

St. Paul's Episcopal Church
306 Peyton Road, S.W.
Atlanta, Ga. 30311
404-696-3620

WEDDINGS

Points of Interest When Having a Wedding at St. Paul's

As in all worship services in the Episcopal Church, **The Rector or Priest-in-Charge is charged by Canon Law with the final responsibility for determining the appropriateness of all arrangements and details.** The priest to officiate at the wedding will conduct the rehearsal, assisted by members of the Daughters of the King Wedding Committee and the Wedding Coordinator, if there is one. Other points to consider:

- ❖ **Before** selecting your wedding date, please check the church calendar with the Parish Administrator. **Established church dates will take priority, no exceptions.**
- ❖ A member of the Daughters of the King Wedding Committee will be assigned to your wedding. She will assist you at the rehearsal and will be available at the church to coordinate pre service activities. That person will contact the bride at least 1 month prior to the wedding to finalize the arrangements. If needed, members of the wedding committee will assist pinning boutonnieres on the groomsmen, and ushers. They will also assist the bride and her attendants as needed.
- ❖ Rehearsals should last no longer than one hour. It is imperative that everyone is on time.
- ❖ If you wish to Celebrate Holy Eucharist (communion), please speak to the Priest prior to the rehearsal.
- ❖ A microphone is available if required for a large wedding.
- ❖ We allow vocal soloist during a wedding service. **The Rector must approve all music used during the service including solos.**
- ❖ The bride will need to arrange an appointment with our organist approximately six weeks before the wedding.
- ❖ Floral arrangements should be discussed with the Daughter's of the King Wedding Committee contact at the initial meeting. We have preferred florists, should you choose someone else, please review our policies for florists.
- ❖ We emphasize the need to maintain the dignity of the occasion and the need to neither interfere nor distract from the ceremony. Keeping this in mind, we have some preferred photographers. If you choose not to use them, please review our policies for photographers and video photographers.
- ❖ We have a list of preferred wedding coordinators if you do not have one in mind.

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Policies for Florists

Weddings are such a special event in the life of families we at St. Paul's want to do what we can to help make it a pleasant, joyful time, free of worry, confusion or misunderstandings. To that end we want to be sure our policies are uniform and clear.

We understand that you will be providing the flowers for the _____ wedding. If you have not been to St. Paul's before, we want you to know we are glad to have you participate in this way. If you have provided flowers for a wedding here in the past, we welcome you back.

In order to make sure we all have the same expectations, please note the following information:

- ❖ The wedding committee of the Daughters of the King is in charge of the altar flower arrangements for all weddings at St. Paul's.
- ❖ Placement of any decorations, flowers, candelabras, etc will be done only in consultation with the Wedding Committee.
- ❖ Candelabras, etc. should be picked up within twelve (12) hours after the wedding. St. Paul's cannot be responsible for items left after the wedding.
- ❖ **In the interest of safety, aisle runners are not permitted at St. Paul's.**
- ❖ **No artificial flowers or other decorations, of any nature or description will be allowed on the altar. You may have bows or artificial flowers on the ends of the pews.**
- ❖ **Flowers should be delivered at least 1 ½ hours before the wedding. Any special instructions should have been dealt with at the initial meeting of the Wedding Committee.**

We look forward to working with you, and know that you can appreciate our need for adherence to guidelines. We anticipate no problems, but should they arise, we hope you will call and let us know. We will feel free to do the same.

St. Paul's reserves the right to deny future services of any florist who does not adhere to church policies.

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Policies for Video Photographers

We understand that you will be photographing the _____ wedding at St. Paul's in the near future. If you have not been to St. Paul's before, we want you to know we are glad to have you participate in this way. If you have photographed a wedding here in the past, we welcome you back.

In order to be sure we all have the same expectations, please note the following information:

- ❖ We ask that you not arrive more than 1 ¼ hours before the ceremony.
- ❖ The priest conducting the wedding is in authority regarding all matters pertaining to the service, including photographing it. The priest will advise the video photographer which areas he is allowed to stand while videoing the wedding.
- ❖ The priest expects the photographer to attend the rehearsal.
- ❖ There may be no distracting noise, movements or lights. (Blinking lights need to be covered with black tape.)
- ❖ If you intend to audio tape the service, it will be necessary for you to discuss this with the Rector or Priest in Charge. This can be done at the rehearsal.

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St. Paul's reserves the right to deny future services of any photographer who does not adhere to church policies.

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WEDDINGS

Policies for Photographers

We understand that you will be photographing the _____ wedding at St. Paul's in the near future. If you have not been to St. Paul's before, we want you to know we are glad to have you participate in this way. If you have photographed a wedding here in the past, we welcome you back.

In order to be sure we all have the same expectations, please note the following information:

- ❖ We ask that you not arrive more than 1 ¼ hours before the ceremony.
- ❖ Members of the Daughters of the King Wedding Committee will assist with getting groomsmen, ushers, and family members to you for pictures prior to the service if requested.
- ❖ **No flash pictures may be taken during the ceremony. Loud snaps, clicks or noise from spring driven motors will not be allowed.**
- ❖ No flash pictures may be taken when visitors are moving about due to the danger of stumbling after being inadvertently blinded by the flash.
- ❖ Photographers may not move about the church during the ceremony.
- ❖ Flash pictures may be made as the bride and groom draw near the door to the narthex after the ceremony.
- ❖ Pictures may be taken of the wedding party at the altar for 15 minutes after the ceremony once the church has been emptied. Pictures which include the priest should be taken first so he/she may leave.
- ❖ Stationary video cameras may be concealed in an inconspicuous place agreed upon with the priest. The flashing light, which most video cameras have, must be covered with something so as not to be distracting.

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St. Paul's reserves the right to deny future services of any photographer who does not adhere to church policies.

St. Paul's Episcopal Church Wedding Rental Agreement

Date: _____ Time: _____

1. Before selecting a date to use the facilities of St. Paul's for your wedding, please check with the Parish Administrator to be sure the date is available. Scheduled church activities will take priority, **no exceptions**.
2. A 50% deposit will be required to reserve a date. Half of the deposit will be forfeited if cancellation occurs within thirty (30) days of the reserved date. Final payment is due 30 days prior to the wedding. All checks should be made payable to St. Paul's Episcopal Church.
3. Promptness Fee - promptness is very important at St. Paul's, therefore we ask that you pay an additional \$250.00 by separate check 30 days prior to the wedding. As long as your rehearsal and wedding begin within 15 minutes of the scheduled time, that payment will be returned to you immediately following the ceremony. Otherwise you forfeit the \$250.00.
4. St. Paul's does not assume responsibility for damages or loss of personal property.
5. Hard liquor is not permitted at a reception held at the church. Only punch, champagne, or wine may be served.
6. St. Paul's Episcopal Church reserves the right to terminate any wedding or reception if the activity or behavior of the participants becomes unacceptable.
7. The church and/or Bowden hall must be cleaned immediately after the event. The cost of clean-up and security is included in your rental fee. The Parish Administrator will contact our custodian to arrange a clean-up time. She will also arrange security at the church for the day of your wedding.
8. All decorations must be removed from the church and/or Bowden Hall immediately after the wedding celebration ends. Candelabras, etc must be picked up within 12 hours after the wedding.

Wedding Fees to use the Facilities at St. Paul's Episcopal Church

1. Use of the Sanctuary and Bowden Room	
a) Non-members	\$1,000.00
b) Members of St. Paul's	\$ 200.00
2. Use of the Sanctuary	
a) Non-members	\$ 800.00
b) Members of St. Paul's	\$ 200.00

Cost of Security and clean-up is included in the above fees.

3. Honorarium for the Priest	\$ 150.00
4. Organist's fees	
a) Non-Members	\$ 350.00
b) Members of St. Paul's	\$ 250.00

Fees include:

- a) Consultation on the wedding music
- b) One hour rehearsal (Each additional hour or Portion thereof is \$25.00)
- c) Soloist Preparation (preparation of each additional soloist is \$25.00)
- d) The Marriage Ceremony

Wedding Agreement

- 1. Use of the Sanctuary and Bowden Room _____
(Cleaning Fees and Security included)

- 2. Use of the Sanctuary only _____
(Cleaning Fees and Security included)

- 3. Promptness fee \$ 250.00
(Provided the Rehearsal/Wedding begins within 15 minutes of the scheduled time, this money will be refunded immediately following the ceremony. Please pay by separate check 30 days prior to ceremony.)

- 4. Honorarium for the Priest _____

- 5. Organist's Fees _____

TOTAL _____

Reservation deposit of **Half of the Total** is to be paid in order to reserve the date. The Balance of all fees are **due 30 Days** prior to the wedding, **no exceptions.** Please make one check payable to St. Paul's Episcopal Church.

Parish Administrator

I have read, understand and agree to the above.

Name: _____

Signature: _____ Date: _____ Phone: _____

Name: _____

Signature: _____ Date: _____ Phone: _____

Address: _____

Suggested Vendors at St. Paul's Episcopal Church

Please note, the following persons are suggested vendors because they are familiar with the policies of the Episcopal Church and they have had the opportunity to interact during numerous services at St. Paul's.

Wedding Coordinator

Ginger Carter	404-691-0512
Frances Martin	404-696-1621

Florist

Willis Flowers	770-991-6460
Frances Flower Corner	404-696-1621

Photographers

Robert Johnson	404-792-8981
Dawn B. Shaw	770-447-0241
Harriett Williams	770-996-6704

Caterers

Richard Wood	404-691-1455
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