

Wedding Guidelines

St. Paul United Methodist Church Grant Park

501 Grant Street, SE

Atlanta GA 30312

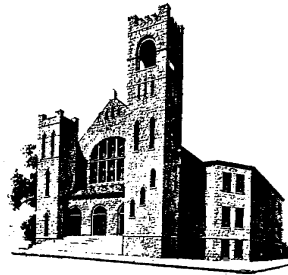
Phone: 404-688-7501

Fax: 404-688-4421

Email : office@stpaulgrantpark.org

Website: www.stpaulgrantpark.org

The Rev. Susan R. Allen Grady, Pastor
Kevin Hill, Minister of Music
Jonathan DeLoach, Organist
Ginny Pavey, Office Manager
Susan Johnson, Wedding Director



Planning Your Wedding

Welcome to St. Paul United Methodist Church. We are delighted that you have chosen to seek God's blessing on your union by being married in our sanctuary. The staff at St. Paul welcomes the opportunity to work with you in planning your wedding to make it as beautiful and memorable as possible. To ensure that arrangements are made smoothly and easily, please review carefully the information contained in this brochure.

Checklist

- Call St. Paul's church office to check the availability of the facilities on the dates and times you desire.
- Contact the minister at St. Paul to discuss your wedding plans or to obtain approval for a guest officiating minister.
- Contact St. Paul's organist to discuss your the music for your wedding and the organist's fee or to obtain approval for another organist.
- Complete the Reservation Form and return it to St. Paul's church office with your non-refundable deposit of \$500. Be sure to include both your day and evening telephone numbers.
- The Church Wedding Director will contact you shortly after receiving your completed Reservation Form.

Please keep the Wedding Director informed of your needs as your wedding plans develop.

Our Facilities

Our recently renovated sanctuary seats approximately 400 persons, not including the balcony that has not been renovated. Rooms with nearby bathrooms are available for both bride/bridesmaids and groom/groomsmen to dress before the wedding.

In the initial planning of your wedding, we recommend that you visit the church prior to making your decision. The following guidelines apply to all church facilities:

- You are responsible for any damage or theft of church property.
- Please ask the Wedding Director about moving equipment and furnishings
- NO Alcoholic beverages of any kind are allowed in any church buildings. Food and drink are permitted in Fellowship Hall, the Gym and Chester Commons.
- Smoking is not permitted in any of the church facilities.
- Due to safety hazards, rice and birdseed are not allowed following the wedding.

Reservations

Reservation of church facilities may be made by returning the enclosed Reservation Form with a deposit of \$500. No reservation is official until the Reservation Form and the non-refundable deposit are received. **The balance is due 30 days before the wedding date.** A list of fees comprising the total amount for use of the facilities is included with this brochure.

Music

If you would like for our organist, Jonathan DeLoach, to play for your ceremony, please contact him directly regarding his availability when planning your wedding date (jonathan@mentorsw.com, 404-321-5180). The standard organist's fee for the wedding service is \$200; payment in full directly to Mr. DeLoach is required 30 days before the date of the wedding. If he is unavailable, he will provide a list of other suggested organists. Should you wish to use an organist of your own choosing, please ask your organist to communicate with Mr. DeLoach regarding the use of the instrument and rehearsal time.

Mr. DeLoach will schedule a consultation with you to choose appropriate selections for your processional, recessional, and other music from his repertoire. If you wish for him to play for the wedding rehearsal, there is an additional fee of \$50. If you have arranged for a vocal or instrumental soloist(s) who will require accompaniment, please let Mr. DeLoach know as soon as possible; the fee for any additional rehearsals with other musicians is \$50/hour.

If you wish to have vocalists and/or other instrumentalists, it is your responsibility to make those arrangements, and any music chosen must be appropriate for a religious service.

Rehearsals

Rehearsals are limited to one hour. Please advise members of the wedding party, family members, and friends to be prompt. We will unlock the church only 15 minutes before the rehearsal and it will remain unlocked no more than 15 minutes beyond the rehearsal.

Wedding Director

Due to the number of weddings we hold at St. Paul, we have found it helpful to assign a Church Wedding Director who will act as your **primary contact person** as you plan your wedding. All plans regarding decorations, floral arrangements, candles and candelabra, dressing rooms and reception (if at the church) must be reviewed by the director. The church office will give you this person's name and phone number. If you wish to utilize the services of a professional wedding consultant, please have this individual contact the wedding director. The Church Wedding Director **must be** on the premises during all rehearsals and weddings.

Officiating Minister

The St. Paul UMC pastor will be glad to discuss officiating at your wedding. Please contact her as soon as possible to discuss your wedding plans. If you wish to utilize another member of the ordained clergy in either an officiating or assisting capacity, be sure to discuss with the St. Paul minister when you call.

Photography and Videography

We recommend that you hire a professional photographer rather than an amateur. Only stationary videography is permitted during the ceremony and no flash photography is permitted during the ceremony. If you plan to videotape the ceremony, please inform the Wedding Director so that appropriate plans can be made.

Receptions

The Fellowship Hall and Chester Commons are available for a rental charge listed on schedule of wedding fees. The charges for these facilities, as well as for the Sanctuary, include custodial fees for clean-up after the wedding and reception are over. Additionally, there may be incidental expenses depending upon the reception size, duration and equipment use. Under no circumstances are alcoholic beverages, including wine and champagne, permitted.

Parking and Security

Since St. Paul has no parking lot, it may be necessary to arrange for a street closing. Contact the Church Office for the application to be submitted to the City of Atlanta Police Department at least 1 month before the wedding date. You may also want to inquire with the local precinct about options for security while your wedding is happening at the church.

Guidelines for the Florist

St. Paul United Methodist Church has developed the following guidelines to avoid inadvertent damage to church property or to sanctuary furnishings. Please review them carefully. If you wish to see the sanctuary, you may contact us during church office hours. The church office hours are 8:30 a.m. to 3:30 p.m., Monday through Thursday. If you have any questions, please contact the Wedding Director, Susan Johnson, at 404.562.1541 by day and 404.627.2425 at night.

- The altar table may be moved from its central position. The altar table may be used to display flowers.
- No nails, tacks or staples may be used to attach any decorations to church property.
- All candelabras must be placed on clear plastic covers, even if the candles are dripleless. If candles or candelabras are to be placed on the pulpit platform, ask the Wedding Director to check the ventilation system and turn it off to avoid having the candles or candelabras in drafts.
- All decorations and equipment must be removed immediately after the ceremony. The church is not responsible for storing any equipment.
- It is the responsibility of the florist to contact the Church Office to arrange delivery and set up time.
- If floral arrangements are to be discarded after the ceremony, St. Paul would be pleased to accept them for use either in our worship services or for distribution to members of our Sr. Citizen's Group, the Golden Age Center.

ST. PAUL UNITED METHODIST CHURCH

Wedding Fees

The established fee schedule for all services related to weddings at St. Paul United Methodist Church appears below.

	Non Members	Members
Sanctuary	\$1200*	\$500*
Chester Commons.....	\$300*	\$150*
Fellowship Hall and Kitchen	\$400*	\$200*
Custodian	\$ varies	
Minister	\$300	\$150
Wedding Director	\$300	\$150

Organist: Please contact St. Paul's organist to discuss his availability and fee or for approval of a substitute organist should he be unavailable.

To hold your wedding date, a non-refundable deposit of \$500 is required for all reservations. All fees must be paid at least 30 days prior to the date of the wedding.

St. Paul United Methodist Church Wedding Reservation Form

501 Grant Street, S.E., Atlanta, GA 30312

404-688-7501 (Fax) 404-688-4421 office@stpaulgrantpark.org

This form MUST be returned to the St. Paul Office Manager with your non-refundable deposit in order for your reservation to be held on the church's calendar. No reservation is guaranteed without a deposit.

Name of Bride _____
Address _____
Home Phone _____ Work Phone _____
Email _____

Name of Groom _____
Home Phone _____ Work Phone _____
Email _____

Rehearsal Date _____ Time _____

Wedding Date _____ Time _____

Florist _____ Phone _____
Email _____

Photographer _____ Phone _____
Email _____

Videographer _____ Phone _____
Email _____

If the reception is to be held in the St. Paul Fellowship Hall:

Caterer _____ Phone _____
Email _____
Hours of Use _____ to _____

To Be Reserved

- Sanctuary for rehearsal and wedding.....\$ _____
- Chester Commons.....\$ _____
- Kitchen/Fellowship Hall.....\$ _____
- Wedding Director.....\$ _____
- Custodial\$ _____
- Minister\$ _____
- Organist..... *Fee negotiated with and paid directly to organist.*
- Total Fees Due\$ _____
 Less Non-refundable Deposit (\$500).....\$ _____
- Total Balance Due by** _____ **\$** _____