

Wedding Services @ Saint Paul UMC

May 2020

Weddings  
At  
Saint Paul UMC

A Guide to planning your Church Wedding

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*We are delighted that you are considering St. Paul United Methodist Church as the place you would like to celebrate your Christian marriage. We want you to feel comfortable and happy to be here.*

*Your wedding at St. Paul starts with talking to our Pastor. You will discuss and arrange pre-marital counseling and arrange the first session. Follow-up meetings will cover the details and finalize your desires for your ceremony.*

*We have designed this Wedding Packet to guide you through the simple steps that will culminate in a wedding ceremony. Our team is here to assist you with planning your ceremony.*

## Weddings at Saint Paul

The service of Christian marriage is an occasion of joyful celebration and a sacred worship service. All plans for your wedding at Saint Paul should be done with these two principles in mind.

1. Call the Church office to determine if the church is available on your proposed wedding date. If the calendar is clear, the wedding date then must be approved by the pastor. After you have met with the pastor, the wedding date will then be added to the master calendar. A completed Wedding Application must be submitted when the wedding date is confirmed. Because of demands placed on the pastor, organist and others, weddings will not be scheduled on Sundays, during the week before Easter, or the week of Christmas.
2. The Saint Paul pastor must be involved from the beginning with confirming your wedding date, approving and participating in the marriage service, and/or allowing other clergy to officiate or co-officiate a wedding at Saint Paul.
3. The Pastor who officiates your wedding wants to meet with the couple at least three times prior to the wedding. The couple must contact the church organist and music director to discuss musical suggestions. The couple must also arrange a meeting with the Saint Paul Church Ambassador to discuss the details of the ceremony. Please make these arrangements at least several months prior to the wedding date.
4. "The Order for the Service of Marriage" of the United Methodist Church will be used for the wedding ceremony. Any deviations, changes or additions may be made only by consent of the officiating pastor.
5. The wedding ceremony is an occasion of joyful celebration and a service of sacred worship. All participants in the ceremony, from the wedding party and congregation to the photographer and florist, must be mindful of the sacred nature of the ceremony.
6. Since a church wedding is an act of worship, it is our policy that all music must be appropriate for Christian worship within the United Methodist Church.
7. We provide a Church Ambassador to assist the pastor and couples with all weddings at the church. The ambassador is trained to assist in directing the wedding procession and help with decisions about candles and decorations. The ambassador provides access to the church for rehearsals and ceremony, and ensures the building is in proper condition. The ambassador will be assigned to you when your wedding date is confirmed.
8. Saint Paul has rules regarding decorations and photography in the Sanctuary. Please read the enclosed inserts on Photographer's Instructions and Florist's Instructions. You must ensure that the photographer and florist read and comply with these instructions. Discuss these instructions with the Church Ambassador to prevent any confusion.

9. All Security Deposits are due at the time the date is confirmed. Consult the current Fee Schedule for amounts. Your check payable to Saint Paul UMC must be submitted at the time the date is confirmed. Other fees for services (Pastor, organist, church ambassador, candles, etc.) are due one week before the wedding along with your marriage license.
10. The church sanctuary seats 400 people. There are provisions for handicapped people.
11. Alcoholic beverages are not permitted at any point on the church premises. Smoking is not permitted inside the building. We have designated smoking areas in each parking lot. The church premises are designated a "Weapons Free Zone".
12. There are two large parking lots adjacent to the church. Handicapped parking is available. If you are expecting a large crowd, please arrange for someone to oversee parking. Overflow parking is available across the street at the OWL Firehouse, upon prior arrangement. Please remember we are an active church and you may be sharing the parking lots. In the event of snow, we cannot guarantee the area will be cleared.
13. There are legal requirements for marriage. Our Pastor is bonded to perform weddings in any jurisdiction within the Commonwealth of Virginia. **You are required to have a current Virginia marriage license issued by the Clerk of the Court, presented to the church at least one week prior to the wedding.**

## Photography Instructions

**PHOTOGRAPHS:** Your wedding is a sacred occasion for you, the bride and groom. Therefore, picture taking in the sanctuary during the wedding service is not permitted, except at specific times by a professional photographer, and only without a flash. The presence and maneuvering of the photographer, the photo flash, and the click of the camera are disruptive to the spirit and mood of the ceremony. Processional and recessional photographs by the professional photographer are permitted from certain locations discussed prior to the ceremony with the Pastor. Please let family members and friends know of these restrictions to ensure proper reverence during this special ceremony.

**VIDEOS:** Videotaping the ceremony is a special way of preserving the ceremony on film. Please have the videographer talk to the Pastor or the Church Ambassador for further instructions.

## Floral Instructions

There are nine (9) windows in the sanctuary with narrow window ledges. Only flowers or greenery can be placed on the window ledges.

If you wish, you may provide candelabras for the chancel area; provided the carpet underneath is well protected and covered. Since candelabras have open flames, they are to be used only in the chancel area.

There are numerous locations for floral arrangements in the sanctuary, at the base of the hanging cross at the front of the church, on the altar table, on the window sills, and on either side of the pulpit and lectern.

Pew bows are appropriate for the front pews, traditionally where the family of the Bride and Groom are seated. Pew bows are arranged through the florist and must be attached with an elastic ribbon. Anything else will scratch or mar the pews.

Floral arrangements used in the ceremony are often used at the reception as well. It is customary to leave the primary arrangement at the church for Sunday services. Please let the church ambassador know if you wish to leave the arrangement and a special message to be printed in the worship service bulletin. Due to carpet staining, only artificial petals may be dropped in the aisles.

## Wedding Checklist

\_\_\_\_\_ Contact Church, request date

\_\_\_\_\_ Meet with clergy

\_\_\_\_\_ Submit Saint Paul wedding forms

\_\_\_\_\_ Meet with organist, select music

\_\_\_\_\_ Meet with the Church Ambassador, confirm arrangements

\_\_\_\_\_ Give Florist instructions

\_\_\_\_\_ Give Photographer instructions

\_\_\_\_\_ Secure Marriage License

\_\_\_\_\_ Drop off license, checks at church office

\_\_\_\_\_ Rehearsal ceremony

\_\_\_\_\_ GET MARRIED!

WEDDING INFORMATION FOR PASTORS

Date & Time Desired:

Bride's name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: Home \_\_\_\_\_ Cell \_\_\_\_\_

Email address:

Do you desire to establish a Christian home? Yes No

At what church do you maintain an active relationship?

Pastor's name

Pastor's telephone number

Groom's name:

Address:

Telephone Number: Home \_\_\_\_\_ Cell \_\_\_\_\_

Email address:

Do you desire to establish a Christian home? Yes No

At what church do you maintain an active relationship?

Pastor's name

Pastor's telephone number

