

*St Paul United Methodist Church*

**220 West Main Street  
Christiansburg, Virginia 24073  
Phone: (540) 382-2410**



*A Wedding Guide*

***Senior Pastor: Michael D. Copeland***

***Church Secretary: Carol Gunter***

***Wedding Hostess: Sue Speed***

***Sound System Tech: Sue Speed***

# GUIDELINES FOR WEDDINGS

## General Information

**A Church Wedding is a service of worship!** It is characterized by reverence and dignity with a sense of joy and excitement. To assist you with your plans for your wedding day, the following guidelines and information are made available to you. They will not only let you know how the church can be used, but also some of the matters that you will need to consider in planning your wedding.

1. A minimum of six months notice is required for all weddings. This will assure you of a date on the church calendar.

The Pastor of St. Paul UMC officiates at all weddings. However, if the family would like to invite another Pastor to conduct the ceremony, this request should be made of our Pastor first. He/she will then extend an invitation to the other Pastor to assist or to conduct the service entirely.

2. **Our Wedding Hostess** will assist you with your needs and questions. You will need to arrange a meeting with the hostess as soon as possible to discuss your wedding plans. A part of the Wedding Hostess' responsibility is to provide assistance in planning the use of flowers and candles and other decorations; and to be available, if needed, to assist at the rehearsal and the wedding itself.

Much of this service is to assist those who are not familiar with St. Paul and the church's facilities. The Wedding Hostess does not take the place of the Wedding Director for the wedding party, and you may still make your own choice for someone to assist as the Director.

3. If you plan to have the reception at the church, please advise our hostess and she will acquaint you with the facilities and regulations concerning the Fellowship Hall.
4. **FLASH PHOTOGRAPHS MAY NOT BE TAKEN DURING THE WEDDING SERVICE.** There will be an opportunity afterwards for "staged" pictures. **Video Taping** is allowed from certain locations in the sanctuary as indicated by the Wedding Hostess. Video equipment must be in place one hour before the service and must remain stationary during the service. Please include in your wedding program that guests are asked to refrain from taking pictures during the ceremony as this is a time of worship.
5. Flowers from your wedding may be used in the altar area or in the narthex for our Sunday worship services. Please inform the Wedding Hostess if you choose to do this. The pastor will be wearing a robe, therefore a boutonniere will not be necessary.
6. White paraments (altar cloths) are traditionally used for weddings. They will be put in place by the Wedding Hostess. Two candlabras may be used if desired. Only dripless candles are permitted.

7. Flowers, palms or candelabra should be placed so as not to hide the altar or pulpit. As in all church decorating, everything should be arranged to direct attention toward the altar. No flowers, greenery or decorations are to be used on the communion rail. Please use only live floral arrangements in the altar area.
8. No nails, tacks or screws are to be inserted into any part of the building or woodwork. **No tape is to be used! To secure large wedding bows on pews, please use ribbon or floral ties.** Church furniture and furnishings are not to be moved.
9. You are responsible for acquainting your florist with all the rules regarding decorating the church.
10. You need to make arrangements with the church organist/pianist if you desire her services. The Wedding Hostess will furnish you with the names of the church's organist/pianists. You will need to consult with her early on to determine the kind of music you would like for your service. She will help you in your selection of music that is appropriate for a wedding which is in keeping with a worship service. They will inform you of their fee for their part in the wedding. This fee should be paid at the time of the rehearsal. The church's organist is to be consulted if a guest organist or pianist is desired, in order to acquaint them with the organ at St. Paul.
11. During special seasons of the Christian Year, the church's decorations will be a part of all weddings scheduled. The church will avoid scheduling weddings at such times as Holy Week, Christmas Day, or Christmas Eve.
12. **No rice is to be used!** If bird seed is to be thrown, please restrict its use away from the building.
13. **Most importantly, please remember that your wedding ceremony is also a worship service, and that the church is a place where we express our deepest and most meaningful experiences of life. So please treat the property and surroundings with respect!**
14. **SMOKING IS NOT PERMITTED ANYWHERE IN THE BUILDING!**
15. **ALCOHOLIC BEVERAGES ARE NOT PERMITTED INSIDE THE BUILDING OR ON THE CHURCH PROPERTY!**

## **FEE SCHEDULE**

<u><b>Members</b></u>	<u><b>Non Members</b></u>
<b>Sanctuary Use – No fee</b>	<b>\$500.00</b>
<b>Fellowship Hall – No fee</b>	<b>\$300.00</b>
<b>Activities Building – No fee</b>	<b>\$400.00</b>
	<u><b>Members and Non Members</b></u>
<b>Custodial Service</b>	
<b>for the sanctuary -</b>	<b>\$100.00</b>
<b>For the Fellowship Hall -</b>	<b>75.00</b>
<b>For the Activities Building -</b>	<b>75.00</b>

(The services of the custodian are required in using the Sanctuary, and/or the Fellowship Hall or the Activities Building.)

\*Children and grandchildren of members may also use the church facilities without charge.

\*Please consult with the Pastor, Sound System Tech, Organist and Wedding Director regarding their fees.

## **TIME SCHEDULE TO BE FOLLOWED**

\***Decorations** should be in place at least one hour before the service.

\***Wedding Director and Ushers** are to be at the church at least one hour before the wedding to greet the guests.

\***The Marriage License** should be brought to the church one week before the wedding in order for it to be filled out for the service.

## **SUGGESTED ORDER OF SERVICE EVENTS:**

Weddings on a Saturday preceeding the first Sunday of the month will not be scheduled after 5:00 pm.

## **For the Florist**

### **Decorations:**

The church is beautiful as it is. Decorations are not to disguise its message. The following guidelines are to be carefully followed:

Flowers, palms, potted greenery, and candelabra should be placed so as not to hide the altar, pulpit or lectern. As in all church decorating, everything should be arranged to direct attention toward the altar.

No tacks, nails, or tape are to be used anywhere in the church. Please use ribbon or floral ties to secure bows.

Church furnishings are not to be moved. This includes the Bibles, cross and flags.

No decorations are to be placed on the altar.

If damage results to the church or furnishings from failure to observe these regulations or neglect to exercise reasonable care, the cost of repair shall be the obligation of the wedding party.

Thank you for your cooperation in abiding by these guidelines and in helping make this both a memorable and a special occasion for the wedding couple. We will enjoy working with you!

## **For the Florist**

**(The Bride is expected to give these guidelines to the Florist decorating for her wedding.)**

### **From**

**Mailing:** St. Paul United Methodist Church  
220 West Main Street  
Christiansburg, Virginia 24073

**Location:** 220 West Main Street  
Christiansburg, Virginia 24073  
Telephone: 540 382-2410

**Hours: Monday – Friday, 8:00 am to 4:00 pm**

## **For the Photographer**

The most important thing to remember is that a wedding is a **Service of Worship** and has a sense of reverence and respect.

Most couples choose to have a photographer present to take pictures of their wedding. This is very fitting and appropriate in order to preserve the memories of the wedding.

Flash pictures are not to be taken inside the sanctuary of the church from the time the bride's mother is seated until the pastor (s) leave.

Photographs can record all the joyful preparations of the bride and groom and their attendants and families; additional pictures can be taken of the festivities following the ceremony. If the couple wishes, they may assemble the wedding party in the sanctuary for pictures after the Benediction. The person who engages the photographer's service is expected to see that they have a copy of these guidelines.

In addition to photographs, video taping is allowed from certain locations in the sanctuary as indicated by the Wedding Hostess. Video equipment must be in place one hour before the service and must remain stationary during the ceremony.

Thank you for your cooperation in abiding by these guidelines and in helping to make this both a memorable and special occasion for the wedding couple. We will enjoy working with you!

## **For the Photographer**

**(The Bride is expected to give a copy of these guidelines to the photographer)**

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