

# *Your Wedding Day*



## **St. Paul's United Methodist Church**

402 North Aurora Street  
Ithaca, New York 14850  
607-273-5971

## **Policies and Procedures**

### **Facilities**

- Weddings are held in our beautiful sanctuary, which can seat up to 700 people. The sanctuary of St. Paul's serves as the focal point of the church; there is a long center aisle that leads to the altar where weddings are performed.

### **Reserving the Date**

- The first step is to complete the Wedding agreement that is included in the materials that you received.
- Your wedding will then be tentatively scheduled. No dates will be finalized nor any times posted on our church calendar until authorized by our pastor.

### **Confirming the Date**

- The next step is to schedule a meeting for your interview with one of our pastors. As United Methodists, we believe that "no other vows are more sacred" than the vows of matrimony.
- Therefore, during this interview, if you, as a couple, demonstrate your sincere intention to enter into a Christian marriage, your wedding date with the church will then be confirmed.
- You will also be required to participate in further premarital counseling as agreed upon between you and the pastor.

### **Pastoral Services**

- Protocol dictates that a St. Paul's pastor be involved in all weddings that take place here in our church. Ceremonies are performed by one of our pastors.
- If you would like your own minister to take part in the wedding, our pastor would be happy to formally invite him or her to participate. The pastors will then coordinate the ceremony together, considering your requests.
- The Pastor has a wide variety of resources available to help you find just the right readings, scripture, music and rituals to make your wedding a unique expression of your love.

## **Breakdown of Fees**

- Sanctuary \$500 (no charge for members)
- Pastoral Services \$300 (discretionary for members)
- Organist for Wedding & Rehearsal \$150
- Organ Consultation \$100 (if using own organist)
- Wedding Coordinator \$100
- Custodial Fee \$50
- Candelabra candles (optional) \$25

A **deposit** of \$100 is required (for non-members) upon confirmation of the finalized date of the ceremony. St. Paul's requires that all fees be paid in full no less than two weeks before your wedding. Prior to this, you will receive a request to issue checks for your ceremony.

## **Music and Video**

- Photographers and other individuals may take photos during the processional and recessional. Since the wedding ceremony is a worship service, only the photographer may take pictures during the service and will be limited to time exposures from behind the congregation.
- Unattended video cameras may be placed in the chancel area, with the approval of the pastor.
- St. Paul's officiating clergy members may be willing to reenact aspects of the ceremony for photography.
- The church organist will provide 15 minutes of music before the service, and will discuss other music with you prior to the service.
- We can make accommodations for a visiting organist, musician or singer to perform at your wedding. You will need to contact our own St. Paul's organist so that further detailed arrangements may be made.

## **The Wedding Coordinator**

- Our Wedding Coordinator will act as a coordinating guide for you, your wedding party and your guests. She will consult with you and assist with any arrangements that you make before and during your wedding here at St. Paul's.
- The Coordinator will assign the dressing rooms and monitor the accompanying facilities, including utilizing access options for disabled persons to enter and exit the building.
- She will receive the flowers from the florist and distribute them to the wedding participants.
- The Wedding Coordinator is scheduled to be at the church one hour before the ceremony on your wedding day. She will also attend the wedding rehearsal.

## **Marriage License**

- The State of New York requires that both parties apply in person for a marriage license. This may be done up to 60 days before the wedding
- The ceremony may not take place within 24 hours from the exact time that the license was issued.
- You must bring the marriage license to the wedding rehearsal. The license is required by law to be in the pastor's hands before the ceremony may begin.
- In this packet (or [www.health.state.ny.us/vital\\_records/married.htm](http://www.health.state.ny.us/vital_records/married.htm)), we have included a brochure entitled "Getting Married in New York State." It will help you answer a variety of questions that may arise as you plan your wedding.

## **Prohibited Activities**

- Use of any alcohol or tobacco products is prohibited on the church premises.
- Due to insurance purposes, wedding runners are not allowed to be used in the sanctuary. Helium balloons are also forbidden in the sanctuary.
- Throwing rice on church premises is prohibited.