

# CHRIST EPISCOPAL CHURCH

## WEDDING GUIDELINES

We're glad you're considering a wedding at Christ Church. We hope you find these guidelines helpful.

### WHO MAY BE MARRIED AT CHRIST CHURCH

Members of Christ Church are welcome to have their wedding here. Members are Confirmed Communicants in good standing who have regularly participated in the worship life of the parish and have made regular contributions (either a pledge to the parish or regular, traceable, offerings) for the past year. *Not sure? Contact Lyn or Marcy in the Church Office (office@christchurchville.org or 293-2347) who can verify if you are on the official church roles.*

If you are a non-member parishioner, we are open to having your wedding with the non-member fee schedule. Our clergy are not available to officiate at a non-member wedding. Please see side 2 for more information about this.

### PRE-MARITAL INSTRUCTION

Pre-marital instruction is a requirement in the Episcopal Church. If possible, make arrangements for pre-marital instruction at least 3 months in advance of the wedding date. Divorce is not in itself a barrier to remarriage but the Church requires certain steps to be followed. Please make your minister aware of any divorce. Couples normally meet with the minister at least 3 times before the wedding.

### CONCERNING THE LITURGY

We only use the liturgy found in the Book of Common Prayer on pages 423-438.

### OTHER DETAILS

We have a team of people ready to work with you on your wedding. The team includes our Organist, our Praise Band leader, our Wedding Coordinator, Sexton and Parish Administrator. Begin the process with a phone call to the church (293-2347); ask for Marcy or Lyn. *No weddings are allowed in the church during Lent or Advent. Our clergy are not available to officiate a wedding on Sundays, nor are weddings allowed in our church on Sundays. No exceptions.*

### CONCERNING MUSIC

We offer both traditional and contemporary music at Christ Church. All music and participation by outside musicians must be approved by one of our music ministers.

### CONCERNING DECORATIONS

Flowers are allowed only on the altars and arrangements will be placed by a member of our Altar Guild. Wreaths can be placed on the entrance doors. The Altar flowers normally remain on the altar for the following Sunday services as a reminder to the congregation of the Wedding that has taken place. Dropping of flower petals, runners, floral arches and candles on pews are not allowed.

### ABOUT THE REHEARSAL

The rehearsal is always under the direction of the officiating minister and our wedding coordinator and begins no later than 5 pm. Those participating in the rehearsal should arrive 1/2 hour ahead. Please bring the following to the rehearsal:

- All fees (an email outlining the fees will be sent the week of the wedding)
- Wedding license
- Wedding bulletins

## FEES AND OTHER REQUIREMENTS

- For current members, there is no fee for the use of the church. Nor is there any fee for the Officiant, although an honorarium is suggested.
- A \$300 fee to the music minister, a \$200 fee to the Sexton, and a \$300 fee to the Church's Wedding Facilitator will be paid by all couples whose wedding is at Christ Church. We will provide an acolyte for your wedding. That fee is \$30.
- Optional: The carillon can be played after the service. The fee is \$100.\*
- The latest time of day for a wedding is 6 p.m.\*
- One of our music ministers plays for all weddings, unless other arrangements have been made with the music minister.\*
- The Church provides a Wedding Bulletin, the cost of which is the responsibility of the couple, although a simple outline bulletin can be produced at the church at no cost. Examples are available upon request. The Wedding Bulletin must be approved at least two weeks prior to the wedding.
- Please provide us with your photographer's contact information, and we will send our photography guidelines to him/her and copy you. Videography is only permitted from the balcony.\*
- No outside facilitator/director is permitted.\*

## OFF-SITE WEDDINGS

- Off-site weddings: We encourage weddings at our church, but the clergy and musicians are willing to consider an off-site wedding at a negotiated rate. We do require the hiring of our wedding facilitator at a \$500 rate.

## NON-MEMBER WEDDINGS

- Non-members need to provide their own Episcopal clergy to officiate their wedding. Please pass along your priest's contact information to Marcy Hooker (293-2347) to begin the process to see about the availability of our facility. Non-members will be charged \$1,500 (\$500 is a non-refundable deposit) for the use of the building, \$500 to our Wedding Facilitator, \$300 to our organist, and \$200 to our Sexton. Your officiant will advise you of his/her fee. We will produce a wedding bulletin (outline form) ready to print for \$100 or produce and print the bulletin for \$200 if you would like. In addition the \* items under Fees and other Requirements apply.

## WEDDING PREPARATION TIMELINE

- Complete the application found on our website. If you are a member we will set up an appointment with a Christ Church minister to discuss potential wedding.
- With minister approval, we will put your wedding date on our Church calendar. Make appointment for follow up instructional meetings with minister.
- Complete Wedding Information Sheet which we will email to you upon approval of your wedding date. Page one needs to be completed prior to meeting with our wedding coordinator, page two before meeting with or at the meeting with the clergy.
- Two months prior to wedding, send completed Bulletin Prep page to Marcy Hooker (marcy@christchurchville.org).
- One month prior to wedding, review bulletin and make arrangements to print bulletin.
- Day before wedding, bring marriage license, bulletins and all fees to rehearsal.