

## Saint Stephen Catholic Church Guidelines for Florists and Decorators

### PLEASE PROVIDE A COPY OF THESE GUIDELINES TO YOUR FLORIST AND/OR WEDDING DECORATOR

1. Please check-in with the pastor upon your arrival. He will review our floral/wedding décor guidelines with you, and will also request a copy of your business card for our files.
2. Weddings at St. Stephen are scheduled Saturdays before/including 1:30 p.m. or other days and times agreed upon with the pastor. The set up time allowed is one hour prior to the ceremony.
3. Altar flowers are not required, but if they are used, they must be delivered and in place at least 25 minutes prior to the wedding liturgy. Flowers containing decorative glitter are not permitted in the church.
4. Altar flowers may not be placed on the altar or in front of the altar, nor may they be placed on the ambo or in front of the cantor podium. They may be placed on either or both sides of the altar platform.
5. The florist must provide any stands or pedestals used.
6. Pew-end decorations may be used at regular intervals along the entire length of the aisle, 44 pews total (22 on each side), but they may *not* be attached by pinning, gluing, nailing, tacking, taping or stapling. Elastic bands, plastic pew clips or ribbons must be used instead. Decorations containing glitter are not permitted in the church.
7. Pews may never be blocked by ribbons, cords, strings, etc.
8. Decorations of any type may *not* be affixed in any way from the columns in the sanctuary, nor may any decorations wrap around the columns
9. Aisle runners are not permitted.
10. Sanctuary floral arrangements must be done by a professional florist. Paper-mache containers are not permitted. You must use flower containers that present no danger of leaking.
11. Sanctuary appointments such as the ambo (pulpit), presider's chair, lectern, candlesticks, altar cloths, advent wreaths, the paschal candle and any art or liturgical environment *may not be altered or removed under any circumstances*. Keep in mind that different colors are used in the church during the varying liturgical seasons throughout the year. This is a general calendar: Advent — purple. Christmas Season — white. Winter Ordinary Time — green. Lent — purple. Easter Season — white. Pentecost Weekend — red. Summer and Fall Ordinary Time — green. Expect to find some of these colors present in the church or in the sanctuary. These items may not be removed or altered.
12. Rice, birdseed, confetti, flower petals, sparklers, balloons, birds, butterflies, bubbles, glitter etc., may not be used, thrown or released in the church or outside the church. The church is in constant use, and because of safety, maintenance, and time concerns, these items are prohibited.

13. The only candles permitted are those already in place by the church staff. Candelabra, lighted or unlighted are not permitted in the church. Candles in the aisles or on pews are not allowed. The couple is however required to supply the unity candle should they decide to have one. The church does not supply unity candles. The unity candle is *strictly prohibited* from being placed on the altar.
14. All containers used for corsages, floral arrangements, etc., must be removed from the vestibule before leaving the church. This is the responsibility of the attending florist, not the church staff.
15. No food or beverage is to be brought into the church. Alcoholic beverages are not permitted on church grounds.
16. It is the responsibility of the wedding couple to ensure that the florist and decorating personnel receive these policies and abide by them.

**Should you have any questions, you can reach out to the  
administrative assistant in the parish office:  
[parishoffice@ststephenparish.com](mailto:parishoffice@ststephenparish.com)**



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SAINT STEPHEN CATHOLIC CHURCH  
EAST GRAND RAPIDS, MICHIGAN

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