

# WEDDING SERVICES PACKET



**SAINT PAUL AFRICAN METHODIST EPISCOPAL CHURCH**

**1892 NW 51<sup>ST</sup> TERRACE**

**MIAMI, FLORIDA 33142**

**(305) 634-3720 phone**

**(305) 638-5449 fax**

**[info@stpaulamemiami.org](mailto:info@stpaulamemiami.org) email**

**[www.stpaulamemiami.org](http://www.stpaulamemiami.org) website**

**Wedding Agreement**  
(Full Formal Wedding or Renewal of Vows)

WE HAVE BEEN INFORMED AND HEREBY AGREE before the undersigned that all members of the wedding party will be at the scheduled rehearsal. The rehearsal will be \_\_\_\_\_, 20\_\_\_\_\_, at 7 PM sharp. The wedding rehearsal will last only two (2) hours.

**FURTHERMORE**, we understand and concur that on \_\_\_\_\_, 20\_\_\_\_\_, the scheduled wedding day, that if the ceremony does not begin at \_\_\_\_\_ AM/PM (the time set and agreed upon), unless there is a major emergency, our wedding contract with St. Paul Church Ministries is void, and the officiating Minister will leave the premises without performing the wedding ceremony. The Musicians, Sound Crew, and the Wedding Service Coordinator are released from their Agreement and will leave the church premises.

**WE FURTHER AGREE** that St. Paul Church Ministries is released and held harmless from all obligations associated with the aforementioned wedding ceremony.

**WE ALSO FURTHER AGREE** that, in case of a major emergency (i.e., death, critical illness, auto accident, etc.), we will call the church office at (305) 634-3720 and make arrangements to notify the Wedding Service Coordinator. It is understood and agreed that only 4 hours are allotted for the reception. It is also understood and agreed that the Vincent F. Mitchell Fellowship Hall and kitchen will be left clean.

\_\_\_\_\_  
Date Groom’s Signature

\_\_\_\_\_  
Date Bride’s Signature

\_\_\_\_\_  
Date Officiating Minister’s Signature

\_\_\_\_\_  
Date Wedding Service Coordinator’s Signature



**Wedding Agreement**  
Wedding Party  
(Full Formal Wedding or Renewal of Vows)

I HAVE BEEN INFORMED AND HEREBY AGREE that I am a member of he **wedding party of**

(Bride) \_\_\_\_\_

and

(Groom) \_\_\_\_\_,

On \_\_\_\_\_ 20\_\_\_\_\_, the scheduled wedding day. The wedding will begin promptly at \_\_\_\_\_ AM/PM (the time set and agreed upon).

I further agree that I will be present at the wedding location no later than two (2) hours prior to the wedding service time.

*Attendant / Flower Girl / Others*

\_\_\_\_\_  
Date Signature

\_\_\_\_\_  
Date Signature

\_\_\_\_\_  
Date Signature

\_\_\_\_\_  
Date Signature

\_\_\_\_\_  
Date Signature

\_\_\_\_\_  
Date Signature

*Groom's Men / Ring Bearer / Others*

\_\_\_\_\_  
Date Signature

\_\_\_\_\_  
Date Signature

\_\_\_\_\_  
Date Signature



\_\_\_\_\_  
Date Signature

\_\_\_\_\_  
Date Signature

\_\_\_\_\_  
Date Signature

*Bride's Parent(s) / Grandparents / Other*

\_\_\_\_\_  
Date Signature

\_\_\_\_\_  
Date Signature

\_\_\_\_\_  
Date Signature

\_\_\_\_\_  
Date Signature

*Groom's Parent(s) / Grandparents / Other*

\_\_\_\_\_  
Date Signature

\_\_\_\_\_  
Date Signature

\_\_\_\_\_  
Date Signature

\_\_\_\_\_  
Date Signature



**Wedding Agreement**  
(Office Wedding)

**WE HAVE BEEN INFORMED AND HEREBY AGREE** that we should arrive thirty (30) minutes before our scheduled wedding time, ready with all necessary items and witnesses for the ceremony.

**FURTHERMORE**, we understand and concur that on \_\_\_\_\_, 20\_\_\_\_\_, the scheduled wedding day, that if the ceremony does not begin at \_\_\_\_\_ PM (**the time set and agreed upon**), unless there is a major emergency, our wedding contract with St. Paul Church Ministries is void, and the officiating Minister and the Wedding Service Coordinator will leave the premises and no wedding will be performed. An honorary fee will be due on the day of the wedding to the staff minister who performs the ceremony.

**WE FURTHER AGREE** that St. Paul Church Ministries is released and held harmless from all obligations associated with the aforementioned wedding ceremony.

**WE ALSO FURTHER AGREE** that, in case of a major emergency (i.e., death, critical illness, auto accident, etc.), we will call the church office at (305) 634-3720 and make arrangements to notify the Wedding Service Coordinator.

\_\_\_\_\_  
Date Groom's Signature

\_\_\_\_\_  
Date Bride's Signature

\_\_\_\_\_  
Date Officiating Minister's Signature

\_\_\_\_\_  
Date Wedding Service Coordinator's Signature



**Wedding Agreement**  
(Offsite Wedding)

**WE HAVE BEEN INFORMED AND HEREBY AGREE** that on \_\_\_\_\_, 20\_\_\_\_\_, the scheduled wedding day, that if the ceremony does not begin at \_\_\_\_\_AM/PM (**the time set and agreed upon**), unless there is a major emergency, our wedding contract with St. Paul Church Ministries is void, and the officiating Minister will leave the premises and will not perform the ceremony.

**WE AGREE** that the wedding will be a CHRISTIAN wedding and here will be no secular music, no smoking of anything or any alcoholic beverages. An honorary fee will be due to the minister performing the wedding vows one week prior to the ceremony.

**WE FURTHER AGREE** that St. Paul Church Ministries is released and held harmless from all obligations associated with the aforementioned wedding ceremony.

**WE ALSO FURTHER AGREE** that, in case of a major emergency (i.e., death, critical illness, auto accident, etc.), we will call the church office at (305) 634-3720 and make arrangements to notify the officiating Minister.

\_\_\_\_\_  
Date Groom’s Signature

\_\_\_\_\_  
Date Bride’s Signature

\_\_\_\_\_  
Date Officiating Minister’s Signature

\_\_\_\_\_  
Date Wedding Service Coordinator’s Signature



**WEDDING DATE REQUISITION**

Date of Requisition: \_\_\_\_\_

Bride's

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_

Membership: Member of SPC?  YES  NO

If Yes, Date: \_\_\_\_\_ Duration \_\_\_\_\_ yrs/mos

Church Orientation Class Completed?  YES  NO

Excellence Ministry Team \_\_\_\_\_

Groom's

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_

Membership: Member of SPC?  YES  NO

If Yes, Date: \_\_\_\_\_ Duration \_\_\_\_\_ yrs/mos

Church Orientation Class Completed?  YES  NO

Excellence Ministry Team \_\_\_\_\_

**Wedding Date** \_\_\_\_\_

**Time** \_\_\_\_\_

**Wedding Type:**  SANCTUARY  OFFICE

**Church Reception:**  YES  NO



Wedding Packet mailed on: \_\_\_\_\_ Wedding Packet picked up on: \_\_\_\_\_ by  BRIDE  GROOM.

Officiating Minister \_\_\_\_\_ Date Confirmed on \_\_\_\_\_ with \_\_\_\_\_.

Scheduled Date for Coordinator Meeting: \_\_\_\_\_

Scheduled Date for Pre-Marital Counseling: \_\_\_\_\_

Date Tapes Received: \_\_\_\_\_

Tapes Received by:  BRIDE  GROOM  BOTH

Requisition Completed by: \_\_\_\_\_

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**Cancellation: Date Wedding**

**Cancelled** \_\_\_\_\_

**Cancelled by:**  BRIDE  GROOM  OTHER \_\_\_\_\_

**Cancellation Received**

**by:** \_\_\_\_\_

**Comment(s)** \_\_\_\_\_

\_\_\_\_\_

