

A Guide for Celebrating Marriage

at

WESLEY

CHURCH AT FREDERICA



Wedding Information Packet

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Contact Information



OFFICE HOURS

MON - THURS 9:00AM - 5:00PM

6520 FREDERICA ROAD
ST. SIMONS ISLAND, GA 31522

CHURCHOFFICE@WESLEYSSI.ORG

WESLEYSSI.ORG

(912) 634-1412

Paige Gober

Church Administrator &
Wedding Reservation Coordinator
paige@wesleyssi.org
(912) 634-1412 x102

Kathey Hornbuckle

Wedding Administrator
katheyjhorn@gmail.com

Rev. Lucas Ramirez

Senior Pastor
lucas@wesleyssi.org
(912) 634-1412

Rev. Steve Temmer

Associate Pastor
steve@wesleyssi.org
(912) 634-1412

Dr. Debbie McElrath

Organist/Director of Sacred Arts
debbie@wesleyssi.org
(912) 634-1412 x108



We are delighted that you have given Wesley Church at Frederica the opportunity to share its ministry with you on your wedding day. Our goal is to provide the setting that will uphold the sanctity of marriage and magnify the joy that characterizes all Christian worship, most especially in the worship service of Christian marriage.



An Important Note

We pray your wedding will be a memorable service of worship and believe that the inherent beauty, sacredness, and solemnity of the occasion should remain the focal point. It is the responsibility of the person(s) reserving the facility to ensure that the guidelines, procedures, and/or policies of Wesley Church at Frederica are strictly followed. It is your responsibility to read, with great care and sensitivity, the following guidelines and ensure that everyone involved in this event (florists, decorators, directors, photographers, videographers, family members and members of your wedding party) understands and follows the guidelines as set forth herein. It is also your responsibility to ensure that adequate arrangements have been made to take care of all details relating to the wedding as they pertain to Wesley Church at Frederica. Please feel free to contact us with questions. **Please be advised that Wesley Church at Frederica reserves the right to change the policies and/or fees found in the Wesley Wedding Informational Packet at any time. Changes to policy are made at the discretion of Wesley and may be applied to those already holding reservations, as well as those considering Wesley as a possible venue for their wedding. Notifications of such changes would be sent to all those involved.**

Wesley Church at Frederica

Nestled beneath the ancient oaks on St. Simons Island, Wesley Church at Frederica stands as a testament to faith, vision, and community. Wesley is a vibrant, independent church, holding faithfully to our deep Wesleyan roots, liturgy, theology, and tradition.

Our beautiful sanctuary provides a timeless setting for your wedding ceremony and can accommodate up to 450 guests. The exterior of the church is constructed of traditional coastal tabby, and inside you will find warm heart pine floors that add to the sanctuary's classic charm and character.

For smaller, more intimate ceremonies, our chapel offers a peaceful space that comfortably seats up to 30 guests.

Just outside, couples and their guests may enjoy a lovely courtyard featuring seasonal flowers and a gently flowing fountain, creating a picturesque setting for photographs and quiet moments of celebration.

Adjacent to the church is the Wesley Memorial Garden, a shared garden space maintained in partnership with Christ Church. Reservations for the garden may be made by contacting the Christ Church office at (912) 638-8683.

To schedule a guided tour of the facilities, please contact Paige Gober, Church Administrator and Wedding Reservation Coordinator: paige@wesleyssi.org or 912-634-1412.



Mark Your Calendars



SCHEDULING

Reservations are scheduled through Wesley's church office. To determine availability of facilities for a desired date, **please call Paige Gober at (912) 634-1412 x102.**

RESTRICTED DATES

Weddings and rehearsals cannot be scheduled on the following dates:

- Easter weekend (from Maundy Thursday through Easter Sunday)
- July 4th weekend (if July 4th falls on Friday or Saturday)
- Thanksgiving weekend
- New Year's weekend (if New Year's Day/Eve falls on any weekend day, Friday-Sunday)
- Any Sunday (*Chapel weddings are available on Sunday if they do not interfere with church ministry or programming.*)

We typically schedule one wedding per weekend.

There are no exceptions/discounts for those using Wesley as a rain site.

Cancellations: A refund of 25% will be made only after receiving written notification from the reserving party. Such notification must be received by Wesley no later than 48 hours prior to the scheduled start time of the rehearsal.



FEES

Non-members

Sanctuary Facility Fee.....\$7,500
Chapel Facility Fee.....\$1,500

Members

Contact the church office for pricing details.

The fee covers the following: Opening and closing of the church by the Wedding Hostess for deliveries, rehearsal and ceremony; sound technician; custodial personnel; administrative fees, special meetings, and tours of the facility. To qualify for the member fee, one of the following persons must be a member of Wesley Church at Frederica for at least twelve months prior to reserving a wedding date: the bride, the groom, one of either set of parents or grandparents. All others must use the Non-Member Fee.

THE RESERVATION FEE & WEDDING CONTRACT FORM

The wedding fee, paid in full, and the contract information sheet will secure your wedding date on the official Wesley church calendar. Please complete as much information as you can on the form, leaving blank any lines for pending information. Then, please email Paige Gober, paige@wesleyssi.org, as the requested information becomes available.

Officiating Ministers



Wedding ceremonies at Wesley Church at Frederica are typically officiated by a member of Wesley's pastoral team. Couples who wish to invite a minister who is not on staff may submit a request by completing the appropriate section of the Wedding Contract Form. This request must include the minister's name, contact information, church affiliation, and documentation of ordination such as a Certificate of Ordination.

Only ordained Christian ministers who are authorized to officiate weddings within their denomination may perform weddings at Wesley. All guest ministers must receive approval from Wesley's Senior Minister. Once approved, the Senior Minister will extend an invitation to the guest minister to officiate the ceremony.

If a requested minister does not meet the polity and discipline requirements, Wesley Church reserves the right to require one of its ministers to participate in the rehearsal and wedding ceremony. If Holy Communion is included in the service, the liturgy will follow Wesley Church's practice and the sacrament will be offered to all present.

For weddings involving non-members, identification or assignment of the officiating minister must be completed six months prior to the wedding.

Members

Wedding ceremonies for members are normally officiated by a Wesley minister. The minister will meet with the couple to discuss the ceremony and guide them through premarital counseling.

The facility fee does not include an honorarium for the officiating minister. When more than one minister participates in the ceremony, each minister should receive an honorarium.

Members of Wesley Church at Frederica are not charged a fee by the Senior Minister for officiating the ceremony or providing premarital counseling. Weddings are considered part of the minister's pastoral care for members of the congregation. However, if a member wishes to offer an honorarium, it is welcome but not required.

If a member chooses to invite a minister other than a Wesley pastor to officiate, any fees associated with that minister should be arranged directly with the officiant.

Non-Members

Non-members may be married at Wesley Church at Frederica by a member of the Wesley pastoral team or by an approved minister of the couple's choosing.

If a Wesley minister officiates the ceremony, the fee is \$1,000. This fee includes premarital counseling sessions, wedding planning meetings, attendance at the rehearsal, and officiating the wedding ceremony.

All fees must be paid and the marriage license must be presented to the officiating minister at the rehearsal.

Premarital Counseling



Premarital counseling is an important part of preparing for marriage at Wesley Church at Frederica. Our pastors are trained and certified to use the *Prepare-Enrich Premarital Counseling Program*, which helps couples explore key aspects of their relationship and build a strong foundation for marriage.

The Prepare-Enrich Program includes an online assessment completed by the couple, followed by guided sessions with the officiating minister. These sessions address communication, expectations, relationship strengths, and areas for growth. Practical exercises are also provided to help couples begin their marriage with clarity and confidence.

The counseling process typically involves three to four meetings with the officiating minister.

If premarital counseling is completed with another pastor or qualified Christian counselor, a signed certificate of completion must be submitted to Wesley Church at Frederica no later than two months prior to the wedding date. **Premarital counseling is required for all weddings at Wesley Church.**

Wedding Director

It is required that you have an experienced wedding director coordinate your service. Wesley provides a Wedding Hostess to be present at all times. She will assist with facilities and answer questions but will not be involved in directing the wedding.



The Ceremony

TIME LIMITS

Rehearsal: The building will be open 30 minutes prior to rehearsal and 1 hour during the rehearsal.

Wedding: The building will be available for use 3 hours prior to the wedding (opening time must be scheduled) and will remain open 1 hour after the conclusion of the ceremony.

HOLY COMMUNION

If you desire to serve Holy Communion during your wedding, you must abide by the following:

- The minister must be authorized to administer the sacrament in his/her denomination.
- The celebrant leading Holy Communion must invite all present to participate, regardless of denomination.
- The officiating minister and wedding director should coordinate the preparation of elements for Holy Communion.
- If Holy Communion is celebrated, it is most important that its significance be made clear. Specifically: (1) The marriage rite is included in the Service of Word and Table. (2) Not only the husband and wife but the whole congregation is to be invited to receive communion. It is Wesley Church's tradition to invite all Christians to the Lord's table. (3) There should be no pressure that would embarrass those who for whatever reason do not choose to receive communion.



Music

WESLEY ORGANIST

The organist at Wesley Church at Frederica serves as organist for all Wesley weddings. A fee of \$500 is due the organist at the time of the rehearsal. It is the responsibility of the booking party to make payment for these services directly to the organist. The wedding party must notify the organist of cancellation at least 60 days prior to the planned wedding date.

APROPOS MUSIC

All music must be approved by the Director of Sacred Arts at Wesley Church at Frederica. Selections should be in keeping with the sacredness of the service. Since the wedding ceremony is a service of worship, all musical selections (prelude, solos, wedding processional, recessional and postlude) should reflect the beauty and dignity of worship. No pre-recorded music may be used.

GUEST ORGANISTS

Guest organists are occasionally requested by the bridal party. In this event, the organist must be skilled at playing a pipe organ, complete a consultation with and be approved by Wesley's organist, and coordinate rehearsal times with Wesley's organist.

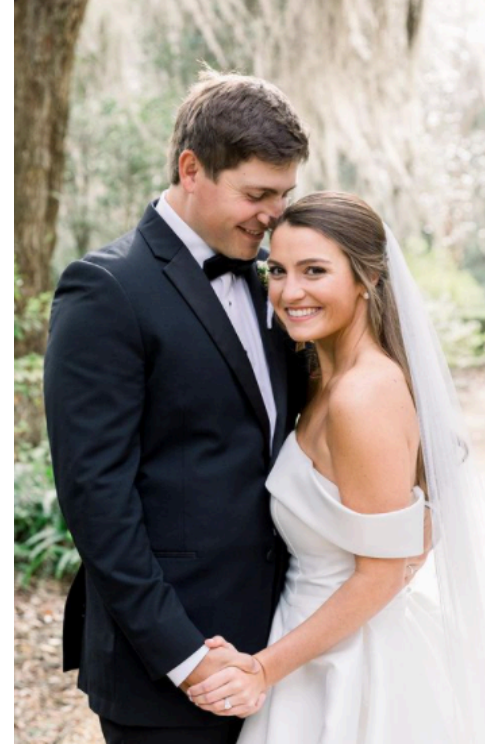
ALTERNATE ORGANISTS

In the event Wesley's organist is unavailable on the requested date, we will arrange for a qualified alternate organist to serve for the wedding.

SOUND

Wesley Church at Frederica provides a trained sound technician for your service. Microphones at the lectern and pulpit will be turned on. A cordless microphone will be available for the minister. If members of the bridal party (soloists, musicians, speakers, etc.) need a microphone, it is the responsibility of the reserving party to inform the Wedding Administrator. No instruments belonging to the church, with the exception of the piano and the organ, are available for use at weddings. Sound technicians will not set up any music equipment - this is the responsibility of the reserving party and should be approved by the Director of Sacred Arts prior to the wedding.

Please note: Sound technicians record the wedding service on an audio file and will provide a copy on a flash drive to the wedding party. Recordings of the wedding service begin with the prelude and conclude with the recessional.



Photos & Video

PLEASE COPY THIS PAGE AND PRESENT IT TO YOUR PHOTOGRAPHER AND/OR VIDEOGRAPHER SO THEY MAY FULLY UNDERSTAND THE GUIDELINES OF WESLEY CHURCH AT FREDERICA.

Noise and lights, flashes, or clicking sounds distract from the spirit of the service of worship. Guests will not be permitted to take photographs until after the ceremony. The worship service begins with the prelude. The photographer may take photographs within these guidelines:

1. Flash photographs may be taken of the bridal party during the processional as they start down the center aisle. Flash pictures may be taken during the recessional. Additional photographs may be taken with flash or other lighting equipment before the prelude begins or after the ceremony. The minister will gladly restage any portion of the ceremony for photographs afterward. Pictures with the minister need to be taken immediately after the conclusion of the service.
2. After the processional is concluded, only photographs without flash may be taken providing there is NO noise, clicking sounds, or any other distraction. Use of auto-winding or motor-driven cameras during the ceremony is prohibited.
3. Under NO circumstances should the photographer, members of the wedding party, or guests stand on the pews, kneeler, or chancel rail.
4. The photographer should not move around during the ceremony. This is distracting to the worship service.

Use of a video camera is allowed following these guidelines:

1. One camera may be placed in the right rear corner of the Chancel Choir area. It must remain stationary and unmanned.
2. One camera can be used in the balcony or at the back of the church. It may be manned.
3. NO additional light bays may be used.
4. Extra equipment may not be laid on the pews or anywhere that can be seen.
5. Care must be taken to ensure there is no noise or other distraction during the ceremony.
6. Audio will NOT be supplied from the church's sound system for recording on a photographer's videotape.



Floral Arrangements

PLEASE COPY THIS PAGE AND PRESENT IT TO YOUR FLORIST SO THEY MAY FULLY UNDERSTAND THE GUIDELINES OF WESLEY CHURCH AT FREDERICA.



A wedding ceremony is a worship service. Please keep the atmosphere and characteristics of a place of worship in mind when planning the style and number of decorations. Decorations should serve to enhance a service of sacred commitment rather than serve as a distraction.

It is the responsibility of the reserving party to see that the florist follows the guidelines. The reserving party and florist will be responsible for any damage to the floors, building, or furnishings. It is the responsibility of your florist to coordinate delivery and setup time with your Wesley Wedding Hostess at rehearsal.

The regulations for flowers and decorations are designed to:

1. Prevent damage to Sanctuary furnishings

2. Assure all fire codes are followed and all aisles and walkways are kept free from obstruction

- Decorations must not be attached to pews or any other furniture by pinning, gluing, nailing, taping, or tacking.
- No decorations may be hung on, attached to, or placed on top of the chancel rail. No decorations will be hung from the walls.
- Pew markers may be tied to the ends of pews using ribbons, covered books, or well-covered pipe stems. No clamps or other devices may be used to attach items.
- Worship furnishings of the Sanctuary may not be moved, nor may decorations be attached or hung from them. This includes the pulpit, altar, baptismal font, and accessories.
- No decorations will be used on the altar. (Cross and candles must remain in place).
- No decorations will be placed in front of the altar.
- No aisle cloth/runner may be used (liability).
- No candles are allowed on pews, in the aisles, or in windows. The only candles used will be the altar candles and candelabras provided by the church or florist. If using Wesley's candelabras, the church provides the candles.
- In the Sanctuary and Chapel, the altar candles will be used.
- Assembly should be completed before delivery. If not, assembly must take place outside the building.

If you wish to leave your flowers for our Sunday service in honor of your wedding, please indicate your desire on the Wedding Contract Form or notify the church office. The Sanctuary or Chapel will not be opened for deliveries outside the scheduled delivery time. The florist will have 1½ hours from the scheduled delivery time to decorate. All wedding flowers left by the florist should be in leak proof containers and placed in the Chapel on the floor to the right side. They should be on a plastic liner to protect the floor. NOTHING should be left in the window sills, on the piano, or any of the other furnishings in the Chapel. After the ceremony and pictures of the wedding party have been completed, flowers and equipment must be promptly removed. Flowers and equipment must be removed immediately following the ceremony.

Sanctuary Preparation & Furnishings

HARDWOOD FLOORS, PEWS, & WALLS

Special care should be taken to protect the hardwood floors, pews and walls. No hooks, etc., can be placed on the wooden ends of the pews. Any damage incurred will be the responsibility of the person who reserved the church. **DO NOT** use nails, tacks, glue, staples, tape, hooks, screws, Velcro, or any other item which would leave a permanent mark, no matter how small.

ALTAR & CROSS

No flowers, palms, potted greenery, or candelabras may be placed in front of the altar or on the altar. No decorative items may be placed between the altar and the cross. The view of the cross cannot be obscured and should remain the focal point of any worship service. Altar paraments will be white during the wedding and will be changed before and after the wedding by the Wedding Hostess. The cross and candles on the altar table **CANNOT** be removed.

FLOWER GIRL(S) & ROSE PETALS

Only silk flowers may be used by the flower girl. They are, however, very slick on the hardwood floors, so please consider this before using them.

POTTED PLANTS

All potted plants must be in clean, waterproof containers. Under no circumstances should any potted plant be placed directly on the hardwood floors, furniture, pads or any other Wesley Church at Frederica property. Care should be taken so that ferns, palms, and other decorations do not block the view of the musician(s) or the entrance or movement of the officiating minister.



WEDDING CANDLES & CANDELABRAS

The church has two (one pair) seven-branch wrought iron, floor candelabras and a matching wrought iron unity candle holder. If you would like to use these, please indicate this on your Wedding Contract Form.

SPECIAL SEASONS OF THE YEAR (ADVENT, CHRISTMAS, EASTER)

Wesley is first and foremost a worshipping community of faith. At certain times of the year, the Sanctuary may be decorated for special seasons. Advent and Christmas extend from Thanksgiving until the first week of January. Lent and Easter vary. Wesley's Sanctuary will be decorated for these seasons and decorations shall not be moved. Please inquire ahead if you plan to use Wesley Church at Frederica during these seasons.

THE CHURCH FURNITURE

The church furnishings central to worship in the Sanctuary or Chapel may not be moved (e.g., pulpit, altar, baptismal font, etc.). You may, however, move flower stands if needed.

KNEELING RAILING & BENCH

These are a permanent part of the Sanctuary and cannot be moved. No decorative item(s) may be placed on them. Please note - the church does not have a moveable kneeling bench. Should you choose to use a kneeler in the service, please see your florist or a rental supply company for this item.

RICE/CONFETTI

NO rice or confetti may be used, under any circumstance. Birdseed may only be used outside the building.

In Addition

FOOD & DRINK

No alcoholic beverages are allowed on the premises. It is your responsibility to make sure that each person in your wedding party is made aware of this. Food and/or bottled water are allowed ONLY in the Bridal Suite, adjoining hallway, Butler's Pantry, and Youth Room. There are to be NO beverages or food in the Sanctuary or Chapel. **Since your wedding is a worship service in this church, a minister will refuse to consecrate a marriage where one or more of the participants may be impaired by alcohol, or any other substance.**

SMOKING

Wesley is a non-smoking campus. No smoking is allowed anywhere on the premises. It is your responsibility to make sure that each and every person in your wedding party is made aware of this.

POINTS OF ENTRY

Please note that points of entry to Wesley Church at Frederica do not include our preschool entrance. In order to maintain a safe and secure environment for our students, Wesley Academy of Early Learning is a restricted area.

REMOVAL OF PERSONAL ITEMS

All personal items must be removed from all areas of the church immediately following the ceremony including: Sanctuary, Bridal Suite, Youth Room, restrooms, flowers, pew markers, and programs. Anything that has been moved should be returned to its proper place. Wesley Church at Frederica will not assume responsibility for item(s) stored at the church prior to the wedding (e.g., wedding dress, tuxedo, etc.). Nor will it be responsible for items left unattended during the service or those left behind afterward. The church will be locked following the service and will not be reopened for items to be picked up. Items left on site become the property of Wesley Church at Frederica after five (5) days and will be disposed of at the discretion of Wesley Church at Frederica.

PROSPECTIVE WESLEY WEDDINGS

Visitors and guests are invited to use the church office/ administration entrance during normal operating hours: Monday–Thursday, 9:00am–5:00pm. We invite our weekend guests to join us for worship on Sundays (8:15am, 9:00am, & 11:00am), where they will be blessed by the hearing of the Word of God and have the opportunity to personally experience services in Wesley's Sanctuary. (The 8:15am and 11:00am traditional worship services are held in the Sanctuary. Our 9:00am contemporary worship is held in the Celebration Hall.) To schedule a guided tour of the facilities, please contact Paige Gober, Church Administrator: paige@wesleyssi.org or 912-634-1412 x102.

WESLEY WEDDINGS

Wesley's Wedding Hostesses will provide access through church entrances for persons associated with scheduled rehearsals and weddings (i.e., participants, attendees, directors, and those involved in preparation for these events). As you finalize arrangements with your hostess, please notify her of your planned arrival time.

By signing & completing the Wedding Contract Form, you agree that you have read, understand, and agree to comply with all guidelines provided in the Wesley Wedding Informational Packet and all elements of the wedding policy of Wesley Church at Frederica. The person making the initial reservation and paying the fee will be responsible for any damages incurred, including damages from florists and other contracted service companies. Make sure all companies you hire receive a copy of the policy as it relates to their area. Please feel free to contact the church office with any questions.

Marriage License

The marriage license (obtained at the Office of the Probate Court) is to be given to the officiating minister at the time of the rehearsal. Residents of Georgia securing a license in any Georgia county may be married in any Georgia county. Non-residents of Georgia must acquire the license in the county of marriage. The process for obtaining a marriage license in Glynn County (adults):

1. The couple must go to the office of the Probate Court and present:
 - a. ID
 - b. Death certificate or divorce decree, if applicable
 - c. \$70 (or \$27 if premarital counseling has been completed – in that event, couples must provide the completed form, *Georgia Residents Certification of Completion of Qualifying Premarital Education*. Forms are available in the Wesley office or online: www.glynncounty.org/probate.)
2. The couple gives the marriage license to the minister at the rehearsal. The minister fills it out at the conclusion of the ceremony and returns the license to the Probate Court in accordance with state law.

To receive a certified copy of your marriage certificate from Probate:

- a. **Local couples:** must go to the Probate office to pick up a certified copy. The office won't mail it.
- b. **Out of town couples:** If a stamped, self-addressed envelope is provided, the Probate office will mail a certified copy.

Probate Court Contact Information: Office of the Probate Court, 701 G Street #1, Brunswick, GA, 31520 / (912) 554-7231 / www.glynncounty.org/probate





Fees & Deadlines

Fees		Deadline
Sanctuary - Facility Fee (Non-Member)	\$7500	at time of reservation
Chapel - Facility Fee (Non-Member)	\$1500	at time of reservation
Sanctuary - Facility Fee (Member)	contact Paige Gober	at time of reservation
Chapel - Facility Fee (Member)	contact Paige Gober	at time of reservation
Organist	\$500	Wedding Rehearsal
Officiant Fee (Non-Member)	\$1000	Wedding Rehearsal
Officiant Fee (Member)	\$200-300 (suggested honorarium)	Wedding Rehearsal
Signed Completion of Premarital Counseling		2 months prior
Marriage License	\$70 (\$27 with qualifying premarital counseling)	Wedding Rehearsal

Cancellations: A refund of 25% will be made only after receiving written notification from the reserving party. Such notification must be received by Wesley no later than 48 hours prior to the scheduled start time of the rehearsal.