



*Your
Wedding*



**St. James United Methodist Church
Little Rock, Arkansas**

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Greetings

Congratulations on your upcoming wedding! We are grateful that you have given St. James United Methodist Church, Little Rock, Arkansas an opportunity to share its ministries with you through the event of your wedding. Our goal is to provide both the personnel and the setting which will uphold the sacred and magnify the joy that characterizes all Christian worship, most especially the service of Christian marriage.

We will be working diligently to enable you to experience your wedding as a true spiritual celebration. In so doing, we will take seriously your own personalities and experiences, while at the same time maintaining Christian integrity in traditions that have enriched the marriages of countless generations of people who have preceded us.

It is our hope that this Wedding Policy will give you the guidelines needed to make your wedding plans and ceremony go as smoothly as possible. Please read this policy carefully and ask any questions you might have.

Scheduling of Wedding

How to Schedule Your Wedding

The scheduling of a wedding is arranged by contacting our Administrative Assistant in the Church Office at 501-217-6711. Tentative dates may be held for one week while you coordinate your wedding events. At that time you will receive this booklet, "Your Wedding at SJUMC". Your dates are secured by reading this booklet; filling out the Wedding Information Form and signing the Fee Schedule both found in the Appendix; and including the \$200 refundable deposit. \$50 will be retained for administrative fees in the event of cancellation.

- The term 'member' includes persons who have been professing members of St. James UMC for more than 6 months at the time of the wedding. A member can be the bride or groom, parents, grandparents, or children of the bride or groom.
- Members of St. James United Methodist Church may reserve SJUMC facilities as far in advance of the ceremony as they wish. Member fees are \$900.
- Non-members may schedule their weddings not more than one year prior to the ceremony. Non-member fees are \$2000.
- During December and holiday weekends weddings will be scheduled at the discretion of the church office.
- No evening wedding may be scheduled later than 7:00 p.m.

Types of Ceremonies

Informal

- No music is used
- No decorations are used
- There is no rehearsal
- No sound amplification is necessary
- The service is conducted by a St. James pastor

Modified Informal

- *30 Minute Rehearsal the night before
- *1 Hour arrival before ceremony
- *50 Guests or less allowed
- *St. James Wedding Director required

Any ceremony that does not fit the profile of an Informal wedding or Modified Informal is considered a **Formal** wedding and ALL of the following policies will apply.

St. James UMC Clergy and Guest Clergy

Any of **St. James United Methodist Church ministers** are available to perform weddings. It is your responsibility to contact the minister through the Church Office at 501-217-6700. Once contacted, the minister will arrange a time to meet with the couple for counseling and planning of the ceremony.

Guest ministers from another United Methodist Church or other denominations may, at the discretion and invitation of the senior pastor of SJUMC, officiate or assist in the wedding ceremony. Guest ministers must comply with this Wedding Policy, including the spirit of covenant and equality which we deem to be inherent in Christian Marriage. By Arkansas state law, guest ministers must be registered with one of Arkansas' county clerks before the wedding in order to sign the marriage license.

St. James UMC Personnel

Personnel from SJUMC will assist in your wedding planning. It is your responsibility to contact the minister, the church wedding director and the organist to request their services, even after you have reserved your date.

- **The church administrative assistant** is available to reserve your wedding date and assist you in obtaining the Wedding Booklet, Fee Schedule and contact personnel.
- **A St. James wedding director** is required for all weddings except "informal" ceremonies. The director will meet with you to assist you in planning your ceremony and will be present to direct activities for your wedding service. The director will also direct the rehearsal and will assist the minister. In the event of large weddings, a second wedding director will be required at an additional cost. A large wedding is defined as more than 8 bridesmaids or more than 400 expected guests. In the event that a guest minister is used, the church wedding director will be in charge of the rehearsal and the wedding ceremony.
- **The organist and director of music** are available for consultation. They will be happy to provide names of soloists and to suggest wedding music appropriate for Christian worship. All music for the wedding service must be approved by the organist and/or the director of music at least six weeks prior to the ceremony. It is expected that the regular church organist will play for all weddings. If the family prefers that another professional organist play for the service, the guest organist must be approved by the church organist or director of music.
- **A St. James sound technician** is required for all formal weddings and is the only one allowed to operate the sound system. The sound system at St. James can accommodate diverse audio needs. The ceremony is taped and an audio disc given to the family at the end of the wedding.
- **Contact the nursery director** if nursery services are needed during the ceremony.

Planning Your Wedding

St. James UMC Facilities

The following areas are available for your ceremony:

Sanctuary – capacity 600

Cotley Parlor – capacity 60

Worship Center – capacity 600

Courtyard – capacity 50

Dressing Areas

- Dressing rooms for both men and women are located in the lower Peck Building, Entrance 8. The bride's dressing room is Cotley Parlor. The groom's dressing room is in the Media Center.
- It is suggested that the men come to the church dressed and ready for the wedding. The ladies should have their hair and make-up completed before arriving at the church.
- Every effort will be made to protect items such as wedding dresses, purses, etc. SJUMC, however, cannot be responsible for such items if lost, stolen or damaged. For security reasons, we cannot accept delivery of dresses or other clothing items at the church.
- It is imperative that money, jewelry and other valuables not be left unattended in the dressing rooms. Prior to the ceremony, all items must be removed to the cars.
- There is a small kitchen adjacent to both areas. If food is provided before the wedding, it is the wedding parties' responsibility for serving and clean-up before the wedding begins. No food or drink is allowed outside this area.

Parking

- Parking for both the rehearsal and the wedding is available in the main lot surrounding the church and across the street at our Christian Life Center.
- Arrangements can be made for additional parking at Fulbright Elementary School.

Lost and Found

- Custodians inspect and clean the Sanctuary and dressing rooms following each wedding. SJUMC is not responsible for damage to or theft of any lost items; however, will make every effort to ensure that lost items, if found, be stored in a secure location until returned to their owners. Please call the church office if items are left behind.

Music

The wedding is a service of worship at which a man and a woman come to unite their lives in the eyes of God and in the company of those dearest to them. The music for their wedding should reflect this Christian joy!

- Our organist is familiar with a wide variety of literature and will be happy to assist the bride and groom in finding sacred music which reflects the couple's unique feelings, yet upholds the integrity of the worship service. All musical selections will be discussed with and approved by the organist at least 6 weeks before the wedding.
- All music for weddings must follow the same guidelines as for Sunday morning worship. The music must be scriptural by nature and focused primarily on God, God's attributes, and giving thanks and praise to God. Love songs between the couple are appropriate at the reception – not at the wedding.

- The organist and director of music are available for consultation and will be happy to provide names of soloists. If the bride or groom asks a friend to sing at the wedding, a rehearsal time can be arranged with the organist. The soloist must have the music prepared before the rehearsal. Arrangements for any additional instrumentalists must be made in cooperation with our organist.
- It is customary that the regular church organist will play for all weddings. If the family prefers that another professional organist play for the service, the guest organist must be approved by the organist or director of music.
- There is a grand piano in the Sanctuary which is available for the organist or guest musicians to use in lieu of, or in addition to, the organ. All guest musicians are required to abide by the church's wedding policies.

Decorations, Candles, Flowers

(Copy for Florist in Appendix)

The Sanctuary may be decorated by a responsible florist who will agree to abide by the following policies:

- Only live greenery and flowers may be used.
- One arrangement of fresh flowers and/or greenery may be placed behind the altar. The church has a pedestal and urn that are available for use. Other flowers must be approved by the wedding director.
- Greenery or flowers in the chancel area may not obstruct the view of the minister, organist or soloist.
- All chancel furnishings must remain in place. If there is a concern, please consult with the wedding director.
- Altar cloths on the pulpit, lectern and communion table are provided by the church and must not be handled by anyone other than a member of the Altar Guild. The color of the paraments will be white. No decorations may be placed upon the altar table, pulpit, lectern, organ or piano.
- An aisle cloth may not be used.
- Bows with or without small greenery and flowers may be hooked (if protective padding is used between the hook and pew) or tied (no tape) on the ends of the pews.
- Only candles available through the church may be used for weddings. These include: a unity candle, 4 candelabras and 12 candle torches. Please consult with the wedding director to arrange for these items.
- Available for use is an urn, pedestal, kneeling bench and 12 linen pew markers.
- Flowers may not be used in the windowsills.
- Delivery vehicles may not drive or park on the Celebration Walk leading to the Sanctuary.
- The florist or a responsible person is to remove all decorations promptly following the ceremony. If the bride plans to leave the floral arrangement for the worship services the following morning, the church will remove the arrangement after the services.
- No rice, birdseed, flower petals, sparklers, or confetti may be used on SJUMC campus. Silk flower petals may be used down the center aisle.

Photographs

(Copy for Photographer in Appendix)

St. James UMC recognizes the value of wedding photographs as a lasting remembrance of this most special occasion, and we expect photographers to respect, honor and abide by the rules and regulations which follow and to treat the ceremony and setting with reverence.

- Photographs may be taken before and after the ceremony in any part of the building.
- The wedding party may return to the altar for photographs after the ceremony, if they so desire. 30 minutes will be allowed for photographs following the ceremony.
- The photographer is cautioned about marring furniture by standing on the pews or by placing camera equipment on the pews or furniture in the church, this also includes the chancel area cushions. He or she will be held responsible for any damages.
- Cameras with flash attachments will not be allowed in the Sanctuary after the bride starts down the aisle.
- Advise your friends and relatives not to take pictures or videos during the ceremony.
- No photographer or equipment is allowed in an area where it is visible to the congregation during the ceremony.
- Non-flash photographs and time exposures may be taken during the ceremony from the balcony.
- There shall be no noise or other distraction made by the photographers.
- Photographs are permitted from the back of the church and narthex during the recessional.

Video

(Copy for Videographer in Appendix)

- Videotaping is allowed before and after the ceremony in any part of the building.
- Videotaping of the ceremony may be done from the balcony of the Sanctuary.
- Aisles must be kept clear.
- The videotaping must be done from a single, stationary position (i.e. the videographer may not move around to various locations), and it must not involve any lighting changes or additional portable lighting in any part of the Sanctuary.
- ALL remote or directional microphones MUST be approved by the SJUMC Sound Technician.
- The pastor shall not be asked to wear a separate microphone.
- A direct line from the sound system is available on the videotaping platform. Use of this line is arranged through a St. James sound technician.
- No videographer or equipment is allowed in an area where it is visible to the congregation during the ceremony.
- The videographer **must have equipment set up one hour before the wedding.**
- The St. James UMC sound technician is available to coordinate with the videographer.

- **Alcohol and Illegal Drug Policy**
- St. James UMC is a smoke-free building. Please take note of designated smoking areas outside.
- **ALCOHOLIC BEVERAGES OR ILLEGAL DRUGS OF ANY KIND ARE FORBIDDEN ANYWHERE ON THE PREMISES.** This includes the parking lots and dressing rooms.
- The officiating minister reserves the right to refuse to perform the wedding at which a member of the wedding party is under the influence of alcohol or illegal drugs. This includes: evidence of alcohol or illegal drugs found on the premises, chartered or private vehicles on church property and adjacent streets, or evidence that significant drinking occurred off-site prior to the arrival of the wedding party before the ceremony.
- **It is the responsibility of the persons making arrangements for the wedding to see that all members of the wedding party are informed regarding these matters.**

Communion

If communion is requested as part of the rehearsal or wedding ceremony, prior arrangements must be made with a St. James Communion Steward. A fee will be charged according to the number of people served and the amount of preparation/cleanup needed. According to Methodist theology, unless communion is served privately, before or after the wedding to the bride and groom, all in attendance must receive the invitation.

Reception

Jones Hall, the Great Hall and the Welcome Center are available for rehearsal dinners and wedding receptions. They can be scheduled by calling the SJUMC Director of Hospitality. Please note that no alcoholic beverages may be served.

The Rehearsal

The rehearsal is an integral part of the preparation for your wedding. It is usually held the evening before the wedding day and will be put on the calendar at the same time you schedule the wedding. The following will help you prepare for the rehearsal:

- Rehearsals will be conducted exclusively by our church wedding director in cooperation with the officiating minister.
- The entire wedding party should attend the rehearsal.
- Rehearsals must begin promptly and proceed in a dignified manner. One hour is allotted for the rehearsal. No rehearsals will be scheduled to begin after 6:00 p.m.
- Private consultants hired by the bride or her family may assist the SJUMC Wedding Director and officiating minister, at the discretion of the SJUMC Wedding Director.
- Members of the wedding party are reminded that throughout the entire rehearsal they are in a holy place dedicated to the worship of God. Wedding parties and guests are expected to dress and act accordingly.
- The marriage license should be obtained by this time.

The Wedding Day

The Day

- The church and dressing areas will be available 4 hours before your ceremony time.
- The church facilities are available for photographs before the ceremony. Ask your wedding director for specific areas.
- 30 minutes are allowed for photos after the ceremony.

The Wedding Service

As a worship service, weddings are a time to honor God as we celebrate the beginning of a new family. Our weddings generally follow the outline of the 1989 *United Methodist Hymnal* and the 1992 *United Methodist Book of Worship* as follows:

Entrance

Gathering
Greeting

Declaration of Intention

Declaration by the Man and the Woman
Response of the Families and People

Proclamation and Response

Scripture Lesson(s)
Sermon (*Optional*)
Intercessory Prayer

The Marriage

Exchange of Vows
Blessing and Exchange of Rings
Unity Candle (*Optional*)
Declaration of Marriage
Blessing of the Marriage

Holy Communion (*Optional*)

Sending Forth

Dismissal with Blessing
Going Forth

Marriage License

An Arkansas Marriage License is required. Information on obtaining a marriage license is available at 501-661-2336 or 800-637-9314 or www.arkansas.com/weddings/legality.aspx.

An Arkansas license can be obtained in any county in Arkansas and is transferable to another county, however, it must be returned to the County Clerk's Office where you first applied.

The couple will need to have:

- \$60.00 (approximately) in CASH—refer to website for each county's exact amount.
- Driver's license or government photo identification.

The License must be used within 60 days. No blood test or waiting period is required.

APPENDIX

Wedding Information Form

Wedding Fee List and Remittance

Guest Ministers Form

Wedding Checklist and Contact Information

Policy for Florist (Copy for Florist)

Policy for Photography (Copy for Photographer)

Policy for Video (Copy for Videographer)

Map of Church campus and parking

WEDDING INFORMATION FORM

Today's date: _____ Form completed by: _____

Date of Wedding: _____ Time: _____

Rehearsal Date: _____ Time: _____ Dinner Location: _____

Bride's Name: _____ Groom's Name: _____

Member: Y N

Member: Y N

Phone #: _____

Phone #: _____

Email: _____

Email: _____

Address: _____

Address: _____

Address after wedding: _____

Wedding Location: ___ Sanctuary ___ Worship Center ___ Cottey Parlor ___ Courtyard ___ Other

Wedding Reception: ___ Jones Hall ___ Great Hall ___ Welcome Center ___ Off-Site

What time for building to be opened? _____ for Florist _____ for Wedding Party

Flowers to be left for Sunday Worship: ___ Yes ___ No ___ Sanctuary ___ Narthex

Minister: _____ Wedding Director: _____

Guest Minister: _____ Approved: _____

Organist: _____ Sound Technician: _____

Soloist: _____ Florist: _____

Instrumentalist: _____ Photographer: _____

Videographer: _____

Church Adornments:

Candelabra: (4-7 branch candelabras) _____ Candle Torches: (12) _____

Unity Candle: _____ Pedestal/Urn: _____

Kneeling Bench: _____ Linen Pew Markers: (12) _____

We have read the wedding policies of St. James UMC and agree to follow them.

We will also make sure that the photographer, florist, musicians and other members of the wedding party will adhere to these policies.

Bride

Groom

Date

SJUMC Wedding Fee Schedule – December 10, 2012 by the Board of Trustees

	Members	Non-members	Selected Items
Required Items – Formal Wedding			
Sanctuary Wedding (with Parlor)	n/c	800	
Pastor	<i>(give honorarium)*</i>	300	
Custodial Fee (wedding)	150	150	
Administrative Fee	50	50	
Staff Wedding Director	300	300	
2 nd Wedding Director (if needed)	100	100	
SJUMC Organist (organ and vocals only)	300	300	
With other instrumentalists	50	50	
Sound Technician	100	100	
Reception Coordinator (if needed)	300	300	
Optional Items – Formal Wedding			
Church Adornments:			
Candelabra (4)	n/c	50 total	
Handmade Pew Markers (12)	n/c	<i>for any</i>	
Unity Candle	n/c	<i>items</i>	
Chancel Torches	n/c	<i>selected</i>	
Standard Pew Markers	n/c	n/c	
Pedestal/Urn	n/c	n/c	
Kneeling Bench	n/c	n/c	
Informal Wedding			
Facilities use	0	50	
Pastor	<i>(honorarium)</i>	200	
Modified Informal Wedding			
Administration Fee	50	50	
Custodial Fee	100	100	
Wedding Director	100	100	
Facilities Use	0	50	
Pastor	<i>(honorarium)</i>	200	
Totals Fees			
<i>\$200 Refundable Deposit required to hold date**</i>	<i>Date:</i>	<i>Ck#:</i>	
<i>Balance Due one month before wedding</i>	<i>Date:</i>	<i>Ck#:</i>	

*Member Note: The honorarium for the Pastor should be given to them at the wedding rehearsal.

**\$50 will be retained for administrative fees in the event of cancellation.

Notes: _____

Guest Minister Form

1. Wedding Date & Time: _____
2. Rehearsal Date & Time: _____
3. Bride's Name: _____ Cell Phone: _____
4. Groom's Name: _____ Cell Phone: _____
5. Guest Minister's Name: _____
Address: _____
Phone: _____
Email address: _____
6. Church or Ministry presently serving _____
Address: _____
Phone: _____
7. Are they currently accredited by the State of Arkansas to officiate at a wedding?
Yes _____ No _____

Wedding Checklist and Contact Information

Getting your wedding started

- To reserve your wedding and rehearsal dates, contact SJUMC Administrative Assistant, Teresa Bodie, 501-217-6711 or teresa@stjameslr.org. Tentative dates may be held for one week and you will receive “Your Wedding at SJUMC” booklet. Your dates are secured by filling out the Wedding Information Form, signing the Fee Schedule and including the \$200 refundable deposit. \$50 will be retained for administrative fees in the event of cancellation.
- It is your responsibility to contact the minister, organist and wedding director as soon as possible to assist in planning your ceremony.
- Your SJUMC minister can be reached at 501-217-6700. Ministers other than pastors of SJUMC must receive approval of and an invitation by the SJUMC senior pastor. Schedule meetings with the minister for counseling and planning the ceremony.
- Contact Organist, Robert Lindley, 501-217-6735 or robert@stjameslr.org to schedule music.
- Meet with Wedding Director for a tour of the bridal facilities, to see the available equipment, and plan the rehearsal and wedding at least 6 weeks before the wedding.
- Give the appropriate instructions to the florist, photographer and videographer included in “Your Wedding” booklet.
- Contact the Hospitality Director, Jan Fairman, 501-217-6752 or jan@stjameslr.org if rehearsal dinner and/or reception will be at SJUMC.

8 Weeks before wedding

- Have plans for flowers/decorations approved by the church wedding director.
- Meet with the organist to select music or have music approved.
- If nursery is requested, contact the Nursery Director, Sarah Owens 501-217-6700 or sarah@stjameslr.org.

4 Weeks before wedding

- Receive approval of wedding program from minister and wedding director before printing.
- Give the wedding director a list of wedding party, parents and others participating in the ceremony. Finalize rehearsal and wedding day plans.
- Make final payment to church office. Unpaid fees may result in the cancellation of the wedding.

Decorations, Candles, Flowers (Copy for Florist)

The Sanctuary may be decorated by a responsible florist who will agree to abide by the following policies:

- Only live greenery and flowers may be used.
- One arrangement of fresh flowers and/or greenery may be placed behind altar. The church has a pedestal and urn that can be used. Other flowers must be approved by the wedding director.
- Greenery or flowers in the chancel area may not obstruct the view of the minister, organist or soloist.
- All chancel furnishings must remain in place. If there is a concern, please consult with the wedding director.
- Altar cloths on the pulpit, lectern and communion table are provided by the church and must not be handled by anyone other than a member of the Altar Guild. The color of the paraments will be white. No decorations may be placed upon the altar table, pulpit, lectern, organ or piano.
- An aisle cloth may not be used.
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Photographs (Copy for Photographer)

St. James UMC recognizes the value of wedding photographs as a lasting remembrance of this special occasion, and we expect photographers to respect, honor and abide by the rules and regulations which follow and to treat the ceremony and setting with reverence.

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- The wedding party may return to the altar for photographs after the ceremony, if they so desire. 30 minutes will be allowed for photographs following the ceremony.
- The photographer is cautioned about marring furniture by standing on the pews or by placing camera equipment on the pews or furniture in the church, this also includes the chancel area cushions. He or she will be held responsible for any damages.
- Cameras with flash attachments will not be allowed in the Sanctuary after the bride starts down the aisle.
- Advise your friends and relatives not to take pictures or video during the ceremony.
- No photographer or equipment is allowed in an area where it is visible to the congregation during the ceremony.
- Non-flash photographs and time exposures may be taken during the ceremony from the balcony.
- There shall be no noise or other distraction made by the photographers.
- Photographs are permissible from the back of the church and narthex during the recessional.

Video (Copy for Videographer)

- Videotaping is allowed before and after the ceremony in any part of the building.
- Videotaping of the ceremony may be done from the balcony of the Sanctuary.
- Aisles must be kept clear.
- The videotaping must be done from a single, stationary position (i.e. the videographer may not move around to various locations), and it must not involve any lighting changes or additional portable lighting in any part of the Sanctuary.
- ALL remote or directional microphones **MUST** be approved by the SJUMC Sound Technician.
- The pastor shall not be asked to wear a separate microphone.
- A direct line from the sound system is available on the videotaping platform. Use of this line is arranged through a St. James sound technician.
- No videographer or equipment is allowed in an area where it is visible to the congregation during the ceremony.
- The videographer **must have equipment set up one hour before the wedding.**
- No radio or cell phone use between videographers if there is more than one taping.
- The St. James UMC sound technician is available to coordinate with the videographer.





St. James United Methodist Church

321 Pleasant Valley Drive – Little Rock, Arkansas 72212
www.StJamesLR.org ~ 501.217.6700