

**WEDDING POLICIES**  
**GRACE UNITED METHODIST CHURCH**  
**ST. AUGUSTINE, FLORIDA**

Grace Church receives many more requests for weddings than can possibly be accommodated. Furnishing these “Wedding Policies,” and return of the information form, is not binding on the church regarding the reserving of church facilities for a ceremony. Only the pastor can make a commitment for the church as to a specific date on the church calendar. It is best to consult with the church coordinator and the church calendar before committing yourself to “one particular” date. About six months prior notice would facilitate the experience, but it is never “too early” to clear with the church’s calendar. Other restrictions than these outlined below may apply.

Since the church is located in the historic district, parking near the church is in great demand, and the expense involved makes such provision by the church costly. Parking is a significant factor you will need to plan for should you consider Grace Church, particularly if you plan a ceremony for a weekend. If a Saturday wedding is planned, the church can only provide 16 spaces for bridal party/family. Be aware that streets (particularly Carrera) in St. Augustine are subject to “flooding” during and after rain storms. If your wedding is scheduled during the months of June 1st through November 1st (hurricane season) our church staff reserves the right to cancel your ceremony, if need be.

Grace Church is a National Historic Building and as such significant limitations are placed on what may be done in the way of decorating for a wedding. Furniture in the sanctuary may not be moved or rearranged. Altar ware is not to be removed or obscured. If the church is decorated for seasonal services (Christmas, Easter, etc.), these must not be removed or rearranged. Elastic bands or plastic clips may be used to hold flowers or bows on pews, but no tacks, cellophane tape, masking tape, florist putty, or hot glue are to be used to attach anything to pews or sanctuary furniture. No floral arrangements may be placed in front of the cross or on musical instruments.

**Prohibited uses include alcohol.** No alcoholic beverages may be brought on church premises. A minister or church coordinator may elect not to perform a rehearsal or ceremony at which members of the wedding party are inebriated or under the influence of drugs. No smoking is permitted in church buildings. Throwing of rice, confetti, bird seed, etc. is not permitted on church property, or in front of the sanctuary (save it for when the wedding party leaves the reception). Aisle runners are unnecessary and prohibited.

If an organist is required, the church’s must be used. If unavailable, arrangements for a substitute must be made in consultation with the organist and/or pastor. The church has no equipment for playing tapes, CDs or DVDs. Music must be selected with sensitivity to where the ceremony is being performed, and the director of music/organist must approve selections in advance of the rehearsal. Copies of music that are “special requests” not in the church’s music library must be provided by the couple. A fee will be charged for the services of the organist, and may vary depending on whether there is a rehearsal or extra time needed to rehearse with soloists. A piano is also available in the sanctuary, and other instrumentalists may be used as the bride and groom desire. The church’s custodian must be involved with every wedding regardless of size, and a fee will be charged for his services. It is the custodian’s responsibility to clean and prepare the sanctuary for use Sunday morning. All floral arrangements, candles, etc., will be disposed of by the custodian immediately following the service unless prior arrangements are made by the couple and/or florist.

If a bridal consultant/wedding coordinator is employed by the couple, a copy of these policies must be furnished the consultant by the bride and groom. The consultant must understand that the pastor is “in charge” of the ceremony and that church policies take precedence over personal preferences of the

coordinator. Both wedding and rehearsal shall begin at the designated time agreed on with the pastor. All persons who are to participate in the ceremony should be present at the rehearsal, which should be attended only by those who are actually participating in the ceremony. No flash photography is permitted during the service (after the processional and before the recessional). All other pictures may be taken before or immediately after the service.

Please Note: Your time at Grace Church will include two hours before your ceremony, the time it takes for the actual ceremony, and up to one hour after the ceremony. **Any extra time needed must be approved by the church's staff, and an extra fee will be charged.** Video and audio recording is permissible as long as the camera is operated from a tripod without auxiliary lighting. Names and phone numbers of photographer, videographer, and florist are helpful for the church to have on file for your wedding day. Florist deliveries will have to be coordinated with staff through the office administrator. Limited but adequate space will be available for dressing rooms.

A wedding ceremony is a service of worship, and the pastor is responsible for the experience. Florida Statute 741.07 provides "all judicial officers, clerks of the courts and notaries public of the State of Florida may solemnize the right of marital contract." By requesting your ceremony be performed in a church, you are acknowledging that you prefer a minister officiate, and that your ceremony be a Christian service. Should the pastor of Grace Church not be officiating, the minister must be an ordained clergy person. All other pastors participate at the invitation of Grace's pastor. The ritual for the service will be "traditional;" variations are permitted with the clergy's consent. No weddings may be scheduled during certain seasons (Palm Sun. to Easter, Thanksgiving weekend, or between Dec.1st. - Jan. 2nd.).

Fees are charged so that the church may recoup the cost of hosting your wedding. At no time are church facilities "rented out," nor do we relinquish our responsibilities to persons other than church staff.

**A deposit of the facility fee of \$300.00 is expected at the time the wedding is placed on the church calendar. The balance of fees is due 30 days prior to the date of the wedding.**

The wedding license should be delivered to the minister at the time of the rehearsal, or the day before the wedding if no rehearsal.

Grace United Methodist Church  
8 Carrera St., St. Augustine, FL 32084  
904-829-8272 Fax 904-829-8201.  
e-mail: office@gracestaugustine.org  
website: gracestaugustine.org.

WEDDING CEREMONY:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Minister: \_\_\_\_\_

Please fill out and return to the church office.  
Return of form does not reserve a date.  
The church cannot reserve a date until  
after receipt of deposit and this information.

REHEARSAL:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Groom's Full Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Address \_\_\_\_\_  
Phone(s): Work \_\_\_\_\_ Home \_\_\_\_\_ Other \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Parent's Names: \_\_\_\_\_  
Parent's Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

Bride's Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Address \_\_\_\_\_  
Phone(s): Work \_\_\_\_\_ Home \_\_\_\_\_ Other \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Parent's Names: \_\_\_\_\_  
Address \_\_\_\_\_ Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

Couple's Address After Wedding: \_\_\_\_\_

Previous Marriages: (if "none," skip this part)

Groom: Date Last Marriage Ended \_\_\_\_\_; Divorce \_\_\_\_, Death \_\_ (check one)  
Number of previous marriages \_\_\_\_\_. Number of children \_\_\_\_\_.

Bride: Date Last Marriage Ended \_\_\_\_\_; Divorce \_\_\_\_, Death \_\_ (check one)  
Number of previous marriages \_\_\_\_\_. Number of children \_\_\_\_\_.

Name & address where church membership held: \_\_\_\_\_

Why did you select Grace Church for your wedding? \_\_\_\_\_

Number of expected guests \_\_\_\_\_.

Where will your reception be held? \_\_\_\_\_

How many rings will be exchanged? \_\_\_\_\_. Number of attendants in wedding party: \_\_\_\_\_. Groom \_\_\_\_, Bride \_\_\_\_\_,

Ring bearers \_\_\_\_\_, Flower girls \_\_\_\_\_.

Who will give the bride in marriage (optional)? \_\_\_\_\_.

Flowers: own florist/our florist (circle one).

Unity Candle: yes/no (circle one).

Candelabra: yes/no (circle one).

"We have read, and will abide by the church's "Wedding Policies" .....

Groom's Signature \_\_\_\_\_  
Date \_\_\_\_\_

Bride's Signature \_\_\_\_\_