

Printer-friendly copy of

Weddings - Policies

from *www.stpaulshouston.org*

Policies for Wedding Florists

Updated August 4, 2009

The policies for florists apply whether the family chooses to use the services of a professional florist or those of a non-professional friend or relative. It is the responsibility of the family to ensure that anyone ordering or handling floral or other decorations is supplied with a copy of these policies.

It is the responsibility of the florist to keep a current copy of these policies on file and to comply with them. The Weddings section of the St. Paul's website (*www.stpaulshouston.org*) will have the most recent copy of them.

Any florist failing to follow these policies will not be permitted to return to work at St. Paul's. The florist also will be responsible for any damages incurred.

Decor and Decorum

St. Paul's sanctuary is itself an offering of praise to God. Its soaring English Gothic arches, beautiful stained-glass windows, and majestic organ are designed to draw worshippers' thoughts upward to the divine.

The richness of this classic architectural style requires little enhancement; therefore, wedding decorations should be kept as simple as possible.

Set-up and Removal

Florists may begin decorating the sanctuary or chapel no more than two hours before the service is to begin. St. Paul's regrets that we are unable to make exceptions to this policy.

Florists must clean up any debris from the installation and removal of arrangements

and must bring the brooms, dustpans, towels or other equipment necessary for so doing.

All decorations must be removed immediately after the ceremony. Items not removed by the florist or family may be discarded by church staff or volunteers to allow preparation for other worship services.

The wedding flowers are, of course, yours to keep; however, if you wish to donate your flowers to the church for use in the next day's Sunday services, contact the senior minister's assistant at 713-528-0527.

Candles and Candleholders

St. Paul's candlesticks and/or candelabra may be used upon request. Four types of candleholders are available:

- Floor candelabra
- Single candlesticks
- Tabletop candelabra
- Unity candlestick

Candles are furnished by the church for a small charge.

In the sanctuary, the floor candelabra may be placed at either of two pair of locations in the chancel, marked "FC" in the diagram on the next page. Also in the sanctuary, either the single candlesticks or the tabletop candelabra, but not both, may be placed on the altar ("C" in the diagram), on either side of the altar cross.

Florists also may supply floor candelabra (dripleless candles only — the florist is responsible for any damage) for placement in the same locations. Only candleholders provided by the church may be used on the altar.

Similar arrangements are used in the chapel.

Use of candles is restricted to the altar area. No other candles or lights of any kind are permitted in either the sanctuary or the chapel.

No greenery, bows, or decorations may be placed on any of St. Paul's candleholders.

Flowers and Greenery

Sanctuary or Chapel

- * Small arrangements of flowers and/or greenery may be attached at the ends of the pews using ribbon only. To allow the wedding party to pass down the narrow center aisle, such arrangements must not extend more than 6" into the aisle, and no other objects may be placed in the aisles.
- No greenery, bows, or decorations of any kind may be placed anywhere in the chancel or other areas, i.e., altar railings, paneling, walls.

Sanctuary Specific

In the sanctuary, floral arrangements should be placed in two urns ("U" in the diagram). These urns should be filled before any other floral decorations are used. Urn arrangements may not impede access to any part of the chancel area; florists will be asked to reduce oversized arrangements. All urn arrangements must be in papier-mache containers. (Western brand 4-1/2J is a good fit.)

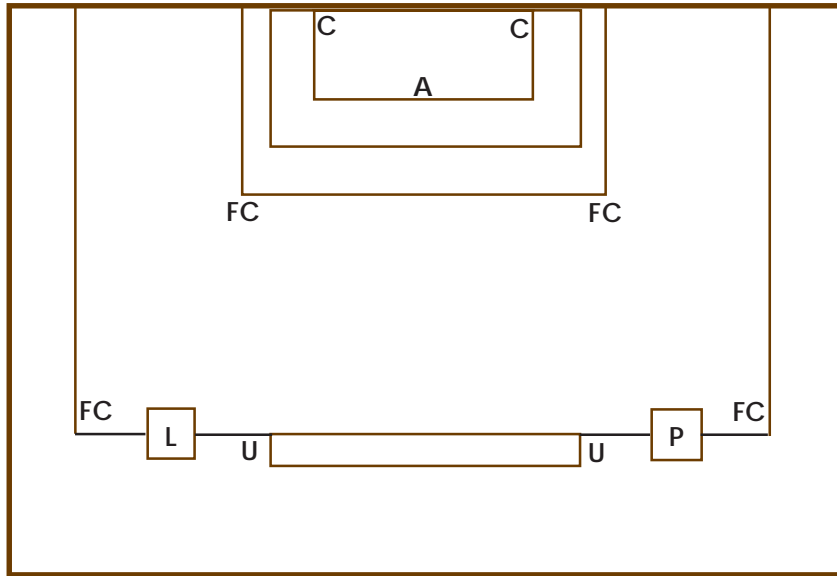
Chapel Specific

In the chapel, floral arrangements may be placed on two 13"x13" tables or on two 7" (d) x 16" (w) wall brackets. All chapel arrangements must be in leak-proof containers supplied by the florist.

Other Information

- Use only ribbon to fasten decorations to the pews. Tape, pins, nails, tacks, or glue may not be used anywhere in the building, including on the furnishings.
- Rice, bird seed, flower petals (real or artificial), or anything of this nature may not be thrown anywhere on church property, including in the parking lot. These are safety hazards.
- Aisle cloths are not permitted.
- Nothing may be placed on the chancel railings.
- Flowers may not be placed on the altar table.
- Church furniture, paraments (cloths), and other furnishings are part of the worship setting and may not be removed or altered.
- Arches, gazebos, vases, screens, columns, or other such free-standing decorations are not permitted.

Diagram of St. Paul's sanctuary altar
to indicate possible locations for candlesticks or candelabra during weddings



Key

A = Altar

C = Single candlesticks or tabletop candelabra

FC = Floor candelabra

L = Lectern

P = Pulpit

U = Urn

Not drawn to scale