



---

# WEDDING GUIDE

---

ST. JAMES UNITED METHODIST CHURCH



4400 PEACHTREE DUNWOODY ROAD  
ATLANTA, GEORGIA 30342  
404-261-3121

St. James United Methodist Church welcomes your inquiry about weddings at our church. We believe that a wedding ceremony is a worship service and our policies reflect that belief. Please read this Guidebook carefully to be certain that all aspects of the wedding you envision are compatible with our policies.

### **Reserving the Church**

The first step to scheduling a wedding at St. James UMC is to contact the church office (404-261-3121) with your tentative date. Policies relating to scheduling include

- The date and time of weddings for non-members will be confirmed no earlier than six months prior to the event.
- Seven o'clock p.m. is the latest time of day that a wedding may be scheduled.
- Two weddings may be held on the same day provided four hours are allowed between each wedding.
- No weddings will be scheduled during the last week in Advent, Holy Week, the weekend following Thanksgiving Day or any Sunday.

If your desired date is available, the bride and/or groom should have a brief informational meeting with the church's Business Administrator, who will arrange a meeting with a St. James wedding coordinator. At this meeting, the coordinator will provide a tour of our facilities and will answer any questions concerning our policies.

Following these meetings, your chosen date will be reserved for you by the Business Administrator upon the return of

- The initialized ***Agreement Sheet***
- Security deposit of \$500

## **Clergy**

If you desire, a St. James pastor will officiate at the ceremony. With approval of the senior pastor, visiting clergy are welcome to officiate. Visiting clergy must attend the rehearsal in order to participate in the wedding ceremony. A St James pastor will be present in the church during the rehearsal and the ceremony.

## **The Wedding Director**

Only members of the St. James Wedding Guild may direct weddings and rehearsals. These church members have been trained to work with the pastor and the organist. Your assigned director will take care of all the details of your ceremony and rehearsal, freeing you to relax and enjoy the moment. Please do not have a consultant or friend helping you at the rehearsal or in the narthex before the wedding.

Approximately two months before your wedding, one of the assigned directors will contact you to arrange a consultation to help you work out the details of your ceremony and to look at the facilities of the church with you. You may contact her at any time prior to the rehearsal with questions or needs. The wedding director and the pastor will conduct the rehearsal, implementing the details you and she agreed upon at the consultation.

On the day of your wedding, the wedding directors arrive at the church one hour before the ceremony to check details and to be of assistance to you in any way. They will help all members of the wedding party fulfill their obligations. You will not have to worry about any details or aspects of the ceremony.

The wedding directors of St. James Church act with the complete authority of the senior pastor of St. James Church. The wedding party is expected to respect and adhere to the church policies.

## Wedding Music

A church wedding is a worship ceremony and the music should be appropriate. It is church policy that only the St. James organist play for all worship services. Dr. Craig Smith, organist for St. James, will provide the organ music for your wedding and will be responsible for all decisions regarding the music and its manner of performance.

A consultation with Dr. Smith should be scheduled **at least six weeks prior to your wedding** to discuss the music you want at your wedding. If you desire a trumpet player, contact Dr. Smith immediately after your wedding is placed on the calendar, as these musicians are scheduled many months in advance. On pages 7-8 is a list of examples of appropriate music. If the selection you want is not on the list, feel free to mention it to Dr. Smith. If the consultation is not held, Dr. Smith will plan the music without your assistance. Contact Dr. Smith by e-mail at [cfsdds@aol.com](mailto:cfsdds@aol.com).

When vocalists or other instrumentalists are a part of the ceremony, they are to be coordinated with and approved by Dr. Smith at the consultation. All musicians should wear appropriate attire or choir vestments will be provided.

The St. James sanctuary has beautiful, natural acoustics; therefore, no prerecorded music or amplification in any form is permitted.

## **Photography**

Photographs are an important remembrance of your wedding. Because a wedding ceremony is a worship service, we ask that you and your photographer follow our guidelines regarding photography.

St James has several lovely outdoor locations for photographs and your photographer is encouraged to use any of them. All wedding photography *in the sanctuary* should be completed one hour before the wedding service. All pre-wedding pictures are to be completed 30 minutes before the ceremony. Pictures may be taken after the ceremony until your allotted time expires.

During the ceremony, pictures may be taken from the balcony, using only existing light. As the bride and groom exit the sanctuary, the photographer may take a few steps down the aisle for flash shots.

Pictures taken from pews during the ceremony are very disruptive and can affect the work of your photographer; therefore they are not permitted. Please inform your photographer, family, and friends of this policy. We suggest your putting a brief statement to this effect in your program.

The wedding director will send your photographer a copy of our policies regarding photography prior to the wedding.

## **Videography**

Videotaping with a manned camera is permitted only from the balcony using the existing light. An unlighted and unmanned video camera may be used in the front of the sanctuary in a designated location. Ask the wedding director for details before you reserve a videographer. No videography is allowed from the pews.

## **Furnishings and Flowers**

The color of the paraments on the pulpit, lectern and behind the altar will be white. During the Advent season, we have a large Christmas Tree, which cannot be altered or moved for the wedding.

For reasons of safety, no aisle cloth or flower petals of any kind are allowed on the aisle.

Two candles are used on the altar. The church has a pair of seven-branch candelabra which can be placed on either side of the altar. If a Unity Candle is used, St. James has a stand, but the bride should provide the three candles.

Only fresh flowers or fresh greenery may be used on the stands on either side of the altar. No other flowers, greenery, or decorations are permitted in the sanctuary. Florist's containers should be used for the flowers. Six-inch diameter containers or 48-ounce cans will fit inside the brass urns beside the altar. Papier-mâché containers may be placed directly on the stands. The florist should complete all work two hours before the wedding. The wedding director will inform your florist of our policies several weeks prior to the wedding.

Ribbons and /or flowers may be used on the pews to designate family seating. They must be secured with a florist's hook over the pews, or tied around the top of the pews. No tape, tacks or nails are allowed.

Many brides choose to leave their altar flowers for the St. James worship services on Sunday. The flowers will remain either on the altar or will be placed in the narthex of the church. You may designate your flowers in honor of or in memory of individuals. Acknowledgement of your flowers will be made in the Sunday worship bulletin *if you inform the wedding director at your initial consultation.*

## **The Rehearsal**

Rehearsals may begin at either 5:30 or 6:30. The rehearsal time is scheduled at the time the wedding date is scheduled. Most rehearsals can be completed in an hour if all members of the wedding party arrive on time. Please ask the members of the wedding party to arrive 15 minutes before the scheduled time. The organist is available for only an hour so it is important that the rehearsal begin on time.

Seating of parents, placement of the wedding party for the ceremony, instructions to the ushers and bridesmaids will be covered at this time. The pastor will conduct a brief run-through of the ceremony. All who are participating in the wedding ceremony, as well as those who are to be formally seated, should be present at the rehearsal.

No food or beverages are allowed in the sanctuary or narthex at any time. The use of alcohol, drugs, or tobacco anytime in the church is prohibited.

The marriage license must be in the hands of the pastor before the wedding can be performed. *Bring your marriage license to the rehearsal.* The marriage license office nearest to St. James is the North Fulton County Service Center, 7741 Roswell Road (404-613-7638.)

## Miscellaneous

The Bride's Room, located in the small parlor in the new wing of the church, contains a bathroom and a spacious closet. Wedding gifts brought to the church may be placed in the Bride's Room. The church staff is not responsible for the safety of gifts or for personal belongings.

No food or drink is allowed in the Bride's Room. Food and drink may be brought and consumed in the Fellowship Hall prior to the ceremony.

Room 106 on the lower floor is available for the groom and his attendants.

If a nursery for small children is needed, the church will provide staff for the nursery rooms. There is a fee. The wedding director will arrange for the nursery.

For safety reasons, no rice, birdseed, confetti, artificial or natural flower petals may be thrown in the church building or on the premises.

No alcoholic beverages or drugs are permitted on church premises. At the discretion of the wedding director and/ or the officiating clergy, any member of the wedding party who disregards this policy will be excluded from the wedding ceremony.

If conflict arises from what is said and what is written, the written policy will prevail.

## Fees

A schedule of fees for weddings is available from the church office.

A check covering all fees, payable to St. James UMC, is due to the church office *two months* prior to the wedding date. If the fee is not paid by this time, we assume you have decided not to hold your wedding at St. James. The wedding date will be cleared from the calendar and the security deposit will be forfeited.

Any additional fees incurred for the provision of a nursery or for opening the church early on the wedding day must be paid before the date of the rehearsal.

If no damage to the church occurs during your rehearsal and wedding, your reservation/security deposit of \$500 will be returned within 21 days. On the day of your wedding, the church will be open for your use two hours before the stated time of the wedding. Should you want the church open earlier, the fee is \$100 per hour payable before the wedding. Including the 2 hours before the ceremony starts, your fee includes 3 ½ hours of use. If for any reason you remain after that allotted time, a charge of \$50 per 15-minute increment will be deducted from the security deposit or charged to the couple.

**Suggested Wedding Music**  
**St. James United Methodist Church**

**Processions (IN)**

Trumpet Voluntary	Jeremiah Clarke
Trumpet Voluntary	John Stanley
Trumpet Tune	Henry Purcell
Trumpet Voluntary I	William Rowan
Trumpet Voluntary II	William Rowan
Choral Song	Samuel Wesley
Ode to Joy	Beethoven
Now Thank We All Our God	J. S. Bach
Psalm XIX	Marcello
Canon in D	Pachelbel

**Processionals (Out)**

Rigaudon	Andre Campra
Rondeau	Joseph Mouret
Hornpipe	G.F. Handel
Now Thank We All Our God	J. S. Bach
Now Thank We All Our God	Karg-Elert
Preludes and Fugues (various)	J. S. Bach
Allegro Maestoso	F. F. Handel
Finale Symphony No. 1	Vierne
Toccata---Suite Gothique	Boellman

## **Vocals**

Entreat Me Not to Leave Thee	Gounod
My Heart Ever Faithful	J. S. Bach
In Faith I Calmly Rest	J. S. Bach
If Thou Be Near	J. S. Bach
God Is My Shepherd	Dvorak
Other Biblical Songs	Dvorak
O Lord Most Holy	Franck
The Lord's Prayer	Various Composers
The Call	Vaughn Williams

## **Organ Preludes**

Jesu, Joy of Man's Desiring	J. S. Bach
Preludes and Fugues (various)	J. S. Bach
Tuba Tune	C. S. Lang
My Heart Is Filled With Longing	J. S. Bach
Sonata No. 3	Mendelssohn
Now Thank We All Our God	Karg-Elert
Our Father Who Art in Heaven	J. S. Bach
Fugue in E Flat (St. Anne)	J. S. Bach
Sheep May Safely Graze	J. S. Bach
Various Chorales	Franck
Selections from "Water Music"	G. F. Handel
Rhosymedre	Vaughn Williams
The Jig Fugue	Buxtehude
St. Anthony Chorale	Brahms