

**Wedding Policies**  
**St. John's United Church of Christ**  
**15370 Olive Blvd.**  
**Chesterfield, MO 63017**

**Application:** A couple desiring a wedding at St. John's United Church of Christ should complete an application and return to the church office with the appropriate deposit. Please contact the church office, 636.532.0540, to make an appointment with the pastor to discuss the arrangements. **The date and time will be reserved on the church calendar only after the application and deposit have been received and approved.**

Building use for Wedding reservations are 90 minutes prior to wedding time and one hour after the service.

If you are reserving the church during hot summer months, the church will be warm, as the cooling system will not be able to keep up with the constant door opening and closing of guests.

All weddings require a rehearsal. The rehearsal will take at least one hour. The time should be scheduled at the same time the wedding service is scheduled.

**Making Yours a Christian Marriage:** As you plan for your wedding, you also plan for your marriage. Part of your preparation will be to spend time with the pastor. Conferences with the pastor are required and will facilitate good communication, marital commitment, harmony and happiness as husband and wife. Normally, these take an hour to an hour and a half with the couple together. These visits are confidential.

**The Order of Service:** The wedding is outlined in the Book of Worship of United Church of Christ. The pastor will work with you in the selection of scriptures, vows, etc. for the service. If you desire to write your own vows, they need to be approved by the pastor one month prior to the service.

**Organist:** The church organist is well prepared to assist you in planning and selecting music for your wedding. The organist will make available to you a wide selection of appropriate music. All music you wish to use in the wedding service must be approved by the church organist one month in advance. Please contact the organist for her availability, consultation, and to reserve the date.

**Soloist:** The church does not automatically provide a soloist, but the organist can help you locate a soloist. If you use a soloist from St. John's, the fee will be included with the other fees due. If the soloist is not from St. John's, you will pay the soloist directly. The organist will practice one time with the soloist.

**Rehearsal:** The rehearsal is arranged with, and led by, the pastor. The organist and soloist will practice at this time as well. It is expected that everyone will arrive on time. Usually the rehearsal takes place prior to a rehearsal dinner. Let the party begin after the rehearsal. The church does not allow alcoholic beverages or smoking on the property. Anyone who appears under the influence of alcohol or drugs will be asked not to participate in the rehearsal.

**BRING YOUR LICENSE AND FEES:** The marriage license and church fees must be submitted to the church office at least two days before the wedding date. Remember that you need to apply for this license not more than 30 days. Please check the website for further information. A license from any Missouri county or the City of St. Louis may be used.

**All fees must be paid at least two days before the wedding date.** Please make individual checks out to the pastor, organist, soloist, wedding coordinator and the sound system operator with the appropriate names. Names can be obtained from the church secretary. The check for the fees to the church should be made out to: "St. John's United Church of Christ."

**Sound System:** provides use of the microphones; if additional sound system is required, additional fees will be discussed and required. We do not allow video photographer to connect to sound system.

**Photographs:** No flash pictures may be taken during the wedding ceremony. Most photographers are aware of this policy and abide by it. Flash pictures may be taken before and after the service. As a courtesy, pictures with the pastor should be done promptly after the service.

Discreet use of videotaping is permitted during the service. The pastor or wedding coordinator can offer helpful suggestions regarding this.

**Flowers and Decorations:** Flowers and decorations may be placed the day of the wedding 60 to 90 minutes prior to the service. Any flower pedals thrown by the flower girl, must be silk. All decorations must be approved by the coordinator 2 weeks before the wedding.

Disposition of flowers and decorations following the service is up to the couple. If flowers are to be left for Sunday services, please call the church office two weeks prior to the wedding date, so that the announcement may be placed in the bulletin the morning after the wedding for the Sunday morning worship service.

We ask that you not use Scotch tape on the pews to hold bows or decorations. You may use floral tape. It works well and does not harm the wood finish.

**No aisle runners are allowed.**

**Wedding Candles:** A candleholder is available for use for the Unity Candle. Candles must be supplied by the couple. Oil-filled candelabras on each side of the altar are also furnished for use by the church.

**Rooms for Dressing:** If needed, rooms are available as dressing areas. The rules prohibiting smoking and alcohol drinking apply to these rooms as well.

**Sanctuary:** the sanctuary provides a sacred and formal atmosphere for a wedding. The sanctuary seats 300 people. There are 19 pews on each side of the altar, which seat 6-8 people.

**NO ALCOHOLIC BEVERAGES ARE ALLOWED.** Alcohol is not to be consumed anywhere on the church property, including the parking lot. As with the rehearsal, at the pastor's discretion, if anyone in the wedding party appears under the influence of alcohol or drugs, they will be asked to leave.

**NO SMOKING IS PERMITTED IN THE BUILDING.**

Effective date 6/29/15