



**ST. PAUL PRESBYTERIAN CHURCH**  
**WEDDING MINISTRY**  
**POLICIES, PROCEDURES AND CONTRACT**

Congratulations on your engagement and upcoming wedding! Thank you for thinking of St. Paul Presbyterian Church as part of your plans.

Your wedding is the Christian celebration of your love and commitment to each other and to God. At St. Paul Presbyterian Church, we want to minister to you, through your wedding service. This sacred ceremony, in which you enter into a covenant with God and one another, creates the foundation for your marriage. By choosing to use a representative of God, and God's Church, you are inviting God's presence into your wedding and purposely asking for God's blessing upon the marriage.

Most weddings at St. Paul Presbyterian Church are held in the Sanctuary. Our facility seats approximately 175 guests with 14 pews on each side of the sanctuary on the main level. With beautiful stained glass, long center aisle and extended wooden ceiling, the Sanctuary provides the perfect backdrop for your wedding ceremony. In addition, St. Paul has beautiful out- door features that include a water feature, garden and pergola.

**Church Contact Information**

Address	6426 Merle Hay Road Johnston, IA 50131
Website	<a href="http://www.stpaul-johnston.com">www.stpaul-johnston.com</a>
Facebook	<a href="https://facebook.com/stpaul.presbyterian">facebook.com/stpaul.presbyterian</a>
Email	<a href="mailto:office.stpaulpres@gmail.com">office.stpaulpres@gmail.com</a>
Phone	515-276-2818
Rev. Bill O'Connell	<a href="mailto:Pastor.stpaulpres@gmail.com">Pastor.stpaulpres@gmail.com</a> 515-257-3024 (Cell)

**Requirements for Marriage at St. Paul Presbyterian Church**

- Worship attendance is required of non-members to enable an understanding of our denomination and our church (at least three times, unless prohibited by extraordinary circumstances).
- Completion of 3-4 pre-marital appointments with the pastor.
- In person meeting with the wedding coordinator.
- Presentation of properly executed marriage license at or before the rehearsal.
- A waiting period of at least six months following a divorce or death of a spouse shall be observed to allow for healing following the end of a previous marriage.
- The church building and grounds are alcohol, drug and smoke free. If alcohol or

drugs are present on the premises, the pastor reserves the authority to cancel the service.

### **Scheduling the Wedding**

Please contact the church as soon as possible to discuss the date for your wedding. The wedding may be scheduled 12 months in advance. The wedding date will be confirmed after the non-refundable scheduling fee has been received and the church calendar has been confirmed to be clear.

The building will be available for use:

- 3 hours prior to scheduled start time of the wedding.
- 1.5 hours following the scheduled start time of the wedding with no reception
- 5 hours following the scheduled start time of the wedding with a reception

All cleaning and removal of decoration must be completed within these time guidelines.

### **The Venues**

Most weddings at St. Paul Presbyterian Church are held in the Sanctuary. Our pastor also performs weddings off site.

Fellowship Hall & the Family Activity Center (gymnasium) are located west of the Sanctuary and are available for a reception according to the guidelines listed in the Reception section.

### **The Pastor**

The Pastor at St. Paul Presbyterian Church will officiate at weddings at the church. Guest clergy may assist in the ceremony after consultation with and approval from the pastor at St. Paul Presbyterian Church. The pastor expects to spend 3-4 pre-marital appointments with the couple to plan a wedding service appropriate for their needs and offer guidance about communication, conflict resolution, family history, personality traits, and living a life of faith, among others.

In the case that a non-member wishing to have an outside pastor officiate the ceremony, couples with at least one member active in the worship life of another Presbyterian Church (USA) and who are receiving pre-marital counseling from a pastor of that congregation are allowed to hold their wedding ceremony at St. Paul Presbyterian Church with their pastor officiating the ceremony. Any such services will be approved only after confirmation with the couples' home church pastor and approval of St. Paul Presbyterian's Session.

### **Wedding Coordinator**

Our Wedding Coordinator represents the church by coordinating the many details of the wedding and rehearsal at the church. The couple will meet with the Wedding

Coordinator prior to the wedding. Responsibilities of the Wedding Coordinator include:

- Ensuring the wedding venue is ready for the rehearsal and wedding
- Unlocking doors as needed
- Coordinating audio setup
- Arranging guest book podium and gift table
- Assisting the pastor with the rehearsal
- Orchestrating processional and recessional
- Monitoring time schedules related to the ceremony
- Inspecting the church for cleanliness before and after the wedding
- Overseeing any other facilitation needs within the church
- A Wedding Coordinator is not required for off-site weddings.

A Wedding Coordinator is assigned after the wedding date has been confirmed and placed on the church's calendar. The Wedding Coordinator will be at the church during the designated times listed in the Scheduling Your Wedding section.

### **The Dressing Rooms**

We recommend that the bride and her party dress at the church in the "North" room located north of Fellowship Hall. The groom's party may dress in the "High School" room located south of Fellowship Hall. It is the responsibility of the bride and groom to arrange for the care of the property of the wedding party before, during and after the wedding, as well as the removal of such items immediately following the service. The church will not be responsible for any articles belonging to any person in the bridal party, any guest at the wedding or any vendor serving the wedding.

### **Marriage License**

The pastor can only perform weddings in full accordance with the laws. Please do not overlook the necessity for careful compliance. The wedding cannot take place without a marriage license. The license is to be given to the pastor at the rehearsal.

### **Wedding Music**

The wedding is a service of worship. All music played or sung during the wedding should express a spiritual message appropriate to the occasion. The selection of all music is accomplished through consultation with the pastor and/or the Organist, who will provide final approval of all wedding music. The use of pre-recorded music is permitted. Recommendations for soloists and other instrumentalists are available upon request.

### **Wedding party**

It is important the exact times indicated for the rehearsal and for the wedding are observed. Care should be taken to have all members of the wedding party in their places at the times indicated.

We recommend the ring bearer and flower girls be four years of age or older. Younger children often panic and do not have a positive experience.

All members of the wedding party and friends should be reminded that the church and the church grounds are alcohol, drug and smoke free. If alcohol or drugs are present on the premises, the pastor reserves the authority to cancel the service.

### **Photographers/Videographers**

St. Paul Presbyterian Church encourages the couple to employ a professional photographer for the wedding. In order to preserve the sanctity and reverence of the Service of Christian Marriage, the following guidelines have been established for photographers and videographers.

- Photographs with flash may be taken before the service begins and after the service has ended. For clarification: the service officially begins when the bride and groom are in position before the pastor and ends when the couple exits. Thus, these photos may be taken with a flash:
  - Entry of: Groom, Best Man, Groomsmen
  - Entry of: Mothers, Bridesmaids, Ring Bearer, Flower Girl, and Bride and Father
  - Exit of the Wedding party
- Photographers and videographers are always to be as unnoticeable as possible. We suggest wearing neutral tones; many who work with us wear all black. At no time is a photographer or videographer to be moving and shooting in a way visible to the congregation while the service is in progress.
- Video recording of the service may use available light only.
- All pre-wedding photography will be completed ½ hour before the service so the space may be prepared for guests.
- Family members and friends are asked not to take flash photographs during the service.

### **Sound & Projection Systems**

St Paul requires one of our trained sound technicians to be present at the rehearsal and service if the wedding will require amplification for soloists, instrumentalists, accompaniment tracks, or speakers besides the pastor. The technician's services also include a cd or digital audio file of the wedding. If the pastor will be the only person requiring amplification in the service a sound technician may not be necessary. We also have a large screen up front with projection capabilities if you desire.

### **Flowers and Decoration**

Any flowers in the sanctuary are to be provided by the wedding party. The flower girl may only scatter silk flower petals. The florist may not arrive earlier than the designated times listed in the Scheduling Your Wedding section.

Decorations of any kind may not be attached to the pews or any other furniture by gluing, nailing, pinning or in any way that may cause damage. The bride and florist should consult with the Wedding Coordinator about the way decorations may be placed on the ends of the pews or in other locations. Decorations should not obstruct the altar. Seasonal or other decorations belonging to the church may be moved.

The Sanctuary will normally be available, as scheduled, for decorating the day before the wedding. The Sanctuary will be unavailable until after the completion of any funeral services that may occur the day before the wedding. All decorations, flowers, candles, etc. must be removed from the building immediately following the service, unless approved by the Wedding Coordinator.

### **Candles**

St. Paul Presbyterian Church has two brass standing candelabras, which may be used and decorated, if desired. The church will also provide candle lighting torches. If the couples chooses to rent candelabras other than those offered, the candles must be placed inside a hurricane glass. Aisle candles are permitted in hurricane lamps only.

If the bride and groom desire a unity candle, it will be their responsibility to provide the pillar candle, candle sticks and two side tapers. If the bride and groom choose to have a sand or rope tying ceremony, they will need to supply all elements also.

### **Reception**

Fellowship Hall & the Family Activity Center (gymnasium) are available for a reception. All set-up and cleaning before and after the reception is the responsibility of the wedding party. There will be a cleaning deposit of \$250 that will be returned after successful inspection of the facility.

Fellowship Hall and the Family Activity Center will be available, as needed, for decoration during the church's normal business hours the day before the wedding. Fellowship Hall will be unavailable until after the completion of any funeral services that may occur the day before the wedding. All decorations and cleanup must be completed and the building clear by the designated times listed in the Scheduling Your Wedding section.

### **Rehearsal**

Rehearsals usually occur the evening prior to the wedding as scheduled with the pastor. All of the wedding party, including parents and grandparents who will be ushered in, should plan on being in attendance if at all possible. Fellowship Hall and the attached kitchen are available for the rehearsal dinner.

## Wedding Bulletin

St Paul is happy to provide at no cost a black and white bulletin on white paper listing the order of the service and service participants. If you wish to copy the bulletin onto more elegant paper, you will need to provide that 4 days prior to the service. Color copies may be run at our cost of \$.05/copy.

## Restrictions

Confetti, rice and birdseed are not to be distributed and /or thrown inside or outside the church. Only bubbles used outside the church may be used for this tradition.

The church and the church grounds are alcohol, drug and smoke free. If alcohol or drugs are present on the premises, the pastor reserves the authority to cancel the service or end the reception immediately.

## Financial Responsibilities and Fees

A \$50 non-refundable scheduling fee is required for all on-campus weddings at the time the wedding date is confirmed with the pastor. The church will mail you an itemized invoice one month prior to the service. The balance of financial responsibilities are due to the church office two weeks before the wedding day. Please make all payments in the form of a check payable to "St. Paul Presbyterian Church" with the name of the couple in the memo line. Credit card payments are also accepted, but we ask that you also pay our 2.75% processing fee.

## Required Fees for a Wedding in the Sanctuary

	Members	Non-Members
Use of the Sanctuary and/or church gardens	\$0	\$300
Pastor (suggested stipend amount)	\$200	\$200
Wedding Coordinator	\$100	\$100
Clean Deposit (refundable)	\$250	\$250
Non -refundable Scheduling Fee	\$0	\$50

## Optional Fees for a Wedding in the Sanctuary

	Members	Non-Members
Organist or Pianist – Wedding and 1 rehearsal	\$150	\$150
Organist/Pianist and each soloist accompanied	\$25	\$25
Sound Technician & CD/mp4 of Wedding (Present at rehearsal & wedding)	\$150	\$150
Video & Projection	\$50	\$50
Use of Fellowship Hall or Family Activity Center for reception or rehearsal dinners	\$50	\$50/hour

# WEDDING APPLICATION

St Paul Presbyterian Church  
6426 Merle Hay Road  
Johnston, IA 50131  
office.stpaulpres@gmail.com

*Please fill out this form and return it to the church after you have read and agree to the Wedding Policies. Feel free to leave blank any information you do not yet know or wish to discuss with the pastor.*

Bride Name: \_\_\_\_\_ Groom Name: \_\_\_\_\_

## DATES

Date Desired \_\_\_\_\_ Time \_\_\_\_\_

2nd Choice \_\_\_\_\_ Time \_\_\_\_\_

Rehearsal date & time: \_\_\_\_\_

## GENERAL WEDDING INFORMATION

Would you like another clergy person at the wedding? \_\_\_\_\_

If yes, list his/her name, phone, and denominational affiliation: \_\_\_\_\_

Number of Bridesmaids \_\_\_\_\_ Number of Groomsmen \_\_\_\_\_

Number of Ushers \_\_\_\_\_ How many do you expect to attend? \_\_\_\_\_

Will the wedding be videotaped? By whom? \_\_\_\_\_

Photographer: \_\_\_\_\_

Photos taken before or after the service? \_\_\_\_\_

## DECORATIONS AND MUSIC

Flowers: How many arrangements and provided by whom: \_\_\_\_\_

Unity Ceremony? Candle? Sand? Rope? \_\_\_\_\_

Do you have any specific musical requests? \_\_\_\_\_

List any other special requests or concerns you have for the wedding ceremony itself:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OPTIONAL CHURCH SERVICES

Organist: Do you want one and will it be the church's organist? \_\_\_\_\_  
Do you want references for soloists? \_\_\_\_\_  
Church Print Bulletin? \_\_\_\_ Color or b/w print? \_\_\_\_\_ Special Paper? \_\_\_\_ # \_\_\_\_\_  
Will the Wedding Reception be at the Church? \_\_\_\_\_  
Rehearsal dinner at church? \_\_\_\_\_ Date and time: \_\_\_\_\_  
Sound Technician Needed? \_\_\_\_\_ Video Projection? \_\_\_\_\_

INFORMATION ABOUT THE BRIDE

Age: \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Bride's Marital Status? Never Married Divorced Widowed (circle)  
Member of a Church? Yes No (circle)  
If yes, which church? \_\_\_\_\_  
If no, describe your religious background: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

INFORMATION ABOUT THE GROOM

Age: \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Groom's Marital Status? Never Married Divorced Widowed (circle)  
Member of a Church? Yes No (circle)  
If yes, which church? \_\_\_\_\_  
If no, describe your religious background: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ADDRESS AFTER THE WEDDING

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_



***ALL RESPONSES IN THIS SECTION ARE CONFIDENTIAL.  
ONLY THE PASTOR WILL VIEW THEM.***

Personal Information

Why do you want to be married in a Christian service (as opposed to a justice of the peace)? \_\_\_\_\_  
\_\_\_\_\_

Why have you chosen this church for the wedding? \_\_\_\_\_  
\_\_\_\_\_

How long have you known each other? \_\_\_\_\_

How long have you dated? \_\_\_\_\_ Been engaged? \_\_\_\_\_

Have you been living together? How long? \_\_\_\_\_

Do you have any children? Names and ages (from this relationship or previous?):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why do you feel you are now ready for marriage? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What issues/topics/concerns would you like to discuss in pre-marital counseling?

1) \_\_\_\_\_  
\_\_\_\_\_

2) \_\_\_\_\_  
\_\_\_\_\_

3) \_\_\_\_\_  
\_\_\_\_\_

Any other concerns/issues? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_