

## The Wedding Ceremony at St. Paul's: Practical Matters

This information will help ensure that your wedding preparation moves smoothly and is free of problems and the need for last minute decisions. We ask for your signature at the end of these pages, indicating your awareness of and agreement to our policies.

### Timetable

If you are paying a fee for the use of St. Paul's, your check needs to be in hand six months prior to the wedding date to confirm the date on the church calendar.

### What time? How many guests?

6 p.m. on Saturday is the latest hour for us to schedule a wedding, due to the necessity of re-setting the altar and preparing the church for the 8 a.m. Sunday morning service. Seating capacity for St. Paul's is 200 – 225, including the balcony.

### Who presides?

The wedding ceremony and the rehearsal are conducted by the priest. St. Paul's will arrange for a member of the parish to assist with lining up the bridal procession, giving cues about when to move, and the like. If a wedding director from outside the parish is desired, that person must coordinate with the director of St. Paul's Altar Guild as well as the priest in charge, who has final authority.

### Music

The parish Director of Music & Organist, Mr. Matthew Hill, is to be given first option to play for all weddings at St. Paul's. Please contact him at [music@stpaulsbeaufort.com](mailto:music@stpaulsbeaufort.com) to ascertain whether he is able to play on the desired date. If so, he will set up a mutually convenient planning session to discuss the music, choose among alternative compositions, etc. If not, he will recommend other names.

Under the direction of the Rector, the organist will make all decisions regarding the suitability of music for a wedding. Secular music is not permitted in our religious services. The basic fee for the organist is \$500, which includes the initial planning conference and the rehearsal. If consultation/rehearsal with soloists or instrumentalists is required, the fee is \$350. A check for the appropriate amount should be given to the church payable to the organist no less than two weeks prior to the rehearsal.

### Flowers

Flowers may be used behind the Altar (Retable) and on the shelf in front of the choir stalls, facing the congregation. The flowers behind the Altar will be used for Sunday services and recognition of the wedding flowers will be in the Sunday bulletin. The flowers will be removed and placed at the discretion of the Altar Guild following the Sunday service. **Nothing may hang on the front door of the church.** Greenery is allowed on the outside of the wrought iron railing. Please share this information with your florist.

## Photography

As is the case with all liturgies of the Church, the worship of God is the primary intention of the wedding ceremony. Picture taking can distract from that intention, and so we strictly limit how it may be done.

Prior to the ceremony. Pictures may be taken in the church building up to 45 minutes before the service begins. For example, if the ceremony is at 5 p.m., the church doors can remain closed while pictures are taken from 3:30 to 4:15, at which time the photographer must leave. The church doors are then opened for ushers to begin seating guests.

During the bridal procession. The photographer must remain at a point behind the rear pew. From there, pictures may be snapped as the bridesmaids and bride begin to process.

During the ceremony. The photographer may take non-flash pictures from the balcony, if there are no guests in the balcony and no noise is made.

After the ceremony. In order for the Altar Guild to carry out their work of preparing the church for the Sunday services, picture taking must be limited to 20 minutes after the conclusion of the service.

Videotaping may be done from the balcony, provided that the camera is set up in advance and no distracting movement is involved. Please share this information with your photographer.

## Parish Hall/Office

These buildings will be opened for the convenience of the wedding party two hours prior to the service. Soft drinks, ice, cups, etc. can be set up in the kitchen for the wedding party. **Please, no alcohol on church property (this is a legal issue).**

Immediately following the ceremony, someone must see that these buildings are picked up and readied for use by the congregation on Sunday. This is the responsibility of the wedding party. Buildings will be checked and locked by the Altar Guild.

**If you would like to use the parish hall for your rehearsal dinner or reception please ask for a copy of our parish house guidelines.**

Please sign the form and return to the church office with your check.

*We understand and agree to these rules.*

\_\_\_\_\_  
Bride

\_\_\_\_\_  
Groom

**Check enclosed** \_\_\_\_\_  
(amount)

**Date** \_\_\_\_\_