

Wedding Regulations and Guidelines

St. John's Evangelical Protestant Church Cullman, Alabama

General Regulations

Members of St. John's Evangelical Protestant Church have priority in reservations of church facilities for weddings and receptions. Non members who would like to have their wedding in this church will be given a tentative reservation and notified by the *Church Wedding Coordinator* of any need to reschedule at least 120 days prior to the wedding date; thereafter, it is a firm reservation and cannot be preempted by a member of the church. It is also noted that only one (1) wedding outside the church family per month is allowed at St. John's. No wedding will be scheduled during the month of December,(without approval of Senior Pastor),Thanksgiving, the week of Easter, New Year's, Labor Day, Oktoberfest, or any other special scheduled Church event. Must be a member in good standing for a period of one (1) year before scheduling a church wedding.

No wedding or marriage may be held in St. John's without the express approval of our Senior Pastor, and never without a conference with both parties present. The minister or associate minister and the church wedding coordinator of St. John's shall have a part in EVERY wedding ceremony.

All weddings must be cleared through the church office (734-0344) and St. John's Wedding Coordinator. DO NOT fix a date or order invitations until it has been cleared with the *Church Master Calendar* and the *Church Wedding Coordinator*.

All wedding ceremonies will be under the direction of the St. John's Wedding Coordinator. The Bride is welcome to get advice from her coordinator/director. The rehearsal is under the direction of the St. John's Wedding Coordinator

Only the official photographer can make pictures during any part of the wedding service. Personal snapshots may be taken after the ceremony. Videotaping will be permitted from the balcony or from a tripod in the choir loft.

Where to Start

- 1. Request reservations of the church facilities. Wait until the date is confirmed with the church and *Church Wedding Coordinator* before ordering invitations or setting date with catering service or florist.**
- 2. You will meet with the church appointed wedding coordinator for full information and wedding details. The coordinator will be your main contact with the church and will help you with all aspects of your wedding, with appropriate suggestions and knowledge of church rules. St. John's *Church Wedding Coordinator* will finalize all decisions (please discuss all decisions as to ministers, carters, florist, etc. with the *Church Wedding Coordinator* to be sure all rules and regulations of St. John's Church are followed). She is the liaison between the bride and groom and the church. No other person in the church will have the authority to overrule any decisions, with the exception of the Senior Pastor. You are responsible for engaging the minister, organist, musician, vocalist, florist and caterer and for advising them of the applicable rules. There will be several guidelines for this purpose. Fill out the attached wedding form and return to the church office.**
- 3. All pastors performing the wedding must have a meeting or formal contact with a member of the Pastoral Staff. The bride and groom are also expected to meet with a St. John's Pastor.**
- 4. *FEES must be "PREPAID" by the WEDDING PARTY for the Church Wedding Coordinator /director. FEES must ALSO be "PREPAID" by the WEDDING PARTY for using our***

- organist/pianist, our minister, church rental and the building facilities. A fee schedule is printed elsewhere in this brochure.
5. It is the bridal family's responsibility to leave the facility in its original order. If you use the Fellowship Hall, it is your responsibility to clear chairs, tables, or any furniture you may have set up. Must be cleared within 3 hours of the wedding.
 6. The altar is the center of our Church and must be respected as such. The altar furniture is not to be moved for a wedding except for the chairs and the lectern (with the authority of the *Church Wedding Coordinator*). If you wish to have Communion during your wedding service, please tell your coordinator and minister. The Altar Guild will be responsible for the placement of the Communion vessels. *The grand piano cannot be moved.* Please do not remove hymnbooks, cushions or any other church appointments.
 7. All decisions regarding the ceremony, including musical selections, are subject to the approval of the minister. The minister will discuss the service with the couple in counseling session and advise them of ways to personalize their wedding consistent with the church customs.
 8. The church organist and pianist are available to play for weddings. Use of the organ or piano by anyone other than the church musicians must be cleared in advance and approved by the minister of music of the church.
 9. NO ALCOHOLIC BEVERAGES may be served on the church premises. **St. John's church is a smoke free campus.** NO SMOKING IS ALLOWED WITHIN ANY PART OF ANY BUILDINGS OR PROPERTY.
 10. Persons making arrangements for use of the church are responsible for damages to the building, furniture, carpet and premises.
 11. When placing flowers on the altar, the arms of the Cross are not to be covered; therefore arrangements should be made with this in mind. NO ARRANGEMENTS SHALL BE PLACED ON THE GRAND PIANO. All tall arrangement must be out of the Sanctuary after the wedding.

- 12. Candles are not to be placed anywhere that would create a fire hazard. Drip less candles or permanent candles should be used in candelabra. Even though candles labeled as “drip less” are used, always place plastic drop cloths or canvas covers under the area of possible candle drips. Candle wax ruins wood and carpet, so please be careful. Candelabras are limited to four (4).**
- 13. No rice or birdseed or sparklers or candy may be thrown in the Sanctuary or building. Birdseed may be thrown outside if you wish.**
- 14. We have an excellent sound system in our sanctuary. If you use our sound system, one of our trained operators must be used for the ceremony. The *Church Wedding Coordinator* can help you with this.**
- 15. The church will be open and available to the wedding party and the official photographer for pictures made before the service. The *Church Wedding Coordinator* will direct this. The bride, attendants, groom and groomsmen, may use the church facilities to dress before the wedding. Please do not leave clothing, valuables or jewelry at the church. St. John’s Church is not responsible for anything left behind.**
- 16. It is expected that there will be respect shown for the building and all of the facilities, especially appropriate reverence in the sanctuary.**
- 17. All children who accompany anyone during the wedding, rehearsal or reception are expected to have an adult responsible for them.**
- 18. There are no weddings allowed in the church after 6:00 p.m. on any days except Saturdays which will be 5:00 p.m.**
- 19. It is expected that the sanctuary, fellowship hall, Christ Hall and Ruehl Building (including any other rooms used) will be cleaned within three (3) hours of the wedding. No food will be left in the kitchens or fellowship halls.**
- 20. Food and drink are permitted in the fellowship hall, Christ Hall and kitchen and street level of the Ruehl building only.**

21. St. John's Church is not responsible for any accidents or lost items that may occur on our property during any of the activities that are involved in your wedding.

22. No facilities of St. John's Church can be used for receptions unless the ceremony is performed at St. John's Church.

The Fellowship Hall, Christ Hall and Ruehl building are available. Please let our church coordinator know if you wish to use the Fellowship Hall or the Ruehl building, so that the appropriate plans are made. Please remember NO ALCOHOLIC BEVERAGES AND NO SMOKING WITHIN THE BUILDINGS. Tacks, nails, screws, tape and other fasteners that deface the building may not be used to secure decorations.

ALL RULES MUST BE FOLLOWED. Before you engage a caterer, florist or anyone else that will be involved in your wedding must be discussed with the wedding coordinator so that all rules will be followed.

Guidelines for Caterers

Welcome to St. John's Evangelical Protestant Church, Cullman, AL.

The Caterer is responsible for ALL supplies, including garbage bags, coffee cups, china, glassware, silverware, plastic wrap, foil, serving pieces, ice, etc.

NO CHOCOLATE FOUNTAINS ARE ALLOWED.

At least a week prior to the wedding, arrangements must be made through the church office for scheduling custodial assistance for removing chairs, tables or other items from the Fellowship Hall or the Ruehl building. No tables are allowed to be brought into the building without the approval of the wedding coordinator. No items (columns, stands or screens) over five (5) feet in height are allowed. Nothing can be hung from or attached to the ceiling or fretwork including walls and doors. No tables or any other items are to be moved from any other level in the Fellowship Hall or the Ruehl Building. The ***Church Wedding Coordinator*** will assist you in making these arrangements.

All set up and equipment (screens, lattice work, plants, etc.) shall be removed immediately after the reception. The church is not responsible for anything left behind.

All garbage must be bagged and carried to the dumpster at the back of the Parsonage in the wooden fenced area.

Bring adequate containers to remove your dirty dishes, utensils, etc. No kitchen appliances are to be used. **YOU ARE NOT PERMITTED TO USE THE DISHWASHER.** All food must be prepared before bring to the church. The church is not responsible for any sickness that could be caused by ill prepared foods.

NO ARRANGEMENTS ARE TO BE PLACED ON THE FUNITURE; NO ACCESSORIES ARE TO BE MOVED. Candles are not to be placed anywhere that would create a fire hazard. Drip less candles or permanent candles should be used in candelabra. Always place plastic drop clothes or canvas cover under candles, plants or other items that could ruin the furniture, flooring, etc.

The building must be cleared three hours after the time set for the wedding. **A FEE OF \$50.00 PER HOUR WILL BE CHARGED AFTER THE FIRST 3 HOURS.**

If the candle trees in the Ruehl building are used a replacement fee will be charged. The use of these votive candles must be cleared through the church wedding coordinator.

NO ALCOHOLIC BEVERAGES may be served on the church premises of the Ruehl Building. **NO SMOKING IS ALLOWED IN ANY PART OF THE BUILDING OR COURTYARD.**

Guidelines for Florists

Welcome to St. John's Evangelical Protestant Church, Cullman, Alabama

Flowers may be placed on the altar. The arms of the cross are not to be covered so arrangement should be made with this in mind. **NO ARRANGEMENTS SHALL BE PLACED ON THE GRAND PIANO.** The family is responsible for clearing wedding decorations or having their florist present after the wedding to remove decorations. This is not part of the custodian's duty. **The Sanctuary must be put back in order. A FEE OF \$50.00 PER HOUR WILL BE CHARGED AFTER THE FIRST 2 HOURS.**

All decorations must be cleared within two (2) hours after the wedding ceremony.

Candles are not to be placed anywhere that would create a fire hazard. Drip less candles or permanent candles should be used in candelabra. Even though candles are labeled as "drip less" are used, place plastic drop clothes or canvas covers under the area of possible candle drips. Candle wax ruins wood and carpet, so please be careful. The number of candelabras is limited to four (4).

Tacks, nails, screws, tape or other fasteners that will deface any part of the building or furniture and furnishings may not be used to secure decorations.

Nothing (plants, etc.) can be hung from the fretwork. No part of sanctuary furnishings can be moved without the consent of the Wedding Coordinator.

Guidelines for Photographers

Welcome to St. John's Church, Cullman, Alabama

If your bride and groom wish pictures made before the service, the **Church Wedding Coordinator** will be glad to make the sanctuary and buildings available. Please schedule ahead of time. **No photographs may be made within the church using a flash from the time the minister enters the Sanctuary until he leaves.** Balcony photographs may be made provided no flash is used and the photographer remains stationary or stands in a place where he does not call attention to himself or detract from the sacredness of the service. Photographs of the bride and groom may be made from the back of the Narthex when coming back up the aisle after the service. Please stay close to the doors in order not to disturb the worship attitude. Photographs of the bride going down the aisle may be made close to the back Narthex doors as she is framed in the doorway. Again, the **Church Wedding Coordinator** will be glad to work with you if you are not familiar with the church and buildings.

Video taping from the balcony or from a tripod in the choir loft is permitted to record the service if there is no moving about during the time the minister is present and not lights are used.

Ruehl Building

The Ruehl Building is a wonderful asset to St. John's. In order for all of us to utilize our building, we ask for you to call the church office to reserve a date for requested function as far in advance as possible. The Ruehl building is available for church members and non-profit organizations (i.e. the Historical Society). If there are any functions that are not part of the church family, a church member must be the host and be in attendance of that function. The building is available for Bridal teas, showers, and coffees. Wedding receptions are allowed for weddings that are performed at St. John's Church.

1. The building is very much in demand, so we ask that you wait until the date is confirmed with the church and the coordinator before ordering invitations or setting a date with a catering service or florist.
2. For a reception, shower, tea, coffee or other function (no children or adult birthday parties), fill out the form and return to the church office. At this time, you will meet with the ***Church Facilities Coordinator*** for full information and details. The coordinator will be your main contact with the church and will help you with all aspects of your event, with appropriate suggestions and knowledge of church rules.
3. **THE PARTY MUST PREPAY FEES.** A fee schedule is printed elsewhere in this brochure.
4. It is your responsibility to leave the facility in its original order. It is your responsibility to clear chairs and tables you may have set up.
5. None of the **furniture or accessories** shall be moved. (Including pictures, plaques, candles, decorative items, greenery, plates, glasses, silverware, pots, pans and tablecloths.) No tables, chairs, or accessories shall be moved from one floor to the other.
6. All decisions are subject to the approval of the minister or coordinator.
7. A piano and keyboard is available for music. Arrangements may be made through the coordinator. All types of music must be cleared through the coordinator.
8. **NO ALCOHOLIC BEVERAGES** may be served on the church premises of the Ruehl building. **NO SMOKING IS ALLOWED WITHIN ANY PART OF THE BUILDING , COURTYARD OR CHURCH CAMPUS.**
9. Persons making arrangements for use of the Building are responsible for damage to the building, furniture, flooring and premises.
10. **NO FLORAL ARRANGEMENTS SHALL BE PLACED ON THE FURNITURE**
11. No items (columns, stands, screens) over five (5) feet tall in height shall be brought in.

12. No tables (rental or personal) shall be brought into the building without approval of the *Church Facilities Coordinator*.
13. Candles are not to be placed anywhere that would create a fire hazard. Drip less candles or permanent candles should be used in candelabra. Even though candles are labeled as “drip-less” are used, always place plastic drop or canvas cover under the area of possible candle drips. Candle wax ruins wood and tile, so please be careful. If votive candles are used a replacement fee will be charged.
14. NO Rice or birdseed or sparklers or candy may be thrown in the building. Birdseed may be thrown outside if you wish.
15. The Courtyard is available for outdoor weddings or receptions. **NO TENTS OR OTHER STRUCTURES SHALL BE PLACED THEREON THAT WOULD MAR, DEFACE OR DAMAGE THE PREMISES IN ANY WAY.**
16. The City Ordinance for noise control must be kept in mind when music is played inside or outside the building.

Guidelines for Caterers for the Ruehl Building

The Caterer is responsible for ALL supplies, including garbage bags, coffee cups, china, glassware, silverware, plastic wrap, foil, etc.

All garbage must be bagged and carried to the dumpster at the back of the garage of the Parsonage.

At least a week prior to the event arrangements must be made through the church office for scheduling custodial assistance in setting up chairs, tables and other items in the building. The *Church Facilities Coordinator* will assist you in making these arrangements.

NO tables are allowed to be brought into the building without the approval of the *Church Facilities Coordinator*.

All set up equipment (screens, lattice work, etc.) shall be removed immediately after the function. The church is not responsible for anything left behind. NO items (columns, stands, screens) over five (5) feet in height are allowed.

Bring adequate containers to remove your dirty dishes, utensils, etc. **YOU ARE NOT ALLOWED TO USE THE DISHWASHER.**

NO ARRANGEMENTS ARE TO BE PLACED ON THE FURNITURE; NO ACCESSORIES ARE TO BE MOVED. Candles are not to be placed anywhere that would create a fire hazard. Drip less candles or permanent candles should be used in candelabra. Always place plastic drops cloths or canvas cover under the area of possible candle drips. Candle wax ruins furniture and flooring, so be careful.

Tacks, nails, screw, tape or other fasteners, which deface the building, may not be used to secure decorations. Nothing shall be hung from or attached to the ceiling. No picture or plaques can be moved nor can you place anything on the walls.

No tables are to be moved from the Second floor to Street Level.

Christ Hall

Christ Hall is a wonderful asset to St. John's. In order for all of us to utilize our building, we ask for you to call the church office to reserve a date for requested function as far in advance as possible. Christ Hall is available for church members and non-profit organizations (i.e. the Historical Society). If there are any functions that are not part of the church family, a church member must be the host and in attendance of that function. The building is available for Bridal teas, showers, and coffees. Wedding receptions that are performed at St. John's Church are allowed.

1. The building is very much in demand, so we ask that you wait until the date is confirmed with the church and the coordinator before ordering invitations or setting a date with a catering service or florist.
2. For a reception, shower, tea, coffee or other function (no children's birthday party, etc), fill out the form and return to the church office. At this time, you will meet with the ***Church Facilities Coordinator*** for full information and details. The coordinator will be your main contact with the church and will help you with all aspects of your event, with appropriate suggestions and knowledge of church rules.
3. **THE PARTY MUST PREPAY FEES.** A fee schedule is printed elsewhere in this brochure.
4. It is your responsibility to leave the facility in its original order. It is your responsibility to clear chairs and tables you may have set up.
5. None of the ***furniture or accessories*** shall be moved. (Including pictures, plaques, candles, decorative items, greenery, plates, glasses, silverware, pots, pans and tablecloths.) No tables, chairs, or accessories shall be moved from one floor to the other.
6. All decisions are subject to the approval of the minister or coordinator.
7. A piano and keyboard are available for music. Arrangements may be made through the coordinator. All types of music must be cleared through the coordinator.
8. **NO ALCOHOLIC BEVERAGES** may be served on the church premises of Christ Hall. **NO SMOKING IS ALLOWED WITHIN ANY PART OF THE BUILDING , COURTYARD OR CHURCH CAMPUS.**
9. Persons making arrangements for use of the Building are responsible for damage to the building, furniture, flooring and premises.
10. **NO FLORAL ARRANGEMENTS SHALL BE PLACED ON THE FURNITURE**
11. No items (columns, stands, screens) over five (5) feet tall in height shall be brought in.

12. No tables (rental or personal) shall be brought into the building without approval of the *Church Facilities Coordinator*.
13. Candles are not to be placed anywhere that would create a fire hazard. Drip less candles or permanent candles should be used in candelabra. Even though candles are labeled as “drip-less” are used, always place plastic drop or canvas cover under the area of possible candle drips. Candle wax ruins wood and tile, so please be careful.
14. NO Rice or birdseed or sparklers or candy may be thrown in the building. Birdseed may be thrown outside if you wish.
15. The City Ordinance for noise control must be kept in mind when music is played inside or outside the building.

Guidelines for Caterers for Christ Hall

The Caterer is responsible for ALL supplies, including garbage bags, coffee cups, china, glassware, silverware, plastic wrap, foil, etc.

All garbage must be bagged and carried to the dumpster at the back of the garage of the Parsonage.

At least a week prior to the event arrangements must be made through the church office for scheduling custodial assistance in setting up chairs, tables and other items in the building. The *Church Facilities Coordinator* will assist you in making these arrangements.

NO tables are allowed to be brought into the building without the approval of the *Church Facilities Coordinator*.

All set up equipment (screens, lattice work, etc.) shall be removed immediately after the function. The church is not responsible for anything left behind. NO items (columns, stands, screens) over five (5) feet in height are allowed.

Bring adequate containers to remove your dirty dishes, utensils, etc. **YOU ARE NOT ALLOWED TO USE THE DISHWASHER.**

NO ARRANGEMENTS ARE TO BE PLACED ON THE FURNITURE; NO ACCESSORIES ARE TO BE MOVED. Candles are not to be placed anywhere that would create a fire hazard. Drip less candles or permanent candles should be used in candelabra. Always place plastic drops cloths or canvas cover under the area of possible candle drips. Candle wax ruins furniture and flooring, so be careful.

Tacks, nails, screw, tape or other fasteners, which deface the building, may not be used to secure decorations. Nothing shall be hung from or attached to the ceiling. No picture or plaques can be moved nor can you place anything on the walls.

No tables are to be moved from the Second floor to Street Level.

Member Fee Schedule

All facilities fees are prepaid to St. John's Church. All other fees are made out to the individual and given to the Church Wedding Coordinator to distribute to those individuals. This includes **Church Wedding Coordinator**, wedding director (if you wish our wedding coordinator to direct also), organist (if you use our church organist), and pianist (if you use our church pianist).

SANCTUARY (includes dressing areas).....	\$150.00
FELLOWSHIP HALL.....	\$500.00
CHRIST HALL	\$500.00
ATRIUM.....	\$100.00
OLD FELLOWSHIP HALL.....	\$125.00
YOUTH CENTER.....(3 HOURS).....	\$125.00
ORGANIST.....	\$150.00
PIANIST.....	\$150.00
SOUND SYSTEM OPERATOR(UP TO 4 HOURS)	\$125.00
(\$60.00 FOR EACH ADDITIONAL HOUR)	
MINISTERIAL HONORARIUM.....	No fee expected

All checks should be made payable to the individuals performing services for the wedding (coordinator, sound operator, organist, pianist, etc.) The **Church Wedding Coordinator** will provide a list of the services and the fees. Payments should be given to her, and she will disburse them.

All charges should be paid no later than the day of rehearsal.

Non-Member Fee Schedule

All facilities fees are to be prepaid for St. John's Church use. All other fees are made out to the individual and given to the Church Wedding Coordinator to distribute to those individuals. This includes **Church Wedding Coordinator**, wedding director (if you wish our wedding coordinator to direct also), organist (if you use our church organist), pianist (if you use our church pianist), sound system operator, Sanctuary fees and Fellowship Hall fees.

SANCTUARY (includes dressing areas and custodian fee)	\$1,000.00
CHRIST HALL (includes kitchen and custodian fee)	\$1,000.00
ATRIUM	\$ 350.00
OLD FELLOWSHIP HALL (4 HOURS)	\$ 225.00
WEDDING COORDINATOR/DIRECTOR	\$ 200.00
ORGANIST	\$ 150.00
PIANIST	\$ 150.00
SOUND SYSTEM OPERATOR(UP TO 4 HOURS)	\$ 125.00
(\$60.00 FOR EACH ADDITIONAL HOUR)	
MINISTERIAL HONORARIUM	Couple's Discretion

All charges and rent for use of the church facilities and all other fees must be paid at **least three weeks prior to the wedding date.**

Wedding Information

Wedding date_____Time_____Rehearsal_____Time_____

Area(s) Desired (please circle) Sanctuary Fellowship Hall Ruehl Building

Bride Elect_____

Home Phone_____Work Phone_____

Address_____

Parents_____

Address_____

Groom Elect_____

Couple's address after the marriage_____

_____Phone_____

Guest Minister (optional)_____Church_____

Address_____Phone_____

Wedding Director_____Phone_____

Photographer_____Phone_____

Vocalist(s)_____Phone_____

Date and Time of Practice_____

Florist_____Phone_____

Carterer_____Phone_____

Disposition of Flowers__Leave in Church__Will remove immediately following wedding

We have read the wedding brochure and have advised everyone in the wedding party of these rules. We agree to abide by the rules and regulations as set forth.

Signature of Bride Elect or Groom Elect

Signature of Parent(s) of Bride or Groom Elect

Signature of Wedding Director

Wedding Data Sheet
Pre-Conference Information Sheet

Groom:

Name _____
Address _____
Occupation _____ Phone _____
Parents _____
Religious Affiliation _____

Bride:

Name _____
Address _____
Occupation _____ Phone _____
Parents _____
Religious Affiliation _____

Date of Conference _____ Time _____

Place of Wedding _____ Date _____ Time _____

Place of Rehearsal _____ Date _____ Time _____

Rehearsal Dinner _____ Date _____ Time _____
Location _____

The Wedding Director(s):

Name _____
Address _____
Phone _____

The Wedding Attendants:

Groom's:	Bride's:
Best Man _____	Maid of Honor _____
Ushers _____	Bridesmaids _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Ring Bearer _____	Flower Girl _____

Groom _____ **Bride** _____

Rings: Single _____ Double _____

Ceremony:

Traditional _____

Special (With Communion and/or other forms of Worship) _____

Minister Desired _____

Assisting Minister _____

Are you familiar with local policy concerning Visiting Minister? _____

Music:

Organ Desired Yes _____ No _____ Organist _____

Piano Desired Yes _____ No _____ Pianist _____

Soloist(s) Desired Yes _____ No _____ Soloist(s) _____

Music Selections Desired (if none are specified, this will be left to the discretion of the minister, director and musician(s).)

Title	Composer	Sung	Played Only
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Are you familiar with St. John's Evangelical Protestant Church Policies concerning fees, responsibilities and choices? Yes _____ No _____

Photographer:

Name _____

Address _____ Phone _____

Is Photographer familiar with St. John's Evangelical Protestant Church policies concerning photographic sessions? Yes _____ No _____

Couple Will Reside:

Permanent Address _____

Church Affiliation:

Couple's Planned Future Church Affiliation _____

Signature of Bride _____

Signature of Groom _____