

## IN-ACTIVE & NON-MEMBER FEE SCHEDULE

### **\$1050 including:**

**Church Fee:** \$350

**Pastor:** \$250 (includes initial consultation, 3 premarital education sessions, one hour rehearsal and ceremony)

**Minister of Music:** \$150 (includes one hour rehearsal and ceremony without a soloist; Additional fees apply for soloist, purchased music, and/or additional rehearsal time)

**Facility Representative & Custodian:** \$100

**Security Fee:** \$200 (refundable within 2 weeks after the wedding, after the building has been evaluated and no damage is discovered)

## MEMBER FEE SCHEDULE

**Church & Fellowship Hall Fee\*:** n/a

**Pastor:** There is no set fee for active members, however an honorarium gift as a token of appreciation for the time spent in premarital education, rehearsal, preparation and officiating of the ceremony is appreciated.

**Minister of Music:** There is no set fee for active members, however an honorarium gift as a token of appreciation for the preparation and time spent in rehearsal & ceremony is appreciated.

**Facility Representative & Custodian:** \$100, if member being married chooses not to take on these responsibilities.

**Security Fee:** \$200 (refundable within 2 weeks after the wedding, after the building has been evaluated and no damage is discovered)

\*Those in-active/non-members who are family of church members may use the Fellowship Hall at no cost, provided their related members take responsibility for the facility.

Dear Wedding Inquirer:

We are pleased that you have considered St. James Church for your wedding services. As a church committed to Jesus Christ and His Word, we are happy to assist you to begin your lives together as husband and wife. We look forward to the prospect of sharing with you the joys and beauty of a Christian wedding, as well as the opportunity of providing spiritual & Biblical counsel to help you engage in the unique responsibilities of a Christian marriage.

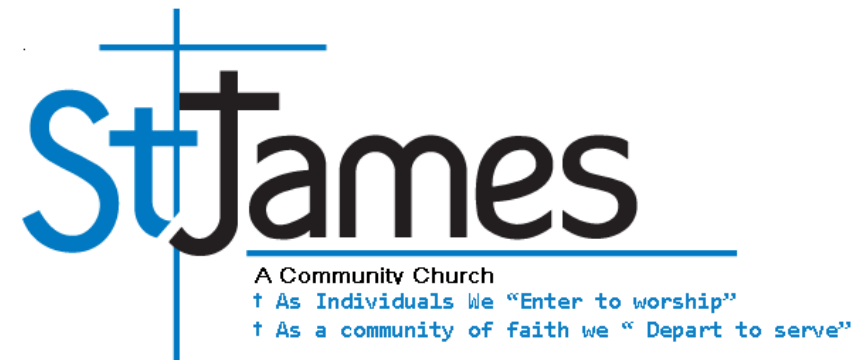
We understand the importance of our role in being asked to conduct your wedding, and we do not take this position lightly. Please take the time for both of you to review the enclosed information. You will note that we require premarital education. Our goal in requiring this is not to create hardships, but to help you establish a strong and solid foundation upon which to build your marriage.

Please read the enclosed information and wedding policies and fill out the marriage application. Once you have done so, please return to the church office so that an appointment may be scheduled with the pastor to discuss your wedding, the counseling process and confirm your wedding date. Please be prepared to sign the Lease Agreement and pay the Rental Fee and Security Deposits on this day.

We look forward to hearing from you. May God bless you as you prepare for your marriage.

Blessings,

Rev. Jeffrey D. McCarty



***Worship the Lord...  
Depart to Serve...  
Together...***

## WEDDING INFORMATION

**Rev. Jeffrey D. McCarty**  
Lead Pastor

*What therefore God has joined  
together, let not man separate.*

***Mark 10:9***

3535 Taylor Boulevard  
Louisville, KY 40215 (502) 366 – 8884  
[www.stjameslou.net](http://www.stjameslou.net)

*We are pleased you have chosen St. James Church for one of the most important occasions in your life. We desire to be of assistance to you in order to make your wedding a meaningful event.*

### **Confirming Your Date**

Dates for your wedding and rehearsal, and use of the church facilities must be confirmed through the church office as early as possible. The wedding date will be confirmed following completion of the Marriage Application and a personal meeting with the pastor. Please see the church secretary to pick up a wedding packet.

### **Rental Agreement**

Rental includes use of the following facilities: sanctuary (including cry room), bride's room, groom's room (choir room &/or fellowship hall) and restrooms. The rental period consists of seven hours, which includes one hour for rehearsal and six hours for the ceremony and cleanup.

### **Facilities**

The sanctuary seats approximately 350 people comfortably. The bride's room consists of a loveseat, sofa, table, several chairs and a full length mirror. The groom and his groomsmen may use the choir room and/or fellowship hall to get ready for the big day. Ladies' and men's restrooms are available. The sanctuary is handicap accessible via an elevator from the parking lot.

### **Facility Representative & Custodian**

A representative from St. James will be on duty to unlock the building, handle lighting and oversee setup before the event and cleanup after the event. They will also be available to answer any questions or address any issues concerning the facilities.

### **Officiating the Ceremony**

It is the policy of St. James Church that our Lead Pastor will perform all wedding ceremonies. A visiting minister may assist in performing the ceremony at the discretion of, and upon invitation by the Lead Pastor.

### **Premarital Education**

Three sessions of premarital education are required before your ceremony, unless otherwise worked out with the Pastor. Sessions will be scheduled & completed under the supervision of the Pastor. *The date for the wedding must be set to allow adequate length of time to schedule sessions.*

### **During Your Ceremony**

It is the policy of St. James Church that our Minister of Music will play the organ or piano at all weddings. If she is unavailable, a qualified replacement will be arranged. Musicians outside our congregation may participate upon approval of the Minister of Music. The Christian wedding is not only a civil ceremony but a declaration of Christian love and commitment expressed in the presence of God. Approved music will reflect the sacredness of the occasion, being worshipful and God-honoring.

We will provide a lapel microphone for your minister, soloist microphones and a lectern microphone. If you wish to use taped music or CDs, these must be provided no less than 2 weeks before the event, in arrangement with the Minister of Music. Outside equipment is not permitted in the building. Only our Minister of Music or an approved church representative will have access to the sanctuary's sound control room.

### **Photographer/Videographer**

You are welcome to select the photographer and/or videographer of your choice. We ask that there be no flash photography during the ceremony.

### **Flowers and Decorations**

The sanctuary and other areas included in the rental agreement may be decorated to your liking, but without the use of nails, tacks, screws or other fasteners, tape or other adhesives, on wood or plaster walls and surfaces, and without defacing the premises. Candles must be dripless or glass enclosed. If pew candles used, they must be glass enclosed and secured in such a way that they will not damage the pews. No other type of open flame is permitted. Rose petals may be tossed during the ceremony but must be cleared immediately following the ceremony. Silk petals are preferred. We do not provide candles or candelabras in addition to those already on the chancel.

### **Nursery**

Our cry room is available for parents with babies or small children to use during the service. Children must be supervised and the nursery returned to its original order. St. James does not provide childcare for your ceremony.

### **Reception**

When available, members may use the Fellowship Hall and kitchen. The activities held at the reception will be discussed and must be approved by the pastor. The use of kitchen equipment is permitted, however everything must be cleaned and put back in place. If caterers are used, they need to bring their own equipment.

### **Prohibited Activities**

- No Smoking is permitted in or on St. James Church property.
- No Alcoholic beverages or illegal drugs of any kind may be served/consumed/used on church property.
- No tossing of rice or birdseed is permitted.
- No explosive or highly flammable substances are permitted on the grounds or in the facilities.