



**ST. ANDREW PRESBYTERIAN CHURCH**

## **WEDDING POLICY**

**300 W. Oak Street, Denton, Texas 76201**

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# ***The Wedding Policy of Saint Andrew Presbyterian Church Denton, Texas***

## ***Brief Statement of Christian Marriage***

We are pleased that you wish to be married in the sanctuary of St. Andrew Presbyterian Church, and we take this opportunity to acquaint you with our policies so that your wedding ceremony will be a meaningful worship service. The church is guided in these wedding policies by the Directory for Worship of the Presbyterian Church (U.S.A.).

The Christian marriage ceremony is a service of worship before God. As such, reverence is expected on the part of all present. Because of the distinctly Christian orientation of the marriage liturgy, it is expected that at least one of the partners is a professing Christian, and that ordinarily both of them will share a common Christian Faith. The church looks upon the public expression of your marriage commitment in the context of this worship service as a means of strengthening the foundation of your marriage.

Since the marriage ceremony is a service of worship, it may take one of several approved forms. The officiating minister from the St. Andrew staff will discuss the various liturgical possibilities with each couple and guide them in their choices. It is understood, however, that each couple has the responsibility for acquainting themselves with this wedding policy and for abiding by it. Whether or not the persons to be married are members of St. Andrew Presbyterian Church, the service shall be under the sole direction of the officiating minister from the St. Andrew staff. The choice of St. Andrew Presbyterian Church for your wedding assumes your willingness to respect the theological integrity of the Reformed tradition.

## ***Scheduling Your Wedding***

Before a date is set for the wedding, the couple must contact one of the ministers for the initial interview. This can be done in person or on the phone. The wedding will not be put on the calendar until the minister has been contacted, the wedding coordinator has been contacted and the Security Deposit (refundable, minus any fees) and the non-refundable Building Usage Fees are paid.

**No** weddings or rehearsals will be scheduled to take place on the following days (special arrangements maybe made at the Pastors discretion):

- ❖ Sundays
- ❖ Holy Week
- ❖ Thanksgiving Holidays
- ❖ During the Christmas Holidays

## ***Officiating Minister***

Ordinarily one of the ministers of St. Andrew Presbyterian Church officiates at all weddings held at the church. If, however, the couple desires to invite another Presbyterian minister to officiate, this may be done through the minister of Saint Andrew Presbyterian Church. In the event that the couple desires to invite a minister from another denomination to assist in officiating, this may be done at the discretion of the pastor and by his or her invitation to the visiting minister. The St. Andrew minister will assist you in planning the order of worship for the service. They will be able to provide ideas, resources, and support to help in the decision making for your service. The officiating minister will also lead premarital conferences with the couple.

## ***Premarital Conference***

Because the church supports this important and serious commitment in your life, each couple is required to participate in a series of premarital conferences. These may be with one of the ministers of St. Andrew Presbyterian Church or by someone else who has been approved. The conferences shall include both the bride and the groom and will concern the following:

- ❖ the nature of their Christian commitment, assuring that at least one is a professing Christian,
- ❖ the legal requirements of the State
- ❖ the privileges and responsibilities of Christian marriage
- ❖ the nature and form of the marriage service  
the vows and commitments they will be asked to make
- ❖ the relationship of these commitments to the lives of discipleship
- ❖ the resources of the faith in the Christian community to assist them  
in fulfilling their marriage commitments.

You are responsible for contacting the officiating minister to schedule these conferences.

## ***Wedding Coordinator***

St. Andrew's wedding coordinator works under the purview of the Worship and Music Committee of the Session and the Ministers to help coordinate all activities at the church. The bridal couple should schedule a meeting with the wedding coordinator soon after the wedding has been scheduled. The wedding coordinator will assist you in making decorating decisions as well as other details leading up to the wedding. Please communicate to the coordinator any special arrangements as related to flowers, pew decorations, candles, seating, etc. The wedding Coordinator will be present to assist the minister in directing the wedding rehearsal, as well as

being present the day of the wedding. Consultants employed privately by the bridal couple shall work under the direction of the officiating minister and the wedding coordinator of Saint Andrew Presbyterian Church.

**Outside wedding planners do not take precedence over the Church wedding coordinator.**

### ***Music/Organist***

The music accompanying the marriage liturgy shall direct attention to God and express the faith of the church. Furthermore, special care shall be taken to assure that it is reverent and consistent with the church's standards for the worship of God. Since the wedding is a worship service, it is entirely appropriate for the congregation to join in the singing of hymns.

You are responsible for contacting the organist as soon as possible after the wedding is scheduled. The bride and/or groom must meet with the organist at least 30 (thirty) days prior to the wedding to discuss music choices. The organist can discuss with you and make suggestions for musical selections, instrumental and/or vocal, for the processional, recessional, and other music for the service from which to choose. If an additional rehearsal, other than at the wedding rehearsal, is needed, there will be an additional charge.

All music used in the wedding ceremony shall be agreed upon in conference with the organist, who will consult, if necessary, with the minister of music and pastoral staff for certain selections. Only sacred music shall be used. In the event of a dispute concerning the appropriateness of a piece of music, the officiating minister has the final say. Wedding programs should not be printed until all music choices are approved.

**No secular music or recorded music will be allowed.**

Since the sanctuary organ is a delicate instrument, expensive to maintain, only the organist of Saint Andrew Presbyterian Church is permitted to play the organ for weddings. In the event that the church organist is unavailable, the minister of music will invite a guest organist.

### ***Fees (see attached)***

### ***Flowers /Decorations***

Floral decorations and other appointments should not be unduly elaborate and all the activities surrounding the ceremony should avoid excessive expense and ostentation. Decorations should add to not distract from the wedding ceremony. The Christian symbols in

the chancel, such as the Communion table, baptismal font, pulpit, lectern or cross, shall not be obscured or displaced by decorations. No decorations are allowed on the organ or piano. No Seasonal decorations shall be removed from the sanctuary. The paraments on the pulpit and lectern **cannot** be removed. Pew bows/flowers are allowed, but must be attached with a plastic pew clip. No tape, screws, glue, pins, nails, or other means of attachment may be used which might cause damage to the church. Only metal, dripless candles are allowed to be used in the candelabras, which can only be used in the chancel. A small pedestal can be provided for the unity candle, which the bride will provide. The wedding coordinator will assist in the placement of candles. Small votive candles or hurricanes are acceptable for use in the windows, but must be approved by the wedding coordinator. Only artificial rose petals or other flowers may be dropped by the flower girl and must be cleaned up immediately after the service. Aisle runners are **not** allowed.

Deliveries of flowers and other decorations may **not** be made to the church prior to the arrival of the bridal party. The florist or other party designated to decorate (friend or relative) is responsible for all set up and clean up of decorations. The florist or designated decorator is responsible for any damage to the church. A signed agreement, stating that the bridal couple or their representative and florist or designated decorator, have reviewed the church policy, must be in place 4 weeks prior to the wedding.

**All decorations must removed within 1 hour after the service, otherwise the deposit maybe held. St. Andrew is not responsible for items left at the church.**

### ***Photography/Videography***

Because the ceremony is a service of worship, once the service begins, which has been defined as beginning when the parents are to be seated, no pictures may be taken downstairs in the sanctuary. *It is not permissible for flash photographs to be taken at any point during the ceremony.* The only exception is that the photographer may take a flash picture of the bride just before she starts down the aisle. Furthermore, time exposure pictures are permitted only from the balcony during the ceremony, providing there is no noise or other distractions. Under no circumstances will cameras be set up downstairs in the sanctuary. The officiating minister will be glad to re-enact any portion of the service after the ceremony. Pictures using flash may be taken before and after the service. Pictures taken after the service should be completed within 30 minutes.

Videographers may video the wedding ceremony only from the balcony and with **no** additional lighting. No cameras are allowed in the downstairs sanctuary. Equipment must be set

up 45 minutes before the service. Please inform guests attending the wedding that photography and videoing are **not** permitted in the sanctuary once the service begins.

Photographers/ videographers will contact the wedding coordinator to discuss church policy regarding photography. Photographers/videographers will at all times abide by church policies. Misunderstandings and potential embarrassment will be avoided if the bridal couple, or their representative, will make sure the photographer/videographer fully understands this policy and is willing to comply with it in all respects. A signed agreement between the bridal couple or their representative must be in place 4 weeks prior to the wedding.

**All equipment must be removed from the church within 1 hour after the service.**  
**Saint Andrew is not responsible for items left at the church**

### ***Marriage License and Registration Information***

Prior to the wedding, the church is required to obtain certain information for keeping of the church register. It is important that the marriage license be given to the minister or the wedding coordinator at the rehearsal or sooner.

### ***Wedding Rehearsal***

A rehearsal is required and is customarily held the afternoon or evening before the wedding at a time mutually convenient. The purpose of the rehearsal is to familiarize the wedding party with the procedure for the wedding and to enable them to be as comfortable as possible with the arrangements. It is imperative that the rehearsal begin at the appointed time and all persons involved in the wedding be present. One (1) hour is reserved for the rehearsal. Rehearsal time does not include time for the vocalist to rehearse. The vocalist must schedule other rehearsal time with the organist. Members of the wedding party should be properly attired and duly respectful of where they are and what they are doing. The St. Andrew minister and the St. Andrew wedding coordinator **will be in charge** of the rehearsal.

### ***Child Care***

Child care is not provided for weddings. If you desire a nursery, child care workers employed by Saint Andrew Presbyterian Church must be used and an additional fee will be assessed. Please contact the wedding coordinator for details and to set up child care.

### ***Use of the Building***

There is a building usage fee which is **not refundable** and is due when the wedding is

scheduled. In addition, there is a security deposit, also due at the time of scheduling, which is refundable in full or minus any damage or excessive clean up fees.

The rehearsal will be scheduled for 1 (one) hour the day prior to the wedding. The facilities of the church are available for use by the wedding party for 5 (five) hours the day of the wedding. This includes preparation time, photos, the ceremony and pictures after the service.

Fellowship Hall is available for receptions. There are additional fees for the custodian, wedding coordinator and use of the church. A schedule of fees is available on request. The Narthex and Parlor are available for small receptions and additional fees apply. **No** receptions will be held in the Gym.

### General Rules

1. No smoking will be permitted in the building at any time.
2. No rice, confetti or paper streamers may be thrown in the church or surrounding grounds. Bird seed may be thrown outside the church.
3. The hymnals, pew Bibles and other materials in the pews or pew racks shall not be removed.
4. Children are not to be left unattended anywhere in the church during the rehearsal or during the preparation time prior to the wedding.
5. At no time will food or beverage be permitted in the sanctuary.
6. No intoxicants (alcohol or drugs) will be permitted in the church or on church property, nor will any person under the influence of an intoxicant be tolerated in the rehearsal or the wedding.

**The pastor and the wedding coordinator have the authority to ask anyone to leave who violates this policy.**

7. St. Andrew is not responsible for items left at the church, either before or after the wedding.
8. If damage to any church property should occur, the wedding couple will be responsible and expected to pay for the damages.

All weddings held at St. Andrew Presbyterian Church will be governed by this Wedding Policy. It is the responsibility of the bride and groom or the person making the arrangements for the wedding, to see that all parties involved in the wedding are informed of these policies.



## Wedding Fees

	* Member	Non-Member
<b>Minister</b>	<b>\$200</b>	<b>\$300</b>
<b>Wedding Coordinator</b>		
Rehearsal/Wedding	<b>\$200</b>	<b>\$200</b>
Rehearsal/Wedding/Reception	<b>\$275</b>	<b>\$275</b>
<b>Organist</b>		
Wedding/Rehearsal/No Solo	<b>\$200</b>	<b>\$200</b>
Each Solo (Vocalist or Instrumental)	<b>\$35</b>	<b>\$35</b>
<b>Custodian</b>		
Wedding/Rehearsal	<b>\$150</b>	<b>\$150</b>
Wedding/Rehearsal/Reception	<b>\$225</b>	<b>\$225</b>
Wedding/Rehearsal/Reception With Buffet	<b>\$335</b>	<b>\$335</b>
<b>Building Usage Fee (non-refundable)</b>	<b>\$100</b>	<b>\$500</b>
<b>Security Deposit (refundable)</b>	<b>\$250</b>	<b>\$250</b>

*\*For the purpose of this policy, “member” means the bride or groom, or parents of the bride or groom, who have been an active member of St. Andrew Presbyterian Church for one year prior to the wedding. Otherwise, the “non-member” fees apply.*

- The Building Usage Fee and Security Deposit are due when the wedding is scheduled.
- The Security Deposit will be refunded within 2 weeks following the wedding, less any amount required for repair of damage to Church property or for extraordinary clean up.
- Fees for receptions will be figured separately. A schedule of reception fees are available on request.
- The balance of fees are due 3 weeks before the wedding.
- Please write one check, payable to Saint Andrew Presbyterian Church.



# Wedding Policy Agreement

**Saint Andrew Presbyterian Church**

300 West Oak

Denton, Texas 76201

940.387.3897

[www.saint-andrew.com](http://www.saint-andrew.com)

## Agreement to Church Policies

We have read the Wedding Policy of St. Andrew Presbyterian Church and agree to abide by the policies outlined therein. I will communicate the policies to the appropriate members of my wedding party and those providing other services, such as photographer/videographer, florist, etc.

We understand that the St. Andrew Presbyterian Church Wedding Coordinator takes precedence over any outside planner we may have hired.

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Signature of Bride

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Date

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Signature of Groom

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Date

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Signature of Wedding Coordinator

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Date

# Instructions for Florist

## Saint Andrew Presbyterian Church

300 West Oak

Denton, Texas 46201

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### Decorations

Decorations should add to, not distract from the wedding ceremony. Decorations may not displace, obscure, or be placed on any of the Christian symbols in the chancel, such as the Communion table, baptismal font, pulpit, lectern or cross. No decorations are allowed on the organ or the piano. Please respect the sanctity of the Sanctuary and the church facility when decorating for the wedding.

Please complete all decorating 1 ½ hours before the service.

All decorations must be removed within 1 hour after the ceremony or the completion of pictures. St. Andrew is **not responsible** for items left at the church.

### Pews and Aisles

Pews for family and friends may be reserved using pew bows/flowers. These may be attached using pew clips. No tape, screws, glue, pins, nails, or other means of attachment may be used which might damage the pews. Aisle runners are not allowed.

### The Chancel

The Communion table, baptismal font and Seasonal decorations may not be removed from the Chancel. No decorations or arrangements may be placed on the Communion table, organ or piano. A small pedestal can be provided for the unity candle which the bride will provide. Candelabras are available for use in the chancel. The wedding coordinator will assist in the placement of candles.

### Candles

Only metal, dripless candles are allowed to be used in the candelabras and can only be used in the Chancel. The church will provide a taper for lighting the candles. Small votive candles or hurricane candles are acceptable for use in the windows, but must be approved by the wedding coordinator.

**Flowers**

Deliveries of flowers and other decorations should not be made prior to the arrival of the florist or person designated, (friend or relative) to do the decorations. The delivery time can be arranged with the wedding coordinator. If the flowers are to be left after the service, the wedding coordinator should be informed. Otherwise, all flowers should be removed. Only artificial rose pedals or other artificial flowers, may be dropped by the flower girl, and must be cleaned up immediately after the service. If decorations are not removed promptly, the security deposit will be held. The florist or designated person will be responsible for any damage to the church.

**The St. Andrew Presbyterian Church Wedding Coordinator takes precedence over any outside planner.**

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**Florist Agreement**

*I have read the "instructions for Florist" and agree to respect them. I will be responsible for any damage to the church property incurred by the use of flowers or any other decorations during this wedding.*

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

Name of Florist: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature of Florist: \_\_\_\_\_ Date: \_\_\_\_\_

Wedding Representative: \_\_\_\_\_

St. Andrew Presbyterian Church Wedding Coordinator: \_\_\_\_\_



# Instructions for Photographer/Videographer

## Saint Andrew Presbyterian Church

300 West Oak

Denton, Texas 76201

940.387.3897

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All photography and set up must be completed 45 minutes before the service. Seating of guests will begin then.

## Photography

Because the ceremony is a service of Worship, once the service begins, which has been defined as beginning when the parents are to be seated, no pictures may be taken in the Sanctuary. The photographer taking pictures during the ceremony must:

- Turn off the cameras flash.
- Take pictures only from the balcony. No cameras are allowed downstairs in the Sanctuary.
- Pictures without flash may be taken during the ceremony providing there is no noise or other distractions.
- After the ceremony, the wedding party and family members may return to the Sanctuary with the couple for pictures. We suggest that this photo shoot last only 30 minutes. If you need more time, arrange to take some pictures before the service.

## Videography

The Videographer will:

- Use lights already in the Sanctuary. No lighting equipment may be brought in.
- Taping will only take place from the balcony. No video cameras are allowed downstairs in the Sanctuary.
- Equipment must be set up 45 minutes prior to the service.

## Code of Ethics

The Photographer/ Videographer will:

- Contact the Wedding Coordinator to familiarize himself/herself with Church policy regarding picture taking or videoing before, during or after the wedding ceremony.
- Abide at all times by the policies established by the Church. Work in a dignified, professional and unobtrusive manner while recording this sacred ceremony.

**Please Note:**

The church provides a Wedding Coordinator to assist the couple with their wedding plans, to aid the minister in conducting the rehearsal, and to coordinate all that happens before, during or after the wedding.

**The St. Andrew Presbyterian Church Wedding Coordinator takes precedence over any outside planner.**

Please remove equipment immediately after the photos are taken at the end of the service. St. Andrew is not responsible for items left in the church and left items may be discarded.

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**Photographer / Videographer Agreement**

*I have read the "Instructions for Photographer/Videographer" and agree to respect and follow them. I will be responsible for any damage to church property incurred by the use of any of my supplies used on this occasion.*

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

Name of Photographer: \_\_\_\_\_

Name of Videographer: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature of Photographer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Videographer: \_\_\_\_\_ Date: \_\_\_\_\_

Family Representative: \_\_\_\_\_

St. Andrew Presbyterian Church Wedding Coordinator: \_\_\_\_\_

