



St. John

United Church of Christ

Wedding Guidelines and Information

We are delighted that you are interested in having St. John be a part of your joyous occasion. St. John views marriage as a sacred covenant relationship between a man and a woman. To be married within the church by one of its ministers, you acknowledge the importance of the vows each party is making. A couple should seriously contemplate the marriage commitment before entering into it.

Since we see weddings as a part of our ministry to our congregation, it is not our policy to “rent out” our facilities for weddings performed by clergy not affiliated with our congregation. Some exceptions may be made, for example, if our pastor is not available for a specified date. It is the policy of St. John to give priority to its members who are scheduling weddings. To schedule a wedding, you must be a member of St. John Church. Exceptions to the membership requirement are solely at the discretion of the ministers.

The following steps need to be taken to begin:

First—Contact the church office at 636.946.0961 to see if the church is available on the date you desire.

Second—If your chosen date is available, the church office will mail you a wedding packet. This packet will contain the wedding guidelines and information and an application. Your wedding date will NOT be guaranteed until the **completed application** is returned to the church office. During the second week of December through the second week of January, there will be Christmas decorations in the sanctuary, they will not be removed for any weddings.

Third—After you have returned your completed application, a letter will be sent confirming your date, what minister will be performing the wedding and who your wedding coordinator will be. You will then contact your minister, at least two months prior to the wedding date, to meet with them for pre-marital counseling.

If you have any other questions, please feel free to contact us at friends@stjohnucc.org or call 636.946.0961.



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Introduction

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Wedding Coordinator

A St. John wedding coordinator is required for ALL weddings. The wedding coordinators are experienced and will be invaluable to you in planning your wedding ceremony. The wedding coordinator is here to assist you with the details of your rehearsal and wedding ceremony. After returning your completed application you will receive a letter within four to eight weeks, informing you of the wedding coordinator’s name and phone number.

Sanctuary

- Seating capacity for the sanctuary is approximately 400.
- No food or drink are permitted in the sanctuary.
- There are 23 pews on each side of the sanctuary.
- The center aisle is 72 feet long.
- The following equipment will be available for rental (**you must let your wedding coordinator know if you will be using any candles four weeks prior to the wedding**):
 - Two candelabras—which are available for \$7 each.
 - Aisle candles (total of 12-six for each side of sanctuary)—which are available for \$7.50 each.
 - There is a unity candle available for free if desired.

Lounge

- The lounge is available for the bride and bridesmaids. This area must be cleaned and all belongings removed immediately after the wedding. It is the responsibility of the wedding party to make sure their valuables are appropriately secured. The church is not responsible for any items lost by the wedding party on the premises.
- The lounge can also be available for small weddings no more than 25 people.



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Decorating

- The church is available the day before the wedding depending on the church calendar. The wedding party should contact the wedding coordinator to set up a time to decorate the sanctuary and for all floral deliveries. Decorations must be completed one hour before the ceremony.
- Do not use tacks, pins, nails or glue to fasten any decoration to the furniture or building.
- No fresh flower petals can be thrown inside the church .
- No rice or bird seed can be thrown.
- Bubbles can only be used outside and not in the narthex or sanctuary.
- The florist/wedding party will remove all decorations no later than 30 minutes after pictures are taken or after the ceremony.
- The wedding party will be responsible for any damage done to the building or its furnishings.
- The church property must be left in the condition in which it was found.
- If there is major set-up or clean-up involved, those in charge should arrange to bring extra help.

Florist

- The florist must finish decorating the sanctuary one hour before the ceremony is due to begin.
- If flowers will be left for the church service the following day, please contact the church office with that information.

Photography

- There are to be no flash photographs taken during the actual ceremony. This means from the time the minister begins speaking until he/she stops. No one should be walking around the sanctuary taking pictures or moving about with any video equipment. If needed the parts of the service wanted will be re-enacted.
- No one and no equipment should be behind the railing in the front of the church. All pictures and video will be taken from the sanctuary and/or balcony.
- The wedding party is allowed in the church one and a half hours before the wedding. Following the receiving line, **you will be allotted 45 minutes for pictures.** If more time is needed, the photographer will be responsible for an additional fee.



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Music

The selection of appropriate music is an important part of the wedding ceremony. St. John reserves the right to refuse the use of any music that is not considered in good taste. A list of vocalists is available from the church office.

- If the wedding party plans on using a different means of music, such as a CD, or is planning on using instruments that need to be piped through the sound system of the church, please inform your wedding coordinator of that need.
- No other persons are authorized to use, change or handle any sound equipment of St. John except a sound technician.
- The organist, if available, will participate at all church weddings. If the organist is not available, the fees will not apply and the wedding party will be responsible for providing and pay a substitute organist.
- Musical ensembles (i.e. stringed quartets, etc.) are welcomed in place of the organist.

Wedding Receptions

If you would like to use our facilities for a wedding reception, please see our building use policy. Here is some brief information about our fellowship halls. Receptions will be no later than 7 p.m. If you choose to have your reception at St. John, you must separately contact the church office to arrange this.

New Fellowship Hall

- Seats approximately 300 people.

Old Fellowship Hall

- Seats approximately 100 people.

Marriage License

The Recorder of Deeds in each county sells marriage licenses which vary in cost depending on the age. If either and/or your prospective spouse are under 18 years old, consent is required from one parent. The license is good for only 30 days after the date of issuance. The license may be picked up no sooner than three days after the day it is applied for.

Wedding Programs

The church office is available to print your wedding programs. If you would like to look at samples, please contact Amy Nunn at 636.946.0961 or e-mail her at anunn@stjonucc.org. The cost of the programs vary. If you plan on using the church office for your wedding program needs, please know that the office will need to order programs about three to four weeks before your wedding.



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Wedding Fees

	Member	Non-Member
Deposit (deducted from final cost)	\$250	\$400
Sanctuary	no charge	\$200
Lounge (for small weddings)	no charge	\$75
Minister	no charge	\$200
Organist (one rehearsal)	\$100	\$150
Wedding Coordinator	\$150	\$150
Sound Technician (no rehearsal)	\$50	\$50
Sound Technician (one rehearsal)	\$75	\$75

**Deposit must be given when returning your wedding application, your date will not be put on the calendar until the application and deposit are returned to the church office.

***License and remaining fees must be turned in two weeks prior to the wedding date.