

**SAINT PAUL AME CHURCH
MIAMI, FLORIDA**

Department: Membership Services Guidelines Policy Procedure

New: 11/30/09

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TITLE: WEDDING GUIDELINES AND PROCEDURES

WEDDING GUIDELINES

1. Bride or groom must be a S.P.C. member in regular attendance for six months by the time the wedding is scheduled, and must have completed the Church Orientation class process. Pastor Jackson only performs the wedding if you are a member in regular attendance for six months, have completed the St. Paul Church Orientation class process, and are active in the Excellence Ministry Team prior to setting your wedding date.
2. Bride and groom must be ministered Pre-Marital Counseling before Pastor Jackson marries them.
3. Wedding date and time must be confirmed on the Wedding Service Coordinator's Calendar at least two months (60 days) before the wedding. A fee of twenty-five dollars (\$25.00) is due after the confirmation of wedding date and time. The twenty-five dollars (\$25.00) fee covers the Confirmation and the *Guidelines for Planning Your Wedding* booklet.
4. You must provide your own wedding "Director". Your director must meet with the St. Paul Wedding Coordinator. If you do not have a Director, the SPC Wedding Coordinator may be hired as your director. Ask the W.S.C. for more information.
5. All sanctuary weddings must have a rehearsal. All bridal party participants (only) must attend the rehearsal. Only two (2) hours will be allowed for rehearsals.
6. For sanctuary weddings on the wedding day, all participants must arrive two (2) hours before the wedding is to begin. For office ceremonies, all participants must arrive 30 minutes prior to the ceremony.
7. There will be no smoking of anything or any alcoholic beverages on the property of St. Paul Church.
8. There is no nursery available for weddings.
9. You must provide your own musicians. If you choose to hire the church musicians, it is your responsibility to hire them. Please call (305) 634-3720 to speak to the church Director of Music for details.

[Type text]



10. You must provide all supplies for your reception.
11. Both bride and groom must sign the “Wedding Agreement” at least 30 days prior to the wedding date and immediately submit the original to the W.S.C. All other participants in the wedding party will be asked to sign the agreement at the wedding rehearsal.
12. The wedding checklist and your wedding program must be completed and returned to the S.P.C. Wedding Coordinator three weeks before the rehearsal date. Rehearsals are normally held on the Friday night from 7 PM – 9 PM preceding the wedding.
13. For church receptions, no cooking will be done at the church; only heating up of food is allowed. No rehearsal dinners or refreshments will be held at the church.
14. No earrings are to be worn by male members of the wedding party. NO EXCEPTIONS. No nose, lip, or eye rings are to be worn by any members of the wedding party.
15. If you are planning a church reception at S.P.C., make sure you inform the W.S.C. The church fellowship hall is available to reserve for a minimum fee for your reception. You are allowed four (4 hours) hours for your reception. Please make sure that your reception ends at the pre-arranged time. You will be charged \$50 for each half (1/2) hour over your pre-arranged time. Also, the facility must be left clean when the event is over.
16. A person from the Audio Department must be hired to operate the sound for your wedding. S.P.C. Ministries' personnel only are authorized to operate the soundboards.
17. A non-refundable building re-setup fee is charged for the maintenance and preparation of the building for the next day's service. This includes the re-setting up of chairs and other tasks pertinent to returning the building to its original state.
18. A fee is charged for S.P.C. Ministerial Staff to perform the ceremony for non-members.
19. No more than forty (40) people can be in the office during an office ceremony. At an office wedding, there is no marching or procession of any kind. There is no music or singing, only the gathering together of the bride and groom, other interested parties, and the Pastor.
20. Selected music for the ceremony must be approved by S.P.C. Music Director (all music). Music by secular artists may not be used. Please submit music to the Wedding Service Coordinator.



21. Weddings to be announced in the church should be given to the Wedding Service Coordinator no later than three weeks before your wedding day.
22. St. Paul Church reserved the right to postpone a wedding due to severe inclement weather (hurricanes, tornados, city/state declared emergencies, etc.).



Wedding Agreement
(Full Formal Wedding or Renewal of Vows)

WE HAVE BEEN INFORMED AND HEREBY AGREE before the undersigned that all members of the wedding party will be at the scheduled rehearsal. The rehearsal will be _____, 20_____, at 7 PM sharp. The wedding rehearsal will last only two (2) hours.

FURTHERMORE, we understand and concur that on _____, 20_____, the scheduled wedding day, that if the ceremony does not begin at _____ AM/PM (the time set and agreed upon), unless there is a major emergency, our wedding contract with St. Paul Church Ministries is void, and the officiating Minister will leave the premises without performing the wedding ceremony. The Musicians, Sound Crew, and the Wedding Service Coordinator are released from their Agreement and will leave the church premises.

WE FURTHER AGREE that St. Paul Church Ministries is released and held harmless from all obligations associated with the aforementioned wedding ceremony.

WE ALSO FURTHER AGREE that, in case of a major emergency (i.e., death, critical illness, auto accident, etc.), we will call the church office at (305) 634-3720 and make arrangements to notify the Wedding Service Coordinator. It is understood and agreed that only 4 hours are allotted for the reception. It is also understood and agreed that the Vincent F. Mitchell Fellowship Hall and kitchen will be left clean.

Date Groom's Signature

Date Bride's Signature

Date Officiating Minister's Signature

Date Wedding Service Coordinator's Signature



Wedding Agreement
Wedding Party
(Full Formal Wedding or Renewal of Vows)

I HAVE BEEN INFORMED AND HEREBY AGREE that I am a member of the **wedding party of**

(Bride) _____

and

(Groom) _____,

On _____ 20_____, the scheduled wedding day. The wedding will begin promptly at _____ AM/PM (the time set and agreed upon).

I further agree that I will be present at the wedding location no later than two (2) hours prior to the wedding service time.

Attendant / Flower Girl / Others

Date Signature

Date Signature

Date Signature

Date Signature

Date Signature

Date Signature

Groom's Men / Ring Bearer / Others

Date Signature

Date Signature

Date Signature



Date Signature

Date Signature

Date Signature

Bride's Parent(s) / Grandparents / Other

Date Signature

Date Signature

Date Signature

Date Signature

Groom's Parent(s) / Grandparents / Other

Date Signature

Date Signature

Date Signature

Date Signature



Wedding Agreement
(Office Wedding)

WE HAVE BEEN INFORMED AND HEREBY AGREE that we should arrive thirty (30) minutes before our scheduled wedding time, ready with all necessary items and witnesses for the ceremony.

FURTHERMORE, we understand and concur that on _____, 20_____, the scheduled wedding day, that if the ceremony does not begin at _____ PM **(the time set and agreed upon)**, unless there is a major emergency, our wedding contract with St. Paul Church Ministries is void, and the officiating Minister and the Wedding Service Coordinator will leave the premises and no wedding will be performed. An honorary fee will be due on the day of the wedding to the staff minister who performs the ceremony.

WE FURTHER AGREE that St. Paul Church Ministries is released and held harmless from all obligations associated with the aforementioned wedding ceremony.

WE ALSO FURTHER AGREE that, in case of a major emergency (i.e., death, critical illness, auto accident, etc.), we will call the church office at (305) 634-3720 and make arrangements to notify the Wedding Service Coordinator.

Date Groom's Signature

Date Bride's Signature

Date Officiating Minister's Signature

Date Wedding Service Coordinator's Signature



Wedding Agreement
(Offsite Wedding)

WE HAVE BEEN INFORMED AND HEREBY AGREE that on _____, 20_____, the scheduled wedding day, that if the ceremony does not begin at _____AM/PM **(the time set and agreed upon)**, unless there is a major emergency, our wedding contract with St. Paul Church Ministries is void, and the officiating Minister will leave the premises and will not perform the ceremony.

WE AGREE that the wedding will be a CHRISTIAN wedding and here will be no secular music, no smoking of anything or any alcoholic beverages. An honorary fee will be due to the minister performing the wedding vows one week prior to the ceremony.

WE FURTHER AGREE that St. Paul Church Ministries is released and held harmless from all obligations associated with the aforementioned wedding ceremony.

WE ALSO FURTHER AGREE that, in case of a major emergency (i.e., death, critical illness, auto accident, etc.), we will call the church office at (305) 634-3720 and make arrangements to notify the officiating Minister.

Date Groom's Signature

Date Bride's Signature

Date Officiating Minister's Signature

Date Wedding Service Coordinator's Signature



WEDDING DATE REQUISITION

Date of Requisition: _____

Bride's

Name _____

Address _____

City/State/Zip _____

Phone: Day _____ Evening _____

Membership: Member of SPC? YES NO

If Yes, Date: _____ Duration _____ yrs/mos

Church Orientation Class Completed? YES NO

Excellence Ministry Team _____

Groom's

Name _____

Address _____

City/State/Zip _____

Phone: Day _____ Evening _____

Membership: Member of SPC? YES NO

If Yes, Date: _____ Duration _____ yrs/mos

Church Orientation Class Completed? YES NO

Excellence Ministry Team _____

Wedding Date _____

Time _____

Wedding Type: SANCTUARY OFFICE

Church Reception: YES NO



Wedding Packet mailed on: _____ Wedding Packet picked up
on: _____ by BRIDE GROOM.

Officiating Minister _____ Date Confirmed on
_____ with

Scheduled Date for Coordinator Meeting: _____

Scheduled Date for Pre-Marital Counseling: _____

Date Tapes Received: _____

Tapes Received by: BRIDE GROOM BOTH

Requisition Completed by: _____

Cancellation: Date Wedding

Cancelled _____

Cancelled by: BRIDE GROOM OTHER _____

Cancellation Received

by: _____

Comment(s) _____

