



*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 Executive 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, signing the Fee Schedule found in the Appendix; and paying the \$200 deposit.

- 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 \$2650.
- Non-members may schedule their weddings not more than one year prior to the ceremony. Non-member fees are \$3650.
- During December and holiday weekends weddings will be scheduled at the discretion of the church office.
- No evening wedding may be scheduled later than 6:00 p.m.

### Types of Ceremonies

#### Informal

- No music is used
- No decorations/furniture or setup
- Fewer than 50 in attendance
- No rehearsal
- No sound amplification is necessary
- The service is conducted by a St. James pastor
- Monday-Thursday only

#### Modified Informal

- \*St. James Wedding Director required
- \*1 Hour arrival before ceremony
- \*Fewer than 50 in attendance
- \*No rehearsal
- \*No seating setup by staff

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 the couples 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 and the organist to request their services, even after you have reserved your date.

- **The church Executive Assistant** is available to reserve your wedding date and assist you in obtaining the Wedding Booklet, Fee Schedule and contact information for the appropriate staff members.
- **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 unless you have a wedding planner in attendance on the day of the wedding. 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, Worship and the Arts** 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, Worship and the Arts 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, Worship and the Arts.
- **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.

# 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 7. The bride's dressing room is Cotley Parlor. The groom's dressing room is in the Hamara Library.
- 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.
- Additional security can be arranged by contacting our facilities manager & paid directly to the security company.

## 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. Secular love songs between the couple are appropriate at the reception – not at the wedding.

- 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, Worship and the Arts.
- 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. The exception to this rule is that silk flower petals may be used if there is a flower girl in the wedding party. Silk flower petals may be "thrown".
- One or two arrangements 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.
- St. James rugs or runners may not be removed. We do not allow the St. James runners and rugs to be covered as this creates a tripping hazard.
- 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 in coordination with our Facilities Manager. If the couple 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. Thirty 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, including 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.
- The St. James UMC sound technician is available to coordinate with the videographer in advance. The sanctuary has cameras and microphones set up to video the processional, wedding, and recessional for a professional end product. Contact Kyle Howard at 501-217-6718 or [Kyle@stjameslr.org](mailto:Kyle@stjameslr.org) to schedule.
- 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.**

## Alcohol and Illegal Drug Policy

- St. James UMC is a smoke-free building.
- **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 the Director of Worship, Music and the Arts. A fee will be charged according to the number of people served and the amount of preparation/cleanup needed.

## 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. Rehearsals are only permitted for Formal Weddings. 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 for a Formal Wedding.
- The church facilities are available for photographs before the ceremony. Ask your wedding director for specific areas.
- Thirty 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](http://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 OR CREDIT CARD—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: \_\_\_\_\_

Service Type:  Informal  Modified Informal  Formal

Rehearsal Date (N/A if informal): \_\_\_\_\_ Time: \_\_\_\_\_

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: \_\_\_\_\_

Maintenance Personnel: \_\_\_\_\_

Videographer: \_\_\_\_\_

### Church Adornments:

Candelabra: (4-7 branch candelabras) \_\_\_\_\_

Candle Torches: (12) \_\_\_\_\_

Unity Candle: \_\_\_\_\_

Pedestal/Urn: \_\_\_\_\_

Kneeling Bench: \_\_\_\_\_

Linen Pew Markers: (12) \_\_\_\_\_



# 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 Executive Assistant, Teresa Bodie, 501-217-6711 or [teresa@stjameslr.org](mailto: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 signing the Fee Schedule and including the \$200 deposit.
- It is your responsibility to contact the minister and organist 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](mailto: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. Contact information will be provided to you within one week of receiving the signed agreement and payment.
- 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](mailto: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.

## *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. The exception to this rule is that silk flower petals may be used if there is a flower girl in the wedding party. Silk flower petals may be “thrown”.
- One or two arrangements 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.
- St. James rugs or runners may not be removed. We do not allow the St. James runners and rugs to be covered as this creates a tripping hazard.
- 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 in coordination with our Facilities Manager. If the couple 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.
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## **Photographs (Copy for Photographer)**

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. Thirty 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, including 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)

- 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.
- The St. James UMC sound technician is available to coordinate with the videographer in advance. The sanctuary has cameras and microphones set up to video the processional, wedding, and recessional for a professional end product. Contact Kyle Howard at 501-217-6718 or [Kyle@stjameslr.org](mailto:Kyle@stjameslr.org) to schedule.
- 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.**







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321 Pleasant Valley Drive – Little Rock, Arkansas 72212  
[www.StJamesLR.org](http://www.StJamesLR.org) ~ 501.217.6700