

Saint Joseph Seventh-day Adventist Church

1201 Maiden Lane
Saint Joseph, Michigan 49085
Phone: (269) 408-1130

WEDDING REGULATIONS AND GUIDELINES

The following guidelines will help you as you plan your wedding in harmony with Seventh-day Adventist Standards and St Joseph SDA Church regulations. Please read all enclosed information carefully.

- I. **WHO MAY BE MARRIED AT THE ST. JOSEPH SDA CHURCH**
 - A. Any couple who is married either by an SDA minister or a minister of another denomination provided their marriage does not violate any of the standards of the SDA church and Biblical principals.

- II. **WHO MAY PERFORM WEDDINGS AT THE ST. JOSEPH SDA CHURCH**
 - A. Any pastor who is legally recognized by the State of Michigan to officiate at a wedding. A copy of the wedding plans must be submitted for approval at least two weeks prior to the wedding.
 - B. Out-of-state pastors will need to contact the Berrien County Clerks Office in St. Joseph, MI at (269) 983-7111 ext. 8233 to discuss necessary personal qualifications and legal paperwork necessary.
 - C. It is recommended that each couple engage in a minimum of 10 hours pre-marital counseling.

- III. **GENERAL GUIDELINES**
 - A. The wedding ceremony and all arrangements should be done in good taste, and in accordance with church policies.
 - B. Church decorations:
 1. Florists should use only dripless candles.
 2. Candles on pews may be used only in hurricane globe enclosures.
 3. Candles are to be lit only with candle lighters, provided by florist. Please do not attempt to light any candles with matches or other types of lighters.
 4. Masking tape used for bridal party platform positions are furnished by the Events Coordinator.
 5. The throwing of rice, confetti, or any other similar substance on the church premises is not permitted. Birdseed and use of Bubbles is permitted OUTSIDE only.
 6. Final decorating arrangements are to be approved by the Events Coordinator.
 7. Furniture may be moved only with permission from Events Coordinator /Wedding Supervisor. All church property must remain inside the building.
 - C. St. Joseph SDA Church is not responsible for lost or stolen items left in the facility before, during, or after the wedding.
 - D. Before leaving the church, the rooms used (including dressing rooms) should be left clean and furniture returned to original order. Personal belongings should be removed, tables wiped clean, and trash deposited in the dumpster in church parking lot. The following checklist must be completed:
 1. Dressing rooms in order. All paper and plastic picked up and personal belongings removed.
 2. If using church's candleholders, all floral decorations must be removed from candleholders. Please do not leave any wires on them.
 3. There should be no wax on the carpet or candleholders.
 4. Any furniture moved must be returned to its proper place.
 5. Anything that the Wedding Supervisor deems needs completed to restore the used area to original order.

- IV. **THE BRIDAL PARTY**
 - A. The wedding ceremony is a sacred ceremony preformed in the presence of God.
 - B. The same principles of dignity, simplicity and modesty that guide what is worn in worship services should also guide what is worn by the wedding party.
 - C. It is expected that wedding attire will not distract from the sacredness of the wedding ceremony.
 - D. If there are any questions as to the suitability of what the wedding party plans to wear at the ceremony these questions should be addressed with the church before a reservation is finalized

- V. MUSIC**
- A. Individuals participating in musical selections are asked to abide by Bridal Party Guidelines listed in IV above.**
 - B. The St. Joseph SDA Church Minister of Music and/or Events Coordinator must approve both the music and musicians at least two weeks prior to the event.**
 - C. If a band/DJ/dancing is desired at the reception then another location will need to be reserved.**
- VI. PICTURES**
- A. The photographer/videographer should respect the sacredness of the wedding service in how they go about their work.**
- VII. FEES AND SECURITY DEPOSITS**
- A. Wedding packages includes the sanctuary, fellowship hall, kitchen and two dressing rooms. They are considered a full day event.**
 - B. If reception is held elsewhere, wedding is still considered a full-day event.**
 - C. Room Usage and Service Fees are due 30 days prior to the wedding date.**
 - D. Date will not be held until application is filled out and turned in along with rental fee and security deposit paid in full.**
- VIII. TIMES CHURCH IS AVAILABLE**
- A. Weddings & wedding rehearsals may be scheduled for any day Sunday through Thursday between 9 a.m and 10 p.m. Friday hours are between 9 a.m. and must conclude one hour before sunset.**
 - B. Two dressing rooms will be assigned by the Wedding Supervisor.**
 - C. The church will be opened two hours prior to the wedding or three hours prior to the wedding if the pictures are to be taken before the ceremony.**
 - D. Friday rehearsals are to conclude one hour prior to sunset. No rehearsals are to begin before sunset on Saturday.**
- IX. RESPECT FOR HOUSE OF GOD**
- A. Please refrain from loud talking, boisterousness, or jesting in the church.**
 - B. Smoking is not permitted anywhere on the church property.**
- X. EVENT COORDINATOR**
- A. Use of a church-appointed Event Coordinator is mandatory. He or she will complete the following responsibilities:**
 - 1. Opening/closing church as needed by bride and groom**
 - 2. Turning lights on/off as needed**
 - 3. Being present at rehearsal**
 - 4. Seeing that everything is returned to its original place by the bridal party following the wedding service.**
 - 5. If hours exceed the nine hour time limit, an additional service fee may be charged at the rate of \$15 per hour.**

We hope your wedding day will be a lovely one. Thank you for your cooperation in keeping our church clean and attractive.