



WEDDINGS  
AT JUDSON CHURCH

Photo provided by Shirley K. Doyle

## **WEDDINGS AT JUDSON CHURCH**

### **GREETINGS!**

We share your happiness in planning for a wedding. The celebration should be an event of beauty and meaning that you and your family and friends can look back to with appreciation. This folder is designed to help you prepare for a ceremony at Judson.

### **ABOUT JUDSON MEMORIAL BAPTIST CHURCH**

The Judson faith community is an American Baptist congregation, liberal and ecumenical in perspective, welcoming into its fellowship persons of differing religious and racial backgrounds and sexual orientations. Your wedding is a service of Christian worship and a sacred statement of your love for and commitment to each other.

### **JUDSON'S SANCTUARY AND BUILDING FACILITIES**

Judson Church was built in 1927. Weddings typically occur in our beautifully renovated sanctuary, which seats approximately 350 guests. Dressing rooms and rest rooms are available for assignment to wedding or union participants.

Two building spaces are recommended for a reception. The larger space, Fellowship Hall, accommodates approximately 150 seated guests. The Ann Judson Room, close in proximity to the sanctuary, is appropriate for smaller groups.

Kitchen space is available for both the Fellowship Hall and the Ann Judson Room. Judson Church does not provide catering services. Catering arrangements should be made directly with a caterer of your choice, in consultation with Judson's wedding coordinator.

### **SCHEDULING A WEDDING OR UNION AT JUDSON**

1. At least 6 months in advance, call the Judson office for an appointment with the pastor to discuss your plans.
2. When it is determined that you will proceed, turn in the reservation form and deposit to the church office to schedule your ceremony and reserve use of the church sanctuary and additional facility space.
3. Finally, you will be directed to Judson's wedding coordinator, who will guide you through your wedding or union experience at Judson and assist you in understanding procedures regarding use of the church facility.

### **PASTOR**

The Pastor from the Judson Church will conduct all weddings at the church. Should a bride/groom request a guest pastor/priest to assist, this must be cleared with the Judson Pastor before the guest is invited. As a matter of protocol, the Judson Pastor will formally invite the guest clergy to assist.

### **PRE-MARRIAGE COUNSELING**

Pre-marriage counseling appropriate to the couple is required. Judson's pastor will recommend and require a specific approach to preparation for your marriage.

## **WEDDING COORDINATOR**

The wedding coordinator is your guide through a meaningful and memorable wedding or union at Judson. The coordinator can clarify policies, answer questions, and make suggestions that will help with your preparations. Any proposed deviation from the procedures printed in this brochure occurs at the discretion of **both** the wedding coordinator and the pastor.

## **MUSIC**

Music is an essential, lovely component of your wedding. The regular organist of Judson church shall play for all weddings. If the regular organist is unavailable, a substitute organist may be employed. If the regular organist is available and an outside organist is requested by the family, the organist must be consulted and is entitled to the regular wedding fee. If you wish another organist to play for you, please discuss and confirm your wishes with Judson's organist. Judson's organist will extend the invitation to the guest organist. If you wish additional vocal and/or instrumental musicians to be included, discuss this with the pastor. Additional musicians or alternative music choices will occur in consultation with and at the discretion of the officiating pastor.

## **REHEARSAL**

A rehearsal of the ceremony is required, and all participants should plan to attend. The decision regarding rehearsal date should be coordinated with the officiating pastor and the church office to ensure availability of the facility. Judson's wedding coordinator will be at the rehearsal to answer questions and to confirm details.

### **PHOTOGRAPHY**

No flash photography should occur during the service. There is a site located in the balcony for a videographer. Judson Church is available for your wedding or union photography two hours prior to the service and one hour following it. Please make scheduling arrangements with your photographer that complies with Judson's procedures regarding photography.

### **FLOWER DELIVERY**

Flowers should be delivered to Judson Church during the two-hour window prior to the start of the service. Please make scheduling arrangements with your florist that complies with Judson's procedures regarding flower delivery.

### **ARRIVAL TIMES AND VACATING THE PREMISES**

Judson Church will become available to you and to participants three hours prior to the start of the service. The wedding coordinator will greet you and show you the facilities you may use for dressing and preparation. The church building should be vacated no later than one hour following the service, or, if your reception is at Judson, no later than at an hour pre-determined and agreed upon by you and Judson's wedding coordinator.

### **OTHER POLICIES**

Children, family and friends should remain in building spaces indicated by the wedding coordinator. Please do not allow children to explore the building un-supervised. Alcoholic beverages and smoking are not permitted in the building. Neither rice nor birdseed may be thrown in the building.

## **CUSTODIAL SERVICES**

Custodial services are provided by Judson Church for all weddings and unions. Custodial services require a fee, and extraordinary decorating proposals may require an additional deposit or fee, requested at the discretion of the wedding coordinator. Please review any decorating plan with the wedding coordinator.

## **FEES**

Wedding fees change from time to time to accurately reflect the cost of the event to the Judson faith community. Please obtain a schedule from the church office to determine the current fees.

### **If you are a member of Judson Memorial Baptist Church:**

A fee **will not** be requested for use of the sanctuary or any of Judson's building spaces; nor will a fee be requested for the services of the officiating pastor or for pre-marriage.

A fee **will** be requested for the services of the organist, any additional vocal or instrumental musicians required, the wedding coordinator, and the custodian.

### **If you are *not* a member of Judson Memorial Baptist Church:**

A fee **will** be charged for use of the sanctuary, use of additional Judson building spaces, payment of the officiating pastor, pre-marriage or union counseling, the organist, any additional vocal or instrumental musicians required, the wedding coordinator, and the custodian.

### **Fee payments:**

Please provide a down payment for half the total due, payable to Judson Memorial Baptist Church, when you make your reservation. Give the remaining half to the wedding coordinator on or before the day of the wedding or union.

**THANK YOU FOR CONSIDERING JUDSON**

Thank you for considering Judson Memorial Baptist Church as the setting for your wedding or holy union ceremony. *We wish you every happiness in your life together!*

**JUDSON MEMORIAL BAPTIST CHURCH**

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