



*Wedding &
Renewal of Vows
Handbook*

*St. Paul
United Methodist Church*

Welcome

We believe the wedding ceremony to be one of the most sacred rites of the church. It is a religious ceremony of worship in which a man and a woman invoke the blessings of God in holy matrimony. It is the desire of the pastor, as well as the church family, to make your wedding ceremony a beautiful and meaningful experience. To that end, we extend to each wedding party every possible courtesy and consideration.

Please read through the contents of this handbook. If you are comfortable with what you have read and understand the contents, please call the assistant to inquire about dates and set up the first session to meet with our pastor.

In order to establish a consistent and regular practice, and maintain the integrity of the spiritual experience of the wedding ceremony, the following is the policy and custom of St. Paul United Methodist Church.

Officiator

All weddings performed on church property are at the sole discretion of the appointed clergy of St. Paul UMC. All weddings performed on the property must be officiated by St. Paul UMC clergy. The pastor requires a minimum of three counseling sessions with the couple, for weddings, and reserves the right to require additional sessions if he/she deems it necessary.

The pastor requires only one planning session with the couple, for renewal of vows, but if the couple would like to have counseling sessions, they will need to notify the Pastor's Assistant for additional arrangements to be made.

Please do not bring children to the sessions. Couples require uninterrupted opportunities for honest and sometimes intimate communication.

For weddings, the pastor reserves the right, at any time, (including after the three counseling sessions) to refuse to perform the ceremony if he/she is not comfortable with the couple's preparedness and compatibility.

Whereas all efforts are made to support the couple, the pastor may not attend rehearsal dinners or receptions due to other commitments and responsibilities.

Schedule of Fees for Weddings & Renewal of Vows

The following St. Paul personnel are required to be present at all weddings and renewal of vows ceremonies, officiated at St. Paul UMC: Pastor, wedding coordinator, audio technician (if needed), accompanist and custodian. The Pastor and the Wedding Coordinator will lead the services held at the church.

Payment of Fees:

A \$100.00 non-refundable deposit is requested to reserve the sanctuary or chapel, and is due at the time the wedding or renewal date is approved by the church office. All additional fees (minus the \$100.00 deposit) must be

collected at least three weeks before the scheduled ceremony date. Please arrange to have a check made payable to St. Paul UMC. Please note on the memo line the date of the wedding and bride and groom's last names. The check should be delivered to the church address on the back of this booklet to the attention of Laurel Fortuna, Senior Director of Worship Arts.

We ask that the wedding coordinator receive the marriage license at least five days prior to the wedding. The officiating pastor cannot conduct the service without the marriage license in hand on wedding day.

Weddings

A \$900 flat fee for *members* will be charged. Non-members flat fee is \$1500. Additional musicians are available per diem and may be provided by the church.

The Fellowship Hall or Mariposa Café may be available for use as a reception area following the wedding service for an additional fee. Please see assistant for additional information on reception prices. Coordination with our church office and an approved Caterer is required.

Arrangements for the church facilities should be made at least four months prior to the date of the wedding through the church office. This will ensure that neither the rehearsal nor the wedding will conflict with scheduled activities of the church, as well as leave plenty of time for counseling appointments with our pastor.

Music

St. Paul UMC uses its own accompanist/pianist for weddings and renewal services. Immediately following the second counseling session with the pastor the couple will have an opportunity to again meet with the wedding coordinator. We encourage couples to have their musical selections ready to share at that meeting. Use of the piano or keyboard is not permitted by anyone other than the church accompanist, unless permission is given by the Board of Trustees and/or wedding coordinator.

Facilities

The seating capacity of the sanctuary is 850 people, the chapel is 50 people, and the LuAnne Willey Fellowship Hall is 600 people. The Board of Trustees reserves the right to approve or deny specific requests made regarding the use of St. Paul UMC's facilities.

General cleanup after the event is the responsibility of the wedding party. This includes removing all of the belongings, leaving the restrooms clean after use and making sure church facilities used are left as they were found. Any personal belongings left will be disposed of at the discretion of the Board of Trustees, if not picked up within the week following the wedding. Additionally, any excessive damage to church property will be charged to responsible parties.


Please be aware that tobacco, alcohol and drugs ARE NOT allowed on church property and no food or drinks are allowed in the sanctuary. Intoxication at counseling sessions, rehearsal or ceremony will not be tolerated and will result in refusal by the pastor to perform the wedding or renewal of vows. Rice may not be thrown due to safety and environmental concerns. However, outside use of bird seed or bubbles are acceptable and safe alternatives.

Decorations

Since the church sanctuary and chapel are already furnished as a place of worship, it should not be elaborately decorated. Please be certain the decorations used will not damage floors, carpet, walls or furniture. No tacks, nails, screws or any other like objects shall be driven into the walls, floor or furnishings. Equal respect should be exercised to preserve the LuAnne Willey Fellowship Hall. All decorations and flowers must be removed immediately after the wedding. A plan for decorations shall be submitted to the St. Paul UMC wedding coordinator for approval preferably during your second meeting, or at least three weeks prior to wedding day.

Photographer

In order to preserve the sanctity of the worship atmosphere for the wedding or renewal ceremonies, photographers, both professional and amateur, will not interfere with the progression of the service. Flash photos may also be taken after the service at the wedding party's discretion.



Video cameras are allowed and locations for them will be provided. We recommend your photographer visit the church in advance of the wedding, or attend the rehearsal, in order to familiarize him/herself with the facilities and, if necessary, to speak to the wedding coordinator or officiating pastor about special arrangements. Please check with the wedding coordinator for more details.

The Rehearsal


The wedding or renewal of vows rehearsal, at the direction of the pastor, will be the day before the event unless other arrangements are made with the pastor. The church supplied wedding coordinator will work with the pastor in directing the rehearsal and the ceremony. All members of the wedding or renewal party shall be present at the rehearsal to ensure a seamless and smooth event.

Renewal of Vows

Cost would be determined by size of event and additional variable factors. Please contact the church office for an estimate of related costs based upon requests.

The Fellowship Hall or Mariposa Café may be available for use as a reception area following the wedding service for an additional fee. Coordination with the church office and an approved caterer is required.

For renewal of vow ceremonies the pastor will meet with the couple for one counseling session prior to the ceremony. If three counseling sessions are desired by the couple, before the renewal of vows (as is done for weddings), please communicate this to the pastor and the final estimate will be adjusted accordingly.



It is our desire that your wedding be a day of joy and celebration, while at the same time reverencing God and His blessing over the union. Should you have any questions, please feel free to call the church office or email the onsite wedding coordinator.



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