

St John's United Church of Christ

Wedding Guidelines and Scheduling

as of 29 Sept 2024, Kelli Taylor

approved 12 Dec 2024, Leadership Team

For the purposes of this document, the "Church" is St John's United Church of Christ or representative(s) thereof. An active member is defined as a person (bride, groom, parent, or grandparent) who has regularly attended the Church for the past six (6) months or longer and has contributed financially or with volunteered time to the Church. All others are considered non-members.

Previously scheduled Church functions take precedence over any desired date. However, once wedding dates are confirmed, then wedding dates take precedence. No wedding shall take place on a Sunday morning, on a liturgical/church holiday (including advent season or holy week), or the day prior to such a holiday.

Dates are to be scheduled with the Church Office.

A non-refundable deposit is due to the Church Office to secure the desired wedding and rehearsal dates. Fee schedules, including deposits, can be found at the end of this document.

Once the dates are set, a church coordinator will be assigned and will thereafter be the main point of contact with the Church. Any approvals needed from the Church will be made via the church coordinator. Upon receiving the contact information of the church coordinator, the couple should be in touch via phone or email within one (1) week.

A planning meeting will be held with the church coordinator at least two (2) months prior to the wedding. If a wedding planner or consultant is hired, this person is welcome to attend this meeting and to be involved at the invitation of the couple. However, all details of the wedding taking place at the church (building and grounds) are under the purview of the church coordinator, on behalf of the Church.

The Church will provide an officiant, unless the couple have a request. In the case of a request for a pastor not affiliated with the Church, the pastor must be licensed to perform marriages in the Commonwealth of Kentucky. In all cases, the request must be approved by the Church.

The Church will provide a list of possible musicians upon request.

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Additional Information

The church coordinator will review all additional requirements and options with the couple during the planning meeting. All necessary information, with personalized specifics, will be provided to the couple within two (2) weeks of the initial planning meeting.

ADDITIONAL REQUIREMENTS

The Church building is a smoke-free environment. There is an ashtray stand at the canopy entrance off the parking lot, but smokers are encouraged to stand away from all doors.

The wedding party is asked to refrain from alcoholic beverages prior to both the wedding and the rehearsal.

During premarital sessions with the officiant, the couple will have the opportunity to discuss and select certain parts of the service. The Service of Marriage must be approved by the officiant by the final session and should be sent to the church coordinator as soon as approved and no later than two (2) weeks prior to the wedding.

The use of recorded music is not permitted. There is a grand piano and a pipe organ available in the sanctuary.

The Church will arrange for an organist and can also recommend soloists or additional instrumentalists upon request. Guest organists or pianists are permitted at the discretion of the Church. Any musicians not recommended or supplied by the Church require approval of the Church.

Musical selections must be of a sacred nature. If there is any doubt as to the relevance of a selection, the judgement of the Church is final.

PLANNING OPTIONS

A bulletin or program may be provided by the couple. If provided by the couple, the program should be approved by the church coordinator prior to printing and all copies should be present at the Church at the rehearsal.

The cloths on the altar and pulpit will be changed to white.

Pews may be reserved for close family at the request of the couple. Reserve seating signs will be placed on the center aisle of the designated pews.

Outside flowers and decorations may be used but should not be installed in any way that mars or damages surfaces. Rearranging or removing any decorations in place for normal church operations will be done at the church coordinator's discretion (and may incur additional fees).

If a unity candle is to be used, it may be placed on a separate table to the side of the chancel. The actual candles should be brought to the rehearsal if possible.

The preference of the Church is for no aisle runner. However, if desired, the aisle is 87 feet in length from the chancel to the narthex doors.

If the couple would like to leave some or all flowers for the next Sunday worship service, this will be arranged via the church coordinator. In such cases, unless specified otherwise, it will be printed in that Sunday's bulletin that the flowers are in honor of the couple.

PREPARATION TIME

The Church can be open for up to five (5) hours on the days of the rehearsal and wedding in up to three (3) windows of time with the last being immediately prior to the start of the wedding and concluding no later than forty-five (45) minutes prior to the start of the ceremony. (One (1) hour if the number of guests expected exceeds 250 or the weather forecast necessitates seating guests earlier.) Other time windows may be arranged within reason (possibly incurring additional fees).

THE REHEARSAL

It is the responsibility of the couple to ensure that all members of the wedding party (including parents, grandparents, ushers, readers, and the parents of children in the wedding party) know where the Church is located and to enter via the canopy entrance off the parking lot for the rehearsal. Instructions will be given for the entrance to be used by wedding party the day of the wedding, as appropriate to details of the wedding.

It is the responsibility of the couple to apply for and pick up the marriage license prior to the rehearsal. Please provide this document to the officiant at the start of the rehearsal if not earlier. (Both parties must be present and application must be within 30 days of the wedding date.)

Campbell County Marriage License Offices

1098 Monmouth St Rm 205

Newport, Ky 41071

859-292-3885

www.CampbellCountyClerkKy.com/Marriage-Licenses-Page

8330 W Main St

Alexandria, Ky 41001

859-635-2151

One (1) week prior to the wedding date, a list of names and amounts for the various fees applicable to the wedding will be sent to the couple. All payments are due by check at the start of the rehearsal and should be given to the church coordinator who will distribute them.

THE DAY OF THE WEDDING

The entire wedding party must arrive at the Church no later than forty-five (45) minutes prior to the start of the wedding. Ushers, including groomsmen who will be serving as ushers, must arrive at the Church no later than one (1) hour prior to the start of the wedding.

Dressing rooms and restrooms will be available, one for the men and one for the women. Personal items may be left in these spaces at the rehearsal for the day of the wedding if desired. It is recommended that valuables are not left unattended in the dressing rooms at any time; the Church is not responsible for stolen or misplaced items.

Photographers and videographers are not a part of the wedding service and may not be moving about in the sanctuary other than during the processional and recessional and even then every effort should be made to be unobtrusive.

Additional lighting and flash photography are not permitted at any time, by either professionals or guests. The moving or removing of any item in the chancel area is to be done only by the church coordinator or other church staff.

Pre-ceremony photos may be done during the final preparation time.

During the ceremony, an un-manned camera may be placed in the chancel area with the exact placement to be approved by the Church. Any photography or video may be taken from the balcony or the back of the sanctuary (it is requested that movement be kept to a minimum even in the balcony). The Church and officiant may choose to allow photography from other positions in the sanctuary at their discretion, however, the determination of the officiant is to be considered final.

After the ceremony, the officiant will be happy to re-create moments from the ceremony for photographs. Post-ceremony photos may be taken for one (1) hour following the recessional of the wedding party.

The throwing of rice or confetti is not permitted as it has a negative impact on the environment. If used, no portion of the deposit will be returned. Bubbles used outdoors away from the front doors (beyond the porch area) are acceptable.

FOLLOWING THE WEDDING

All decorations, flowers, and other items are to be removed from the premises within one and one-half (1-1/2) hours following the recessional of the wedding party unless prior arrangements have been made. After that time, anything left in the building will be disposed of at the discretion of the Church. Items left for later pick up may be moved to a single location so as not to interfere with other activities in the church, and should be claimed within two (2) weeks.

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Active Member Fee Schedule for Weddings

DEPOSIT

\$100 non-refundable deposit

REQUIRED FEES (due at start of rehearsal)

\$ 100 facility use
includes use of any candles
\$ 250 officiant
includes planning, premarital sessions, rehearsal, and wedding
\$200 church coordinator
includes planning, rehearsal, and wedding
\$ 50 sound technician
includes rehearsal and wedding; see additional fee noted below
\$100 custodial services
\$800

FEES IF PROVIDED OR ARRANGED BY THE CHURCH

\$200 organist
includes planning and wedding
\$ 25 sound technician (additional fee for use of soloists, or additional or outside musicians)