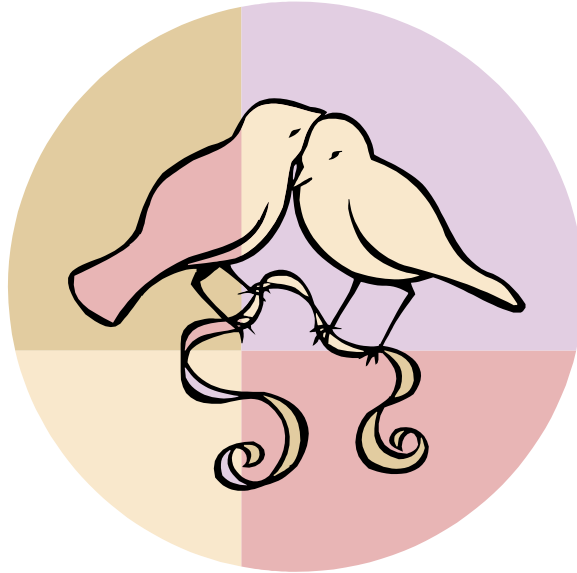


# MEMBER WEDDING POLICIES



I am my beloved's and my beloved is mine.  
The Song of Solomon 6:3

Saint Luke's Presbyterian Church  
Dunwoody, Georgia  
September 2015

**WEDDING POLICIES**  
**SAINT LUKE'S PRESBYTERIAN CHURCH**

Book of Order 2015-17  
Presbyterian Church (USA)  
Directory for Worship  
W-4.9000

*“Marriage is a gift God has given to all humankind for the well-being of the entire human family. Marriage involves a unique commitment between two people, traditionally a man and a woman, to love and support each other for the rest of their lives. The sacrificial love that unites the couple sustains them as faithful and responsible members of the church and the wider community.”*

We understand, as our Book of Order denotes that, *“In civil law, marriage is a contract that recognizes the rights and obligations of the married couple in society. In the [Presbyterian Church] marriage is also a covenant in which God has an active part, and which the community of faith publicly witnesses and acknowledges.”*

It is the policy of Saint Luke’s Presbyterian that weddings here are a benefit of membership. As such members of this church, their children and their grandchildren, *“may request [through the Session of this congregation] that a service of Christian marriage be conducted by a teaching elder (minister) in the Presbyterian Church (U.S.A.). A couple requesting a service of Christian marriage shall receive instruction from the teaching elder, who may agree to the couple’s request only if, in the judgment of the teaching elder, the couple demonstrate sufficient understanding of the nature of the marriage covenant and commitment to living their lives together according to its values. In making this decision, the teaching elder may seek the counsel of the session, which has authority to permit or deny the use of church property for a marriage service.”*

At Saint Luke’s *“a marriage service shall be conducted in a manner appropriate to this covenant and to the forms of Reformed worship, under the direction of the teaching elder and the supervision of the session (W-1.4004–.4006). In a service of marriage, the couple marry each other by exchanging mutual promises.*

## **TO ALL COUPLES**

**We** are glad that you have chosen to hold your marriage ceremony at Saint Luke's. We look forward to serving you and your family on this happy occasion.

This booklet contains important information concerning wedding policies at Saint Luke's Presbyterian Church. Before submitting your wedding reservation form, please read it carefully.

Instruction sheets for florists, photographers, and videographers are included. Please give them to the individuals providing those services for you. Additional copies are available from the Wedding Guild Coordinators, or you may make your own copies.

If you have any questions, please call one of the Wedding Guild Chairpersons, Paula Humer (770 698 8910) & Katherine Robeson (770 712 5783)

Thank you.

Wedding dates shall be set by the pastor in accordance with the Church calendar. To confirm a reservation, fill out the Wedding Reservation Form and leave it in the Church Office. No more than one wedding will be scheduled on any one day.

To help support your marriage and as an avenue of growth for you as a couple, Saint Luke's requires the bride and groom to participate in a Marriage Preparation Program consisting of:

- (1) An initial counseling session with the officiating pastor.
- (2) Four premarital counseling sessions with Georgia Griffin, Saint Luke's Pastoral Counselor. (There is a \$200 charge for these sessions.)
- (3) A final reflection and ceremony planning session with the officiating pastor.

The couple should contact both the pastor and Georgia Griffin directly to set the dates for their sessions at mutually convenient times. You may contact both parties at Saint Luke's (Georgia Griffin can be reached at 404-636-1457 ext. 452). Please contact the above parties no later than four months prior to your wedding date to make these arrangements.

### PASTOR

All weddings must be officiated by a member of the Saint Luke's pastoral staff. You may have a second pastor, who is not on staff at Saint Luke's, also involved in the ceremony. However, a pastor of Saint Luke's must be present and involved during the entire wedding planning process, inclusive of the ceremony, unless otherwise pre-approved by a Saint Luke's pastor. The service must reflect the theology of the church as it pertains to weddings, as determined by a pastor of Saint Luke's.

### WEDDING GUILD

You should receive a confirmation of the wedding reservation from the Wedding Guild Coordinators within a month of submitting your Reservation Form.

About six weeks prior to your wedding date, one of the Wedding Coordinators will be assigned and contact you. She will meet with you to gain information about your wedding party, florist, and photographer, and to set up plans for your rehearsal.

The Wedding Coordinators are responsible for the mechanics and cues needed for a smoothly run rehearsal and ceremony. They will have one or two assistants working with them the day of the wedding. On the day of the wedding, one will be assigned to work with the bride and her attendants. The other will assist the groom and his attendants.

If you are using a bridal consultant, please inform her that the Saint Luke's Wedding Guild is in charge of all activities at the Church.

## **FEES / HONORARIA**

All fees and/or honoraria are to be paid by separate checks made out to the individuals providing the services and are due in the Church Office 30 days prior to your wedding date.

## **REHEARSAL**

The Saint Luke's Wedding Coordinators will direct the rehearsal. Musicians generally do not participate in rehearsals.

The Church will be opened 30 minutes prior to the rehearsal. All participants in the wedding ceremony are expected to be present and on time. The rehearsal should take no longer than one hour. We ask that only persons directly involved in the ceremony attend.

The marriage license must be given to the Wedding Coordinators prior to the rehearsal.

## **DRESSING AT THE CHURCH**

The Church will be open 2 ½ hours prior to the wedding time.

Women in the wedding party use the Parlor and the attached kitchen. Men in the wedding party will use the designated classroom.

To prevent loss, it is essential that someone who is not in the wedding party be designated to clear these rooms immediately prior to the ceremony. This is a security precaution. The Church cannot be responsible for lost or stolen items.

## **OTHER**

It is understood that smoking and alcoholic beverages are not permitted on church property at any time.

Rice, birdseed, flower petals, confetti or any other materials may not be thrown or dropped inside or outside on Church property.

In order to maintain the sanctity and religious significance of the ceremony, the officiating pastor will discuss the participation of children in the ceremony with you.

We request that the following note be placed in the wedding program/bulletin:

*"Please respect the sanctity of the service by refraining from flash photography during the ceremony and by silencing all cellular phones."*

## **MUSIC**

**Our Music Director and Organist is Clair Maxwell. Soon after scheduling your wedding, you should contact him at the Church to discuss wedding music.**

**All music should be appropriate to the dignity of the occasion. Special care should be taken to assure that it is suitable and reverent. Guidance in selecting appropriate music should be sought from the Church's Director of Music/Organist. All sung texts should be theological or biblical in content and should center upon God and the Word of God, not upon the couple. The romantic aspect of marriage is best evoked at the reception.**

**The Organist of Saint Luke's shall provide suitable organ music at all weddings held within the church unless special permission is granted.**

**The service of other organists may be used only with the permission of the regular organist. Should a guest organist provide the wedding music, the Saint Luke's organist shall receive the stated fee in addition to that paid to the guest organist since instruction must be given in the use of our organ.**

## **FLOWERS AND DECORATIONS**

**(You must give a copy of this page to your florist and it must be followed.)**

**The beauty of the Church is enhanced by simplicity. We suggest that flowers, decorations, and other appointments should not be elaborate.**

**A flower arrangement may be placed on the communion table with the cross as an integral and visible part of the table arrangement. The urns and ferns on the niche tables (on either side of the chancel steps) may not be removed.**

**Any flower arrangements left for the use of the Church are appreciated. Please notify the Flower Chairman if you plan to leave the flowers for the Church.**

**Seasonal holiday decorations, kneeler cushions, and banners will remain in place.**

**Runners of any type are not permitted in the aisles for safety reasons.**

**Tacks, tape, staples, putty, or any other substance may not be used to affix decorations to the walls, furniture, or fixtures in the Church. Special clips or ribbons may be used to fasten bows or flowers to the pews.**

**The size and design of candelabras must be limited so they do not obstruct movement within the chancel. Dripless candles only may be used.**

**If you are having a unity candle, the candles and stand are to be provided by the florist.**

**Flowers and decorations should be completed two hours before the ceremony to allow time for pre-service photography.**

**The florist is responsible for clearing away all floral materials and decorations after the wedding. The florist will be assessed a one hundred dollar (\$100.00) Storage Fee for materials left overnight at the Church. All trash associated with floral decorations must be hauled away or placed in the dumpster behind Sheppard Hall by the florist.**

## **PHOTOGRAPHY**

**(You must give a copy of this to your photographer and it must be followed.)**

**All photographs must be taken before or after the wedding ceremony except as described below. Nothing may be removed from or moved about within the Sanctuary.**

**Please plan on finishing all pictures in the Sanctuary at least 45 minutes before the start of the ceremony.**

**During the processional, pictures may be taken from the balcony with NO flashes being used and ONLY during the procession while organ music is playing.**

**Flash photographs are allowed during the recessional with the photographer standing in the Narthex.**

**Pictures should NOT be taken during the ceremony, except through the Narthex glass without flash.**

**Photography after the ceremony shall be completed within 30 minutes.**

**Photographers should be appropriately dressed, as if one of the wedding guests.**

**We reserve the right to ask any photographer who is in violation of these regulations to correct the violation immediately or to leave the Church.**



**(You must give a copy of this page to your videographer and it must be followed.)**

**All video equipment must be in place no later than 45 minutes prior to the ceremony.**

**Video equipment will not be moved during the ceremony. During the ceremony, one manned video camera may be used in the balcony. One unmanned camera may be placed in the balcony alcove.**

**Cameras may not be placed in the chancel.**

**Floodlights or any kind of special lighting may not be used during the ceremony.**

**Wires may not be laid across any aisles.**

**Nothing may be taped, stapled, tacked, or pinned to any of the Church walls, furnishings, or fixtures.**

**Any persons operating video equipment shall be appropriately dressed, as if one of the wedding guests.**

**We reserve the right to ask any video operator in violation of these regulations to correct the violation immediately or to leave the Church.**

## **OBTAINING A MARRIAGE LICENSE IN GEORGIA**

**Both bride and groom must appear IN PERSON at the county courthouse.**

**Blood tests are no longer required.**

**They must bring two forms of legal proof of identification showing their name and birth date (driver's license, state ID, birth certificate, passport, Armed Forces ID card, Resident Alien ID card). Both must be at least 18 years of age.**

**Fees must be paid in cash, certified check or money order - no personal checks, credit cards or debit cards allowed.**

**Please note: If the couple completes 6 hours of counseling (Georgia Griffin & the pastor) within 12 months of applying for the license, Saint Luke's will present a certificate, which they may take with them to get the license. With this certificate, the fee is significantly reduced. Included in the cost is one certified marriage certificate. Additional copies are available for \$10 each.**

**In DeKalb County, the hours are Monday - Friday, 8:30 a.m. to 4 p.m. with applications accepted up to 4:30 p.m. Licenses are issued on a first come first served basis; and during the busy times of the year, several hours may be spent waiting in line. Licenses are issued the same day as the application is filed. The DeKalb County Marriage License Department is located on the basement floor of the DeKalb County Courthouse Annex, Room B190, 556 North McDonough Street, Decatur, GA 30030.**

**If either party is a resident of Georgia, any county may issue a license for marriage in any county. If neither party is a resident of Georgia, the license must be obtained in the county where the marriage will take place. You will be married in DEKALB COUNTY.**

**For further information, call the Court Administrator of the DeKalb County Probate Court, 404-371-2601 or go to:**

**[http://web.co.dekalb.ga.us/probate\\_court/index.html#](http://web.co.dekalb.ga.us/probate_court/index.html#), then click on "Marriage License."**

**Officiating Pastor: ..... \$400.00**  
**(payable to the officiating Pastor)**

**Marriage Preparation Program: ..... \$200.00**  
**(payable to Georgia Association of Pastoral Counselors [GAPC])**

**Organist:**  
**Wedding only ..... \$250.00+**  
**Rehearsals ..... extra fees**  
**(payable to Clair Maxwell)**

**Wedding Coordinators: .....\$150 (2 people)**  
**(payable to Saint Luke’s Wedding Guild)**

**All fees/honoraria are due 30 days prior to the wedding date. Separate checks payable to each individual providing services are to be left with the Christian Education Administrative Assistant in the Church Office.**

**After you receive your Wedding Reservation package, call the church office to reserve the date on the calendar.**

**Submit your Wedding Reservation form.**

**Give appropriate instruction sheets to the florist, photographer, and videographer.**

**Make appointments for counseling with the officiating pastor and with Georgia Griffin, GAPC.**

**Obtain Marriage License.**

**IMPORTANT PHONE NUMBERS**

**Saint Luke's 770-393-1424**

**Wedding Guild Coordinators**

**Paula Humer 770-698-9810 or pvhumer@gmail.com**

**Katherine Robeson 770-712-5783 or khrobeson@gmail.com**

**Organist**

**Clair Maxwell 770-393-1424, ext. 227**

**Flower Chairman**

**(If you plan to leave flowers for Sunday's service, please indicate that on your reservation form, sign up on the flower calendar and call the Flower Chairman.)**

**Celeste Fischer 404-434-8099**