

WEDDING POLICY



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WEDDING POLICY GUIDELINES

We hope that your wedding day will be a joyous time for you.

May God bless you in your new life together as one.

Introduction

Your wedding ceremony should be beautiful and sacred. A Christian marriage is a covenant (agreement) between two persons who are in covenant with God. The covenant, which God has made with his people, is His promise to be their God and the privilege of people to be His children. This covenant offers privileges and responsibilities. As Christians, we believe the gifts of God are available to us. The plans for creating your wedding are to be centered in Christ, who is in the love of God has given to you. The wedding policy is provided by St. John AME Church to help you plan your wedding and bring meaning to the covenant to be made between two persons, and in turn, with God.

The Marriage Service

A wedding ceremony of the AME church will be used as provided in the AME Book of Discipline, Church Hymnal, and the Book of Worship. If the couple to be married is of another denomination, service should be based on a Christian ceremony. ***No wedding ceremonies can take place on the Saturday before the 1st Sunday.***

Conference with the Minister

At least three (3) conferences with the minister are required. They include one with the bride, one with the groom, and one with both the bride and groom. These conferences should take place at least one month before the wedding. The meaning of marriage and details of the ceremony will be discussed. Any adjustments to the wedding ceremony will be made known at the last session.

Conference with the Organist

This service is available to you if you desire. The bride should communicate directly with the organist and make any payment arrangements directly to him/her. The music for your wedding, like the ceremony itself, should reflect the love of God. The Wedding Ministry Committee must approve selections of music. A list of music may be supplied at your request. St. John's organist is expected to play for all weddings in the church, if possible. However, if another organist is desired, the organist must meet with the Pastor and/or Wedding Ministry Committee concerning the music desired by the bride and groom.

The Rehearsal

A rehearsal is necessary for all weddings. Arrangements should be made with the minister at the time of the conference with him. It is suggested that the marriage license be given to the minister at the rehearsal. It is necessary that all participants in the wedding be present at the rehearsal. It is imperative that all participants arrive on time. The time allowed for the wedding rehearsal is 6:00 p.m. – 7:30 p.m. Time allowed for the rehearsal dinner is 7:30 p.m. – 9:30 p.m. Please be advised for each additional thirty minutes there will be a \$25.00 charge.

Fees and Remunerations

The wedding service contract will be given to the bride and groom at the conference with the minister. You will then meet with the Wedding Ministry Committee to discuss the contract in detail.

Wedding Consultant

The Church has a wedding consultant who is available to help coordinate your wedding if you desire this service. If any “outside” consultant is used, he/she must confer with the minister and the church consultant prior to the rehearsal. Under all circumstances, the minister is in charge of the wedding.

Policy for Use of an “Outside” Minister

If the bride desires the participant of an “outside” minister in the ceremony, she must confer with and have the approval of the minister of St. John AME Church. The “outside” minister will then receive a verbal or written consent from the minister of St. John AME Church.

Use of the Church by Non-members

The non-member desiring the use of St. John AME Church must confer with the minister. If the church calendar is clear, the minister may use his discretion regarding this.

Kitchen Personnel

The kitchen personnel will be available to answer any questions pertaining to the kitchen facilities. It is the responsibility of the bride and groom to assign someone to clean the kitchen and tables in the Fellowship Hall after the rehearsal dinner and wedding reception.

Wedding Directress/Wedding Decorator

This service is available to you if you desire. Any services desired and any payments should be made directly to her.

Deposit

\$300 is due at the time of signing of the contract. The balance is due one week before the wedding. The \$300 is also due for the rental of the Fellowship Hall (if used for the Rehearsal Dinner) before the wedding. This check is made payable to St. John AME Church and should be given to the church secretary.

Use of the Sanctuary

- The pulpit must be left as is.
- The altar must not be altered and nothing is to be placed on it. Additionally, the altar rail should not be decorated with anything—no crepe paper, flowers, greenery, thumb tacks, masking tape, cellophane tape, etc.
- Nothing will be placed or put on or around the Communion rail and Communion table.
- No one is allowed to operate the Church's audio or video equipment. Arrangements will need to be made for the Church's personnel to operate the equipment.
- Absolutely no tape or nails should be used on pews. Please use pew markers or flower holders for pew decorations.
- If the florist provides the candelabras and candles, he/she must use the dripless candles and use a clear protective covering on the floors. If candles are to be used in the aisles, they must be protected by hurricane globes.
- If live plants are used, the floors and carpeting must be adequately protected from moisture and possible stains. If flowers are to be left for the Sunday Worship Service, the bride is required to make arrangements for this with the church office. All other decorations are to be removed immediately after the ceremony. The flower girl must use silk petals no real petals allowed.

Use of the Fellowship Hall

- The desired set-up for the tables and chairs will need to be prearranged. This will be set up by the Church's Janitor.
- The Church does not furnish any form of catering service. The caterer must provide all of his own equipment and items needed for serving--such as punch bowls, cups, serving dishes, tablecloths, etc. The kitchen areas used by the caterer must be cleaned by the caterer. Permission must be given for use of any of the Church's cooking or serving utensils.
- The Church facility and grounds must be respected at all times.
- NO alcoholic beverages are to be served on the Church premises. NO foul language is permitted. NO smoking can take place on any part of the Church premises. NO confetti or rice is allowed to be thrown inside or outside the church.

Photographers

Ask your photographer and/or videographer must consult with the minister prior to the ceremony. No flash photographs may be taken during the ceremony. Photographers and videographers are not allowed to enter the pulpit, with the exception of the exchange of rings and the kiss. If close-ups are desired, the wedding party may return to the sanctuary immediately following the ceremony. Pictures of the bride entering and leaving are expected.

FEES

Members

\$400	Administrative Fee—for the use of the church with exception of the conference room on the first floor and the upstairs part of the church.
\$175	Janitor's fee
\$ 50	Overtime for every ½ hour the wedding is delayed
\$100	Wedding Ministry Director

Non-members

\$800	Sanctuary
\$300	DEPOSIT (<u>required</u> and is refundable up to 7 days before wedding)
\$300	Fellowship Hall and Kitchen
\$175	Janitor's fee
\$ 50	Overtime for every ½ hour the wedding is delayed
\$100	Wedding Ministry Director

Wedding Service Contract

PLEASE READ THE WEDDING MANUAL BEFORE COMPLETING THIS FORM.

Date of Wedding: _____

Time: _____ Day of the week: _____

Bride's Full Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number(s): _____

Church Affiliation: _____

Groom's Full Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number(s): _____

Church Affiliation: _____

Will you be using the: Sanctuary _____ Fellowship Hall _____

Will you need a: Wedding Directress _____ Wedding Decorator _____ Organist _____

Who is responsible for this bill? _____

Deposit:

A non-refundable \$100 deposit is required to reserve the date. The balance is due seven (7) business days before the scheduled wedding. The method of payment for the final balance needs to be made by cash, money order, or cashier's check.

Late Fees:

Wedding: If the wedding is delayed **for any reason**, a \$50 fee is charged. Any late fee must be paid before the start of the wedding.

Rehearsal: Rehearsals are scheduled for 1 hour. If the rehearsal is delayed, the organist will charge a \$40 fee for the first 30 minutes. Any late fee must be paid prior to the start of the rehearsal.

Payment Schedule:

Wedding fee: \$ _____

Use of Sanctuary fee: \$ _____

Use of Fellowship Hall fee: \$ _____

Cost for organist: \$ _____

Cost for clean-up: \$ _____

Other costs: \$ _____

Less deposit: \$ _____ Date paid: _____

Balance: \$ _____ Date **DUE**: _____

Date **PAID**: _____

Balance should be paid before the wedding date.

Late fee (Wedding) \$ _____ Date paid: _____

Late fee (Rehearsal) \$ _____ Date paid: _____

Waiver:

The applicant and the individual executing this application hereby waive any and all claims, demands, and causes of action, which they may have against St. John AME Church as a result of the use of the church facilities pursuant to this application. The applicant and the individuals executing this application shall indemnify and hold harmless St John and its officers, agents and employees from and against any and all claims, demands, causes of action, and all other losses and expenses, including reasonable cost of litigation arising out of or associated with the use of church property by the applicant group and its members, guests, employees and agents pursuant to this application. . **NOTE:** If your plans change, please notify the church office immediately. St. John is not obligated to honor dates that have been changed. A new date will depend on availability of the space. This request is not valid until confirmed by the church. Any damage is the responsibility of the person(s) reserving the facility. The person(s) is also responsible for removing all personal items. All items left in the facility will be discarded. St. John is not responsible for any valuable items that are lost or stolen.

Pastor's Signature: _____ Date: _____

Bride's Signature: _____ Date: _____

Groom's Signature: _____ Date: _____

Witness' Signature: _____ Date: _____