

A nonrefundable deposit is required when the wedding is booked and may be applied to any of the fees incurred at the time of the wedding. Please make your check payable to “**St. Mark Presbyterian Church.**” Your check will be deposited and payments will be distributed on the wedding date.

Wedding Coordinator

The wedding coordinator is in charge of the planning of all weddings and rehearsals that are held at the church. The coordinator’s help with the wedding will facilitate the planning so that each detail will lend itself to a beautiful and memorable wedding service. The wedding coordinator will be present during the wedding and rehearsal to assist with wedding party, family, clergy, florist, photographer and videographer. The wedding coordinator’s duties do not extend to the reception. There are to be no outside wedding consultants involved in the rehearsal or the ceremony.

The church and the clergy have given the wedding coordinator full authority for the logistics of the ceremony and its preparations.

Church Decoration

Please consult with the wedding coordinator about options for floral placements and use of candles. The sanctuary at St. Mark does not require lavish decorations. Flowers and candles may be placed in the sanctuary provided they comply with the following guidelines:

Decorations must not obscure the communion table, pulpit, or baptismal font. The communion table is to be free of decorations or floral arrangements.

Florists must not use thumbtacks, scotch tape, or glue on any of the furniture or appointments.

A candle stand is available and you must use no-drip variety of candles.

Flower petals may not be strewn in the sanctuary.

All decorations and flowers must be removed immediately following the wedding. All decorations and flowers left behind will be disposed of at the discretion of the wedding coordinator.

additional fees and guidelines as set out in a “facility use form.” The Office Administrator is responsible for reserving the area and providing the necessary forms.

We ask that all personal belongings be removed by 10:00 pm the night of the wedding. St. Mark will not be responsible for any items lost during the rehearsal and wedding.

Marriage License

The marriage license must be given to the pastor no later than the wedding rehearsal. The wedding must be in compliance with the laws of the State of Texas. The pastor will return the license to the county and present the couple with a certificate of marriage.

Seating

There is no assigned or reserved seating at the wedding service. The family ordinarily sits on the first few pews. Because the wedding ceremony is a worship service, people will be seated on both sides of the church, rather than by dividing the guests into bride or groom side.

The total seating capacity of the sanctuary is 280.

Smoking and the Use of Alcohol

It is understood that the couple and the wedding party shall conduct themselves in keeping with the sacred nature of a Christian wedding. Smoking or the consumption of alcoholic beverages is not permitted on any part of the church property. The bride and groom shall be responsible to share these policies with all members of the wedding party.

Bulletins

The church does not provide wedding bulletins.

Keeping the Grounds Clean

No rice, confetti, or birdseed shall be thrown on church property.

The Day of the Wedding

The wedding party should arrive at the church a **minimum** of one hour and a maximum of two hours in advance of the ceremony.

Dressing

Brides and bridesmaids may use the area designated by the wedding coordinator on the church campus. Groomsmen usually dress before arriving at the church. Groomsmen will meet in the Narthex of the church and may use the restroom opposite the Narthex.

Wedding dresses and flowers may be delivered to the church on the wedding day, but St. Mark does not assume any responsibility for these. Furthermore, St. Mark suggests the bride appoint someone to be responsible for purses and valuables left in the dressing areas. We suggest that the wedding party ask someone to collect the valuables before the ceremony begins.

Wedding Service

The Christian marriage ceremony is a service of worship before God, normally conducted within the house of God. Reverence shall be expected on the part of all present, and the ceremony shall be under the sole direction of the minister.

After the Wedding

St. Mark Presbyterian Church would like to continue to be your home church - a place to seek God’s Spirit and truth through worship, education, friendship, and service to others. We wish you every joy and blessing.

St. Mark Presbyterian Church

208 West Bandera Road

Boerne, Texas 78006

(830) 816-3000

www.stmarktx.org

Wedding Fees

The fee for **non members** is \$1,200 which consists of the following:

Use of Facilities and supplies.....	\$500.00
Wedding Coordinator.....	\$200.00
Church Musician.....	\$200.00
Custodial Service.....	\$200.00
Sound Technician.....	\$100.00

The fees above do not include an honorarium for the officiating pastor(s).

There will be extra charges for (soloists, additional music, etc.) set up by the music director.

Members of the church should contact the Wedding Coordinator for fee information.

A **\$200 nonrefundable deposit** along with the registration forms to the office administrator will secure the date of the wedding. The balance of the wedding fee must be paid in full no later than **one month** prior to the wedding. Please make checks payable to St. Mark Presbyterian Church with the notation, 'Wedding'.

Photography, Videotaping, and Multi-Media Presentations

The wedding is a worship service under the leadership of the officiating clergy and in consultation with the wedding coordinator. Photographs may be taken by the designated photographer from the rear of the sanctuary until the time the bride enters. Photographs/flash photography will not be allowed inside the sanctuary during the ceremony. After the wedding service, the minister stages a reenactment of the service for the purpose of taking photographs.

If pictures are to be taken after the wedding on Saturday afternoon, all picture taking must be completed 1 1/2 hours after the start of the ceremony at the latest. Example: if the wedding starts at 3:00 p.m., then the pictures must be completed by 4:30 p.m.

Videotaping of the service is permitted only if the camera remains stationary during the service ordinarily from the balcony. Neither photographers nor videographers are permitted to move freely in full view of the congregation. All video options must be approved by the wedding coordinator prior to the service. Photographers and videographers must be clear about the guidelines and must agree to abide by them.

Multi-media presentations are not allowed as part of the weddings at our church. This would include videos and slide shows. Both of these are usually more appropriate for receptions and should be planned accordingly.

Rehearsal

The wedding is a service in the house of God and should be accorded all the reverence associated with other religious services in the church. The same reverence should prevail at the rehearsal.

The rehearsal is normally scheduled the day before the wedding. Those expected to be in attendance are the clergy, wedding coordinator, members of the wedding party and the parents of the bride and groom. It is important that the rehearsal starts on time. Any delay in the beginning of the rehearsal or the wedding ceremony consumes the time of many people. Therefore, the bride and groom are responsible for ensuring that members of the wedding party are on time for both the rehearsal and the wedding.

Reception

The St. Mark Narthex and the Family Life Center are equipped to host a reception up to 300 guests to be used only on the day of the wedding. In the event you would like to have your reception at St. Mark, there will be

Music

Your wedding service is one of worship and commitment, and the music enhances the sacred and joyful nature of the service. The music that accompanies the ceremony should direct attention to God, who sanctifies marriage, and special care should be taken to assure that it is suitable and reverent. The minister must approve all music.

Appropriate Music: All music used in connection with the wedding service should be appropriate for use in worship. Couples often wish to use secular music that has meant something special to them. It is appropriate for this music to be performed at the reception, not the wedding.

Organist: The organist will provide a one-hour consultation and music for the rehearsal and the wedding. (If you wish to have a friend or other musician play the church's organ, that individual must consult with our church organist.) For additional musicians such as vocal or instrumental soloists, as well as ensemble, requiring a separate rehearsal with the organist, there will be an additional fee.

Music for additional musicians is to be provided by the bride in consultation with the organist and must be received two months prior to the wedding date. Special organ music requests, within reason, must be submitted to the organist at least three months in advance of the wedding date. Otherwise, the music will be provided from the organist's repertoire.

Soloist: If requested, the Music Director can secure a qualified vocal soloist. A guest soloist is welcome but is expected to know the music in advance of rehearsal.

Piano: The piano may not be used by another individual without consultation with the church organist.

Other Instruments: Permission to incorporate the use of instruments other than the church organ must be approved by the minister.

Recorded Music: Recorded music and accompaniments are not allowed for the wedding service

Song Texts: In choosing solos and hymns it is important to carefully read the text. The text should be appropriate to the worship gathering.

NOTES

St. Mark Presbyterian Church PC(USA)

Because marriage is such a wonderful and special gift of God, St. Mark Presbyterian Church takes seriously its responsibility to help people prepare, not only for a beautiful wedding, but also for a healthy marriage that lasts for a lifetime. Moreover, our church intends to support married couples as they face the challenges of sharing life together after the wedding.

For these reasons, weddings will be conducted for people in the following categories:

1. Members and their families.
2. Couples who are regularly involved in the ministry of St. Mark Presbyterian Church.
3. Couples who are or will be enrolled in the next New Members Class.
4. Couples who are active Christians in another church who, for extenuating reasons, need a facility more adequate than their church provides and are willing to work within our traditional guidelines. Guest pastors are permitted to perform weddings at St. Mark Presbyterian Church upon approval of the Session.

Because the pastors and elders at St. Mark Presbyterian Church want couples to be well-prepared for marriage, we require those being married in our church to receive adequate premarital counseling as determined by the officiating clergy. When couples meet with the pastor, they can discuss counseling options in greater detail.

Planning Your Wedding ***Scheduling***

Scheduling a wedding at St. Mark is considered after consultation with the pastor and with the approval of the Session. The couple will also schedule a meeting with the church wedding coordinator. The dates of the wedding and the rehearsal **must** be secured by contacting the Office Administrator in the church office. Also, the date(s) selected must be coordinated with the pastor, wedding coordinator and organist according to the availability of the sanctuary.

MARRIAGE POLICY OF
ST. MARK PRESBYTERIAN CHURCH

As Presbyterians, we are guided by the historical and traditional teachings of Scripture and the historical practices of St. Mark Presbyterian Church.

A marriage ceremony at St. Mark Presbyterian is a religious rite and is distinct from marriage as defined by civil law.

St. Mark has historically administered the rite of marriage as the union between one man and one woman defined by Scripture and ordained by God. **Consequently, all weddings performed at St. Mark Presbyterian Church by any pastor shall be between one man and one woman in accordance with Scripture and as set forth in this Policy.**

As Presbyterians, we believe that marriage is a gift God has given to all humankind for the well-being of the entire human family. For Christians, marriage is a covenant through which a man and a woman are called to live out together before God their lives of discipleship. In a service of Christian marriage a lifelong commitment is made by a woman and a man to each other, publicly witnessed and acknowledged by the community of faith.

Our Ministers shall counsel with the couples seeking to marry regarding Christian commitment, responsibilities of Christian marriage, maturity and Christian understanding and shall make the decision as to whether to conduct the ceremony of marriage. In making this decision, the Minister may seek the counsel of Session.

As a service of Christian worship, the marriage service is under the direction of the Minister and the supervision of the Session. The service shall include appropriate Scriptural passages, prayers and suitable music.

Weddings are an important part of the worship life at St. Mark Presbyterian Church. Because marriage is such a wonderful and special gift of God, our Church takes seriously its responsibility to support married couples as they face the challenges of sharing life together after the wedding.

This Marriage Policy has been approved by the Session of St. Mark Presbyterian Church and is the official Policy of this Church.