**Your Wedding Ceremony at**

**St. Steven’s By-the-Gas Station**

Your wedding is one of the most joyous occasions of your life and we are delighted to be a part of it! Our desire is to assist you in providing a ceremony which will be meaningful and memorable. Your wedding ceremony should be one of reverence, sacred joy and beauty.

The Sanctity of the Marriage Ceremony
St. Steven’s By-the-Gas Station is a Christian congregation. We consider the marriage ceremony to be a service of worship before God. Your wedding should give suitable direct attention to God and exemplify the faith of the church.

Available Facilities
*The Sanctuary*
The Sanctuary can accommodate approximately 250 guests on the main floor and 75 guests in the Balcony.

Scheduling Your Wedding
Since church activities generally have priority we maintain a wedding calendar up to two years in advance. Weddings are normally held on Saturdays, exceptions will be considered upon request.

The sanctuary is not available during the following holidays: Saturdays preceding Palm Sunday thru Easter Sunday, Thanksgiving weekend, Christmas Eve, Christmas Day, New Year's Eve or New Year’s Day.

The wedding must be confirmed within 30 days after scheduling. After you have met with the Wedding Director, read and accepted the church’s wedding policies, you may fill out an application form and return it, along with a deposit of $500 to:

St. Steven’s By-the-Gas Station

Attn: Wedding Director
1492 Columbus Blvd.

East Tucumcari, NM

If the date cannot be confirmed, the deposit will be returned. Once the date is confirmed, your deposit will be cashed and considered non-refundable. All remaining fees are due 30 days before the day of the rehearsal. If your check is returned for insufficient funds you will have 48 hours to deposit the full amount in cash or you wedding will be canceled.

IMPORTANT REMINDER
Once the date and time are confirmed by the church, no change may be made without approval from the church. There is an additional charge of $200 to change the date or time. Please send notice of change in writing to the Wedding Director to request consideration.

Planning your Ceremony
You will plan for months for this special day! Much of your energy will go into selecting the perfect dress, cake, and beautiful flowers. Our goal is to help you plan a beautiful and worshipful ceremony that you will remember for the rest of your lives!

Because the wedding ceremony is a worshipful event, we ask that you fully understand and communicate all of the guidelines to your florist, photographer, videographer, soloist, and musicians

Our Wedding Staff
Our Wedding Staff consists of the Wedding Director, the Pastor, the organist, the sound technician and custodian. To arrange a wedding, first call the Wedding Director who can answer questions concerning the availability of dates, ministerial staff, church guidelines and fees. The Wedding Director coordinates all aspects of the wedding on the church campus.

Our Pastor
Marriage ceremonies are conducted by our Pastor. It is the responsibility of the Pastor, not only to conduct your wedding ceremony, but also to ensure that you are fully prepared to enter the marriage. To do this our Pastor will conduct Pre-marital counseling with all couples. Prior to the wedding you will need to contact the Church office to schedule your premarital counseling sessions with the Pastor.

A visiting pastor may share in the ceremony upon agreement with our Pastoral Staff. Upon written request, an outside pastor with recognized credentials may officiate. Please contact the Wedding Director with questions or for clarification.

The Organist and the Music
The services of our church organist, or approved substitutes, should be used at all weddings held at St. Steven’s By-the-Gas Station. Rehearsals between the organist and other musicians are usually held up to two hours before the wedding, through prior arrangement directly with the organist. The organist does not attend the wedding rehearsal. Our desire is that the wedding music will be in keeping with the spirit of worship of the marriage ceremony. Our organist will be pleased to help you with selections, soloist and other musicians. All music must be approved by the organist and/or wedding staff one month before the wedding.

Photography
Photography is one of the most important details of your wedding day. The images captured on this special day will be held near and dear to your hearts for years to come.

Our desire is that your photographer will capture the essence and emotion of your wedding ceremony while still maintaining the integrity of the worship environment.

The Wedding Director will provide you with guidelines for your photographer while in the Church. Please review these guidelines with your photographer before you sign the contract for photography services.

Videography
Video Operators should introduce themselves to the Wedding Director and accept the limitations on lighting and the placing of equipment. Video camera equipment or operator is not allowed in sight of the guests prior to or during the ceremony. No artificial lighting may be used during the service. Placement and location of video equipment must be arranged prior to the ceremony with the Wedding Director.

The Wedding Director will provide you with guidelines for your video camera operator while in the Church. Please review these guidelines with your video camera operator before you sign the contract for video services.

Flowers and Decorations
The Wedding Director will provide you with guidelines for your florist for the flowers within the Church. Please review these guidelines with your florist before you sign the contract for your flowers.

Candles, Kneeling Bench, and Lectern
Two candle stands, one unity candelabra, a kneeling bench, and a lectern are available for your ceremony. All tapers and unity candles are to be provided by the Bridal Couple. Specific size and quantity needed will be provided by the Wedding Director.

The Rehearsal
Your wedding rehearsal is very important in making your wedding ceremony all that you expect it to be. Wedding rehearsals are limited to ***one hour*** and may be scheduled as early as 5:30 pm and as late at 7:30 pm. The Wedding Director will be available to help direct the wedding rehearsal.

Please ask all members of your wedding party to be in the Sanctuary and ready to rehearse ***one half hour*** prior to the scheduled rehearsal time.

Most rehearsals last about one hour. Please take into consideration the heavy traffic hours and plan accordingly. All of the wedding party is to attend, including parents and relatives to be escorted as a part of the ceremony, candle lighters, ushers, scripture readers and family who are included in the ceremony. This will enable each one to practice their part and allow all to be more confident on the wedding day.

If you would like to have the rehearsal dinner, or your wedding reception in the Church Fellowship Hall, please advised the Wedding Director, additional fees and contracts will be required.

The Wedding Day
The bride and bridesmaids arrive approximately one hour prior to the photography session. We have a beautiful bride’s room available for the wedding party to use, as well as a gathering room for the groom and groomsmen.

On the wedding day, ushers will begin seating guests approximately 30 minutes before the ceremony. Please have all ushers at the rehearsal.

After the wedding, time allowed for photography should be arranged with the Wedding Director prior to the wedding day. On some occasions the wedding party may choose to have all of their pictures taken before the ceremony. If this is your choice, please consult with the Wedding Director regarding the scheduling.

Throwing rice, birdseed or confetti at the bride and groom is not permitted. Bubbles are permitted outside of the Church.

Food and drinks are not permitted in the Sanctuary and Narthex at any time.

No alcohol or other drugs are permitted anywhere on Church property, including vehicles. Smoking is not permitted in any Church buildings.

Any person found to be under the influence of alcohol or drugs at a rehearsal, wedding, or reception held at the church will be asked to leave. It is the responsibility of the bride and groom to communicate these policies to the members of the wedding party.

If you have any questions, please contact the Wedding Director, who will be happy to help you. It is our goal that your wedding will be a joyous and meaningful occasion with God’s guidance and direction.

*Thank you and God bless!*