING ABOUT."
- d. Photographers should be instructed by the couple that the time for photos will be allowed beginning two hours prior to the service, but will cease 30 minutes prior to the service. When the service is over, time for photos will be limited to 90 minutes.

- IX. Miscellaneous:
- a. Rooms are available for both men and women to dress prior to the wedding.
 - b. The use of Alcoholic beverages is prohibited in the church building or on the church grounds. It is expected that members of the Wedding Party will refrain from alcoholic beverages immediately preceding both wedding rehearsal and wedding ceremony. The bride and groom shall make these rules known to the wedding party. Persons who are in violation of this rule, including members of the wedding party will be asked to leave the property immediately.
 - c. The throwing of rice or confetti after the ceremony is not permitted due to negative impact on the environment and our feathered friends. However, you may use bird seed as long as it is done outside.
 - d. The sanctuary seats approximately 260 people. The fellowship hall can accommodate about 150-200 people seated at tables.

1/1/05

Fee Schedule for Building Use

	<u>Members</u>	<u>Non-members</u>
Sanctuary		\$200.00
Chapel		\$100.00
Murphy Hall (fellowship space)		\$200.00
Candelabra		\$ 20.00
Bulletins/programs (per 100)		\$ 15.00
Minister's pastoral services		\$175.00
Organist	\$100.00	\$150.00
Custodian (per space)	\$ 50.00	\$ 75.00
Sound technicians	\$ 75.00	\$ 75.00
Video technician	\$125.00	\$125.00
Videos (price is for 3 copies)	\$ 75.00	\$ 75.00

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