



ST. ANDREW PRESBYTERIAN CHURCH

WEDDING POLICY

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The Wedding Policy of St. Andrew Presbyterian Church Denton, Texas

Brief Statement of Christian Marriage

We are pleased that you wish to be married in the sanctuary of St. Andrew Presbyterian Church and we take this opportunity to acquaint you with our policies so that your wedding ceremony will be a meaningful worship service. The church is guided in these wedding policies by the Directory for Worship of the Presbyterian Church (U.S.A.).

The Christian marriage ceremony is a service of worship before God. As such, reverence is expected on the part of all present. Because of the distinctly Christian orientation of the marriage liturgy, it is expected that at least one of the partners is a professing Christian, and that, ordinarily, both will share a common Christian faith. The church looks upon the public expression of your marriage commitment, in the context of this worship service, as a means of strengthening the foundation of your marriage.

Since the marriage ceremony is a service of worship, it may take one of several approved forms. The officiating minister from the St. Andrew staff will discuss the various liturgical possibilities with each couple and guide them in their choices. It is understood, however, that each couple has the responsibility for acquainting themselves with this wedding policy and for abiding by it. Whether or not the persons to be married are members of St. Andrew Presbyterian Church, the service shall be under the sole direction of the officiating minister from the St. Andrew staff. The choice of St. Andrew Presbyterian Church for your wedding assumes your willingness to respect the theological integrity of the Reformed tradition.

Scheduling Your Wedding

Before a date is set for the wedding, the couple must contact one of the ministers for the initial interview. This can be done in person or by phone. The wedding will not be put on the calendar until the minister has been contacted, the wedding coordinator has been contacted, and the security deposit (refundable, minus any fees) and the non-refundable Building Usage Fees are paid.

No weddings or rehearsals will be scheduled to take place on the following days (although, special arrangements may be made at the ministers' discretion):

- ❖ Sundays
- ❖ Holy Week
- ❖ Thanksgiving Holidays
- ❖ During the Christmas Holidays

Officiating Minister

Ordinarily one of the ministers of St. Andrew Presbyterian Church officiates at all weddings held at the church. If, however, the couple desires to invite another Presbyterian minister to officiate, this may be done through the minister of St. Andrew Presbyterian Church. If the couple desires to invite a minister from another denomination to assist in officiating, this may be done at the discretion of St. Andrew's ministers and by their invitation to the visiting minister. The St. Andrew minister will assist you in planning the order of worship for the service. They will be able to provide ideas, resources, and support to help in decision making for your service. The officiating minister will also lead premarital conferences with the couple.

Premarital Conference

Because the church supports this important and serious commitment in your life, each couple is required to participate in a series of premarital conferences. These may be with one of the ministers of St. Andrew Presbyterian Church or by someone else who has been approved. The conferences shall include both members of the couple and will concern the following:

- ❖ the nature of their Christian commitment, assuring that at least one is a professing Christian
- ❖ the legal requirements of the State of Texas
- ❖ the privileges and responsibilities of Christian marriage
- ❖ the nature and form of the marriage service
- ❖ the vows and commitments the couple will be asked to make
- ❖ the relationship of these commitments to lives of discipleship
- ❖ the resources in the Christian community that may assist the couple in fulfilling their marriage commitments

You are responsible for contacting the officiating minister to schedule these conferences.

Wedding Coordinator

St. Andrew's wedding coordinator works under the purview of the Worship and Music Committee of the Session and the ministers to help coordinate all activities at the church. The couple should schedule a meeting with the wedding coordinator soon after the wedding date has been scheduled. The wedding coordinator will assist you in making decorating decisions as well as other details leading up to the wedding. Please communicate to the coordinator any special arrangements as related to flowers, pew decorations, candles, seating, etc. The wedding coordinator will be present to assist the minister in directing the wedding rehearsal, as well as

being present the day of the wedding. Consultants employed privately by the couple shall work under the direction of the officiating minister and the wedding coordinator of St. Andrew Presbyterian Church.

Outside wedding planners do not take precedence over the church's wedding coordinator.

Music/Organist

The music accompanying the marriage liturgy shall direct attention to God and express the faith of the church. Furthermore, special care shall be taken to assure that it is reverent and consistent with the church's standards for the worship of God. Since the wedding is a worship service, it is entirely appropriate for the congregation to join in the singing of hymns.

You are responsible for contacting the organist as soon as possible after the wedding date is scheduled. One or both members of the couple must meet with the organist at least 30 days prior to the wedding to discuss music choices. The organist can discuss with you and make suggestions for musical selections, instrumental and/or vocal, for the processional, recessional, and other music for the service. If an additional rehearsal, other than at the wedding rehearsal, is needed, there will be an additional charge.

All music used in the wedding ceremony shall be agreed upon in conference with the organist, who will consult, if necessary, with St. Andrew's Director of Music and ministerial staff. Only sacred music shall be used. In the event of a dispute concerning the appropriateness of a piece of music, the officiating minister has the final say. Wedding programs should not be printed until all music choices are approved.

No secular music or recorded music will be allowed during the service.

Since the sanctuary organ is a delicate instrument and expensive to maintain, only the organist of St. Andrew Presbyterian Church is permitted to play the organ for weddings. If the church organist is unavailable, the Director of Music will invite a guest organist. If the couple wishes to invite their own organist/pianist to play, special arrangements can be made by speaking to the officiating minister. If the couple wishes a soloist (vocal or instrumental) to provide special music for the service, the Director of Music or minister should be consulted. An additional charge may be added for soloists.

Fees (see attached)

Flowers /Decorations

Floral decorations and other appointments should not be unduly elaborate and all the activities surrounding the ceremony should avoid excessive expense and ostentation. Decorations should add to, not distract, from the wedding ceremony. The Christian symbols in

the chancel, such as the communion table, baptismal font, pulpit, lectern, or cross, shall not be obscured or displaced by decorations. No decorations are allowed on the organ or piano. No seasonal decorations shall be removed from the sanctuary. The paraments on the pulpit and lectern cannot be removed. Pew bows/flowers are allowed but must be attached with a plastic pew clip. No tape, screws, glue, pins, nails, or other means of attachment may be used which might cause damage to the church. Only metal, dripless candles are allowed to be used in the candelabras and may only be used in the chancel. A small pedestal can be provided for the unity candle, which the couple will provide. The wedding coordinator will assist in the placement of the candles. Small votive or hurricane candles are acceptable for use in the windows but must be approved by the wedding coordinator. Only artificial flower petals may be dropped by the flower girl and must be cleaned up immediately after the service. Aisle runners are not allowed.

Deliveries of flowers and other decorations may not be made to the church prior to the arrival of the wedding party. The florist or other party designated to decorate (friend or relative) is responsible for all set up and clean-up of the decorations. The florist or designated decorator is responsible for any damage to the church. A signed agreement, stating that the couple, their representative, florist, and/or designated decorator have reviewed the church policy, must be in place four weeks prior to the wedding.

All decorations must be removed within one hour after the wedding service, otherwise the security deposit may be withheld. St. Andrew is not responsible for items left at the church.

Photography/Videography

Because the ceremony is a service of worship, the photographer is required to respect the nature of the service and, at all times, take photos in a nonobtrusive manner. The photographer may use the center aisle during the processional and recessional. During other parts of the service, the photographer may use the side aisles, from the fourth pew going back, for photographs. The officiating minister will be glad to re-enact any portion of the service after the ceremony. Pictures using flash may be taken before and after the service. Pictures taken after the service should be completed within 30 minutes.

Videography equipment may be discretely set up in the choir loft but must be controlled remotely with no additional lighting. Equipment must be set up 45 minutes before the service.

Guests attending the wedding should be informed that photography and videoing are not permitted in the sanctuary once the service begins.

Photographers/ videographers must contact the wedding coordinator to discuss church policy regarding photography. Photographers/videographers will at all times abide by church policies. Misunderstandings and potential embarrassment will be avoided if the couple, or their representative, make sure the photographer/videographer fully understands this policy and is willing to comply with it in all respects. A signed agreement between the couple or their representative must be in place four weeks prior to the wedding.

All equipment must be removed from the church within one hour after the service.

St. Andrew is not responsible for items left at the church

Marriage License and Registration Information

Prior to the wedding, the church is required to obtain certain information for maintaining the church register. It is important that the marriage license be given to the minister or the wedding coordinator at the rehearsal, if not before.

Wedding Rehearsal

A rehearsal is required and is customarily held the afternoon or evening before the wedding at a time mutually convenient to all parties. The purpose of the rehearsal is to familiarize the wedding party with the procedures for the wedding and to enable all to be as comfortable as possible with the marriage service. It is imperative that the rehearsal begin at the appointed time and that all persons involved in the wedding be present. One hour is reserved for the rehearsal. Rehearsal time does not include time for a soloist to rehearse. The soloist must schedule another rehearsal time with the organist. Members of the wedding party should be properly attired and duly respectful of where they are and what they are doing. The St. Andrew minister and the St. Andrew wedding coordinator will be in charge of the rehearsal.

Childcare

Childcare is not automatically provided for weddings. If you desire a nursery, childcare workers employed by St. Andrew Presbyterian Church must be used and an additional fee will be assessed. Please contact the wedding coordinator for details and/or to arrange childcare.

Use of the Building

There is a building usage fee which is **not refundable** and is due when the wedding date is

scheduled. In addition, there is a security deposit, also due at the time of scheduling, which is refundable in full, minus any damage or fees for excessive cleanup.

The rehearsal will be scheduled for one hour the day prior to the wedding. The facilities of the church are available for use by the wedding party for five hours the day of the wedding. This includes preparation time, photos, the ceremony, and pictures after the service.

Fellowship Hall is available for receptions. There are additional fees for the custodian, wedding coordinator, and use of the Fellowship Hall. A schedule of fees is available upon request. The narthex and parlor are available for small receptions and additional fees apply. No receptions will be held in the gym.

General Rules

1. No smoking will be permitted in the building at any time.
2. No rice, confetti, or paper streamers may be thrown in the church or the surrounding grounds. Bird seed may be thrown outside the church.
3. The hymnals, pew bibles, and other materials in the pews or pew racks shall not be removed.
4. Children are not to be left unattended anywhere in the church during the rehearsal or during the preparation time prior to the wedding.
5. At no time will food or beverage be permitted in the sanctuary.
6. No intoxicants (alcohol or drugs) will be permitted in the church or on church property, nor will any person under the influence of an intoxicant be tolerated at the rehearsal or the wedding.

The pastor and the wedding coordinator have the authority to ask anyone to leave who violates this policy.

7. St. Andrew is not responsible for items left at the church, either before or after the wedding.
8. If damage to any church property should occur, the wedding couple will be responsible and expected to pay for the damages.

All weddings held at St. Andrew Presbyterian Church will be governed by this wedding policy. It is the responsibility of the couple or the person making the arrangements for the wedding, to see that all parties involved in the wedding are informed of these policies.

Wedding Fees

	* Member	Non-Member
Minister	\$300	\$400
Wedding Coordinator		
Rehearsal/Wedding	\$300	\$300
Rehearsal/Wedding/Reception	\$375	\$375
Organist		
Wedding/Rehearsal/No Solo	\$300	\$300
Accompaniment for each solo (vocalist or Instrumental)	\$35	\$35
Custodian		
Wedding/Rehearsal	\$250	\$250
Wedding/Rehearsal/Reception	\$325	\$325
Wedding/Rehearsal/Reception With Buffet	\$435	\$435
Building Usage Fee (non-refundable)	\$200	\$600
Security Deposit (refundable)	\$350	\$350

*For the purpose of this policy, “member” means that either member of the couple, or parent(s) of one of the pair to be wedded, who have been an active member of St. Andrew Presbyterian Church for one year prior to the wedding. Otherwise, the “non-member” fees apply.

- The Building Usage Fee and security deposit are due when the wedding date is scheduled.
- The security deposit will be refunded within two weeks following the wedding, less any amount required for repair of damage to church property or for excessive clean up.
- Fees for receptions will be figured separately. A schedule of reception fees is available upon request.
- The balance of fees is due three weeks before the wedding.
- Please write one check, payable to St. Andrew Presbyterian Church.

Wedding Policy Agreement

St. Andrew Presbyterian Church

300 West Oak

Denton, Texas 76201

940.387.3897

www.standrewdenton.com

Agreement to Church Policies

We have read the Wedding Policy of St. Andrew Presbyterian Church and agree to abide by the policies outlined therein. We will communicate the policies to the appropriate members of our wedding party and those providing other services, such as photographer/videographer, florist, etc.

We understand that the St. Andrew Presbyterian Church Wedding Coordinator takes precedence over any outside planner we may have hired.

Signature of Marrier 1

Date

Signature of Marrier 2

Date

Signature of Wedding Coordinator

Date

Instructions for Florist

St. Andrew Presbyterian Church

300 West Oak

Denton, Texas 46201

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Decorations

Decorations should add to, not distract from the wedding ceremony. Decorations may not displace, obscure, or be placed on any of the Christian symbols in the chancel, such as the communion table, baptismal font, pulpit, lectern, or cross. No decorations are allowed on the organ or the piano. Please respect the sanctity of the sanctuary and the church facility when decorating for the wedding.

Please complete all decorating 1 ½ hours before the service.

All decorations must be removed within 1 hour after the ceremony or the completion of pictures. St. Andrew is not responsible for items left at the church.

Pews and Aisles

Pews for family and friends may be reserved using pew bows/flowers. These may be attached using pew clips. No tape, screws, glue, pins, nails, or other means of attachment may be used which might damage the pews. Aisle runners are not allowed.

The Chancel

The communion table, baptismal font, and seasonal decorations may not be removed from the chancel. No decorations or arrangements may be placed on the communion table, organ or piano. A small pedestal can be provided for the unity candle, which the couple will provide. Candelabras are available for use in the chancel. The wedding coordinator will assist in the placement of candles.

Candles

Only metal, dripless candles are allowed to be used in the candelabras and may only be used in the chancel. The church will provide a taper for lighting the candles. Small votive candles or hurricane candles are acceptable for use in the windows but must be approved by the wedding coordinator.

Flowers

Deliveries of flowers and other decorations should not be made prior to the arrival of the florist or person designated to do the decorations. The delivery time can be arranged with the wedding coordinator. If the flowers are to be left after the service, the wedding coordinator should be informed. Otherwise, all flowers should be removed. Only artificial rose pedals or other artificial flowers may be dropped by the flower girl and must be cleaned up immediately after the service. If decorations are not removed promptly, the security deposit will be withheld. The florist or designated person will be responsible for any damage to the church.

**The St. Andrew Presbyterian Church Wedding Coordinator takes precedence
over any outside planner.**

Florist Agreement

I have read the "instructions for florist" and agree to respect them. I will be responsible for any damage to the church property incurred by the use of flowers or any other decorations during this wedding.

Event: _____ Date: _____

Name of Florist: _____

Phone: _____

Signature of Florist: _____ Date: _____

Wedding Representative: _____

St. Andrew Presbyterian Church Wedding Coordinator: _____

Instructions for Photographer/Videographer

St. Andrew Presbyterian Church

300 West Oak

Denton, Texas 76201

940.387.3897

www.standrewdenton.com

All photography and equipment set up must be completed 45 minutes before the service, prior to guests being seated.

Photography

Because the ceremony is a service of worship, the photographer is required to respect the nature of the service and, at all times, take photos in a nonobtrusive manner. During the service, the photographer:

- may use the center aisle during the processional/recessional.
- during other parts of the service, the photographer may use the side aisles, from the fourth pew going back, for photographs.
- after the ceremony, the wedding party and family members may return to the sanctuary with the couple for pictures. We suggest that this photo shoot last no more than 30 minutes. If more time is needed, arrange to take some pictures before the service.

Videography

The Videographer will:

- use lights already in the sanctuary. No lighting equipment may be brought in.
- discretely set up equipment in the choir loft or balcony. Equipment in the choir loft must be controlled remotely.
- Equipment must be set up 45 minutes prior to the service.

Code of Ethics

The Photographer/ Videographer will:

- contact the wedding coordinator to familiarize himself/herself with church policy regarding picture taking or videoing before, during, or after the wedding ceremony.
- Abide at all times by the policies established by the church and work in a dignified, professional, and unobtrusive manner while recording this sacred ceremony.

Please Note:

The church provides a wedding coordinator to assist the couple with their wedding plans, to aid the minister in conducting the rehearsal, and to coordinate all that happens before, during or after the wedding.

**The St. Andrew Presbyterian Church wedding coordinator takes
precedence over any outside planner.**

Please remove equipment immediately after the photos are taken at the end of the service. St. Andrew is not responsible for items left in the church and left items may be discarded.

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Photographer / Videographer Agreement

I have read the "Instructions for Photographer/Videographer" and agree to respect and follow them. I will be responsible for any damage to church property incurred by the use of any of my equipment.

Event: _____ Date: _____

Name of Photographer: _____

Name of Videographer: _____

Phone: _____

Signature of Photographer: _____ Date: _____

Signature of Videographer: _____ Date: _____

Wedding Representative: _____

St. Andrew Presbyterian Church Wedding Coordinator: _____

Wedding Policy updated by the Worship and Music Committee and
approved by Session September 2026