



Wedding Policies and Procedures

St. John United Methodist Church, Augusta, Georgia

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 purpose of glorifying God through Jesus Christ. When we baptize, commune, buy, 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. There 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. If these are not paid on time, the date may not be held on the church calendar.

There is a base fee of \$1500 for use of the sanctuary and \$1000 for the use of the chapel. 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
- The services of Security Personnel
- The services of the St. John Minister
- The services of an Organist

There will be additional fees for each additional musician requested for the service. The couple will be responsible for discussing these fees with any musicians hired outside of St. John.

Loss of deposit may be assessed for anything damaged or left unclean after the wedding.

Additional fees may be accrued if the rehearsal and/or ceremony begin after their appointed time or if they run beyond their scheduled time.

Policies and Procedures

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.

Upon approval and confirmation of the wedding date, the couple should complete the following:

- Submit the signed contract, found in the full contract, to the church office
- Request the date(s) to be reserved on the church calendar
- Confirm the date with clergy and the organist
- Pay the deposit of \$100 to hold the date on the calendar to the church office
- Schedule a meeting with the minister to discuss details and to establish dates for counseling sessions with the couple and the minister.
- 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.
- Weddings will not be considered the week prior to Christmas through the week following New Year’s or during the season of Lent, until after Easter Sunday.

Clergy

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

Assisting ministers should be discussed beforehand and approved by St. John Clergy.

Wedding Music

Christian weddings are a service of worship. The music for the wedding must be appropriate for this Christian worship, expressing Christian love and joy. Sacred and classical music are appropriate; popular songs and operatic or theater music are not.

No pre-recorded music will be used.

Our Organist and Director of Music, Jamie Garvey, is familiar with a wide variety of literature and can meet with you to assist in finding sacred music, which reflects the couple’s feelings yet upholds the integrity of the worship service. She can also assist in hiring other musicians, at the couple’s request. All musical selections will be discussed with and approved by the St. John Director of Music.

If the St. John organist is not available for the wedding date, another approved organist may be used. The church office can provide a list of names and contact information

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 the day of the wedding. Outside wedding consultants may assist under the direction of St. John.

The names of wedding parties should be given to the director at least one month before the rehearsal.

The rehearsal and ceremony must start at the appointed time.

No matter the size of the wedding, a rehearsal is recommended, and all members of the wedding party should participate fully. Members of the wedding party should remember that during the service and the rehearsal, they are in a holy place and are preparing for and participating in a service or worship, and conduct themselves accordingly.

The building will be open one hour prior to the start of the rehearsal and two hours prior to the start of the wedding. Extra building hours must be approved by the St. John Wedding Director and coordinated with the church office and security. Extra fees may be assessed.

The marriage license must be in the hands of the officiating minister no later than the date of the rehearsal.

Rooms for dressing will be made available. Persons designated by the couple should remove personal items from the dressing rooms as soon as possible after the ceremony. No food or drink other than water will be allowed in these rooms. Any cleaning services required will be at the expense of the couple. Once the wedding party departs the building for the reception, the security guard will secure the building for the rest of the day, there will be no return access to the building to gather personal items.

Smoking and alcoholic beverages are strictly 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 couple 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 for their records. 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 couple and the florist are to arrange for removal of the flowers and the cleaning of the area after the ceremony.

Photographers

Photographers must sign the enclosed form. It is the responsibility of the couple to return the photographer's signed agreement to the church office at least two weeks prior to the ceremony and to see that the photographer retains a copy of the agreement for their records. 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 service. From when the organ prelude begins, to the recession of the party, only non-flash photographs may be taken to avoid disruption of the ceremony. The wedding party may return after the service to take pictures in the sanctuary for as many pictures as they wish. It is the responsibility of the couple to make family and friends aware of this policy.

General Information:

Information about and fees for using the Fellowship Hall are available upon request.

Altar candles are always lighted when a service of worship is to take place in the United Methodist Church, and we follow this practice at St. John. If the couple wishes to use an acolyte, they should inform the wedding director at least one month ahead of the service. Should they wish to have the child of a friend or relative perform this service at the wedding, they 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. Jenny Anderson	(706) 922-6105
Organist and Music Director	Jamie Council Garvey	(706) 922-6016
Wedding Director	Jeanne Lee	(706) 831-9655
Office Administrator	Christina Reid	(706) 724-9641