

Closing Procedures

Assign someone to coordinate cleanup. The facility should be returned to the same condition as before the event. You are responsible for cleaning up any of the areas used and restoring all items to their original location.

Before leaving the premises, be sure that all trash, litter, etc. is collected and removed to the large dumpster located at the 27th Street parking lot entrance.

Because of cleanup problems and possible harm to birds, no birdseed, rice, rose petals, confetti, etc. may be thrown inside or outside of any of the church buildings.

Confer with your Wedding Hostess about obtaining a key at the Rehearsal and about closing procedures. Return the key on the wedding day to your Hostess.

Conclusion

The Rector and Parish Wedding Hostess are available to help in any way possible to make your wedding beautiful and meaningful.

Planning Your Wedding

St. Andrew's Episcopal Church

217 W. 26th Street Bryan, Texas 77803

P.O. Box 405 Bryan, Texas 77806-2405

Phone: 979-822-5176 Fax: 979-823-3874

www.standrewsbcs.org

Contacts

Wedding Hostess

Mrs. Netta Simek 979-776-1295 njsimek@aol.com
 Mrs. Erin Kracht 979-775-8906 erinkracht@hotmail.com
 Mrs. Cathy Godfrey 979-776-9271 cecakes@suddenlink.net

Organist

Dr. Alan Strong 713-574-6498 music@standrewsbcs.org

Rector

The Rev. Dr. Sean Cox 979-822-5176 rector@standrewsbcs.org

Parish Secretary

Mrs. Dianne Gilbert 979-822-5176 office@standrewsbcs.org

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MARRIAGE

In the Episcopal Church

We are honored to be considered for your wedding. The Episcopal Church is governed by Canon Laws and Diocesan policies governing the Blessing of Holy Matrimony in the Parish. Please note the following requirements:

1. The Church office must be given notice **at least sixty to ninety days** before the marriage. Evening weddings may begin no later than 6:00 p. m. There will be only one wedding held per day. Sunday morning weddings may be arranged in consultation with the Rector of St. Andrew's Church.

One of the persons to be married (or one of his/her parents) must have been an active member of St. Andrew's for at least six (6) months prior to contacting the Parish about the marriage. (Exceptions will be made for; former members and their families, for active Episcopalians new to the Bryan-College Station area, for couples who are recommended to us by an active member of St. Andrew's, or by a member of the clergy at another Episcopal church.)

3. At least one of the couple must be a baptized Christian.
4. Only an Episcopal priest may officiate at the ceremony, (but clergy outside the Parish or of other denomination may assist) and only the form for the solemnization of Holy Matrimony found on page 423 of the 1979 *Book of Common Prayer* is permitted for use in the Episcopal Church. Guest clergy must make arrangements with St. Andrew's Rector in order to participate in the ceremony.

Other Considerations

We recommend that you provide a small snack (cheese and crackers) and non-alcoholic beverages for the Bridal Party before the wedding service, either in the dressing room or in the Parlor.

1. Designate a friend or family member to be responsible for gathering up any personal items and removing them from the church premises. Keep in mind the facility must be clean for Sunday Services.
2. The Bridal Party, including the bride and her attendants, should be at the church at least one hour before the wedding. If they intend to dress at the Church, they should arrive two hours before the ceremony. All other wedding party members should congregate in the Parlor to be ready for the processional, this includes anyone to be seated (grandparents, parents, etc.).
3. It is **NOT** recommended that children under four years of age be formal participants in the ceremony.
4. We do not allow any animals (pets) in the service unless a Seeing Eye Dog or another type of service dog is needed.

Catering Guidelines

If you are planning to use the Parish Hall for your rehearsal dinner or wedding reception; the services of a caterer or restaurant will be required. Please secure the use of the Parish Hall with the Parish Secretary as soon as possible. Also notify the Wedding Hostess of your dinner/reception plans.

If you are renting the Parish Hall, you are responsible for moving tables and chairs and returning them to their proper place at the end of the dinner or reception.

Remember that St. Andrew's does NOT provide linens, dishes, glassware or catering items. We do not provide a sound system for music at the reception.

Only wine, champagne and/or beer may be served.

Everything from the rehearsal dinner, wedding and reception must be removed immediately following the wedding.

St. Andrew's will not be responsible for any items which are lost or damaged.

All banners, posters, pictures, plants, etc. in any of the church buildings must remain in place. If there is a problem, please discuss this with the Rector.

5. A thorough course of pre-marital instructions must be completed by the couple - usually from five (5) to six (6) sessions of one (1) to one-and-a-half (1.5) hours each. These sessions will be conducted by the Rector and may be arranged at the mutual convenience of the Rector and the couple.
6. The requirements of the State of Texas must be met. The couple must obtain a marriage license from the State of Texas. Clergy cannot perform the marriage without this license, which should be given to him on the day of the rehearsal. Once the license is issued, the wedding service cannot take place within the first seventy two hours, unless a waiver is given by a judge, and must be performed within thirty days.
7. These requirements are the norms. All exceptions must be discussed with the Rector and before arrangements are finalized and the wedding date set.

REMARRIAGE

In The Episcopal Church

Persons who have been divorced and whose former spouses are living, may be remarried in the Church - provided the approval of the Bishop has been received and the following conditions are met:

All of the requirements for

• Marriage in the Episcopal Church listed in this manual have been fulfilled.

2. In addition, the following conditions must be met:

The termination of the prior marriage must have been final (Court judgment complete) for at least one year before the intended marriage is to take place.

This time may be shortened to six (6) months where there is clear evidence that the separation has been an unusually long one (those in excess of one (1) or two (2) years; and when it is clear that the intended partners are extremely active in the Parish and are ones for whom the blessing of the Church means much. In no case is the intended marriage to take place in less than six (6) months following the official termination of the prior marriage.

After conferring with the couple, the Rector then petitions the Bishop in writing for permission to perform the ceremony in the Church. Among the items that must be included in the letter of petition are listed are:

Evidence that at least one of the participants is an active communicant in the Episcopal Church;

2. Evidence that the causes of the prior divorce are not present in the present relationship, and that the proposed marriage will, in all likelihood, be a lasting one;
3. Evidence that any children resulting from the dissolved marriage are being cared for with compassion and love;

Evidence of the dates of the previous marriage and proof of legal termination;

A statement reflecting the commitment of the partners in the intended marriage to the Church and to having God at the center of their marriage and their home.

When the Bishop responds favorably to the petition, an official wedding date may be set. The petition process may take from thirty (30) to ninety (90) days.

The Rehearsal

All rehearsals begin on time. Please be sure that all participants in the bridal party are aware of this.

The bride is expected to be an active participant in the rehearsal.

One of the purposes of the rehearsal is to give participants a ðfeelö for the wedding liturgy and the space in which it is conducted. Use of a stand-in for the bride is not permitted. Those who need to be seated as part of the wedding service (parents and grandparents of the bride and groom) and **all those in the processional need to be at the rehearsal.**

The family seating protocol is to be assigned before the rehearsal and discussed with the Wedding Hostess. Please make the Hostess aware of any special needs of the family in regard to the ceremony.

Please decide before the rehearsal, the order of the bridesmaids and groomsmen for the processional. Flash pictures **may** be taken at the rehearsal.

The Wedding Day

Dressing at the Church

In addition to the Parish Hall, there are three areas suitable for dressing. One is just off the Parlor, with a private restroom, plenty of outlets and a lighted mirror. The bride and her party traditionally use these spaces. The second area is upstairs. It is larger, with a pool table and three small restrooms as well as a kitchen. The groom and his party traditionally use this space. You may use any of these spaces but you must decide before the wedding day. Of course, the other option is to get dressed before coming to the church.

You may NOT use any other areas of the church for dressing.

You may bring your own ironing board and iron if necessary.

Wedding clothes may not be stored at the church.

Photography

You are the contact for the photographer. A wedding ceremony is a religious ceremony, therefore **no flash pictures are allowed during the ceremony** by the photographer or the congregation. They are allowed at the reception. A limited number of time-exposure pictures may be taken during the ceremony from the Narthex. These should not be taken during any periods of prayer within the marriage rite. The photographer is allowed only in the Narthex during the ceremony. We do allow flash pictures to be taken of the bride, her father and the bridesmaids in the Narthex before they go down the aisle. A flash picture may be taken, after the ceremony, of the bride and groom as they are coming down the center aisle by the photographer, from the Narthex. Please inform your photographer of these rules before the ceremony. If you have any questions, you may discuss this with the Wedding Hostess or the Rector.

The ceremony may be videotaped, provided that it is filmed using only natural lighting. The camera and microphone are to be located per the Rector's discretion, and must be stationary.

Photographs taken prior to the ceremony **must conclude** thirty minutes before the ceremony starts.

Posed photographs that attempt to recreate portions of the service are not considered appropriate and are not allowed. Photos taken after the ceremony should be limited to the wedding party and families and **must conclude within 30 minutes after the ceremony**. The candles will be extinguished at the conclusion of the ceremony and will not remain lighted during the photography period.

The photographer may not go inside the altar rail at any time to take photographs. In general, the photographer should never be in front of any seated guests.

Scheduling of the Wedding Date and Facility

Information form

Your wedding date will be officially listed on the church calendar when the completed *Wedding Information Form* is returned to the church office, along with a \$200 refundable deposit fee.

Scheduling

All scheduling for the use of the facilities will be done through the Parish Secretary. Scheduling is on a first-come, first served basis, regardless of classification of user.

Cancellation

In the event of conflicts of date, time, or other unforeseen circumstances, the church reserves the right to give reasonable notice, refund any fees or deposits paid, and cancel permission to use facility. Cancellations are made by the wedding party to the Parish Secretary. Deposit may be refunded if more than two weeks notice is given.

Facility seating capacity: 230 persons in the pews.

Parish Wedding Hostess

St. Andrew's requires a Parish Wedding Hostess to assist the bride and groom with the plans and details of their wedding. It is **imperative** that you contact her as soon as your wedding date is confirmed. She can advise you in aspects of planning your wedding and will be available to show you the facility and answer your questions. If you choose to have a personal wedding consultant, she must work with the direction of the Parish Wedding Hostess in every aspect of the wedding and/or reception that takes place on church property.

Conduct

St. Andrew's Church is a sacred building dedicated to the Glory of God. It is not a "house of weddings." Weddings and rehearsals are religious services, taking place in the Church. Please ask your entire wedding party to conduct themselves appropriately.

No alcoholic beverages will be served on the property. Anyone who is intoxicated, or appears to be so, will not be allowed to participate in either the rehearsal or the wedding.

**Smoking is NOT permitted
in any areas of the Church's Facilities.**

Smoking is only permitted outside the buildings. No food or beverages may be consumed in the sanctuary.

Church Property

All users, both parishioners and non-parishioners, will be responsible for any clean up/damage occurring to church property during their use. If the clean up/damage is beyond the \$200 deposit, the bride will be responsible for the overage.

The user is responsible for moving any chairs or tables and returning them to their proper place after their use.

St. Andrew's provides a sound system to be used in the church.

No nails, tacks, floral tape, or tape of any kind may be used in any church facility. The facility must be returned to the same condition as when received.

The borrowed facility key must be returned to the Wedding Hostess on the day of the wedding.

Assign someone to distribute any corsages or boutonnieres to your wedding party on the wedding day.

Flower girls may not drop any real or silk petals or confetti. A basket of flowers is preferable from which she may hand a flower to guests seated on the aisle.

A seven branch candelabra is used on each side of the shelves. Two Eucharistic candles are used if there is to be communion. You may have two pavement candles (large candles standing on the floor to either side of the altar) lit if you desire. The candles will be furnished and church personnel will light them. No greenery or other decoration is permitted on the candelabra or Eucharistic candles. A unity candle may not be used.

We are able to furnish copper candleholders with glass chimneys that attach to the end of every other pew. If you desire to use these holders, please arrange for them with the Wedding Hostess. **Assign two people to light them before the service.**

The only other decorations that may be used in the church are markers on the pews. These markers may be natural greenery and/or a small spray of flowers. These markers are to be attached with a clamp or tied on using ribbon or wire.

No tacks or tape of any kind may be used in any of the church facilities.

Before finalizing your plans, please discuss any deviations with the Rector or your Wedding Hostess.

St. Andrew's provides a kneeling cushion for all weddings. Because of the danger of tripping, the use of an aisle runner is not permitted.

A guest registry book may be used at the church if placed outside the front entrance. It may not be placed in the Narthex (entry).

Guest Organists: On occasion, with the expressed written approval of both the Rector and the Director of Music, a guest organist may be employed; generally these are instances when a relative or friend of the bride or groom is a highly skilled organist, particularly one with experience with the Episcopal liturgy.

Additional or substitute musicians: Wedding couples who wish to include additional musicians must obtain approval, no less than four weeks prior to the wedding. Instances in which additional musicians might be considered appropriate include, but are not limited to: a solo trumpet player, accompanied by the organist, during the processional and/or recessional; a solo instrumentalist, accompanied or unaccompanied as part of the prelude or during communion; an instrumental ensemble (e.g., a string quartet) during the prelude, communion, or even providing music for the processional. Consultation regarding music for which the organist would serve as accompanist should take place at the time of the regular organist consultation. The approval process for the use of additional musicians includes the submission of repertoire, especially in those cases in which the organist is not involved.

A consultation with the organist by the bride and groom should be made well ahead of the wedding to determine specific selections. Please contact the Organist to arrange a meeting date.

Flowers and Decorations

You are the contact for the florist. Only two floral arrangements on the shelves to either side of the cross behind the altar are permitted. No flowers are allowed to be placed on the altar. These arrangements are to be up to 20" wide and 8" deep with no overhang. All flowers used in the church must be natural - no artificial or silk flowers may be used in the arrangements. Bows may be only used with the pew arrangements. All containers must be waterproof.

Please inform your Wedding Hostess of your floral plans

Policies regarding Fees and Deposits

It is recommended that all fees are paid before the rehearsal to reduce the number of things that need to be done at the last minute when your lives tend to become hectic. Make checks payable to St. Andrew's Episcopal Church. The deposit will be refunded after the use date, providing the facility has been cleaned and left in good order. The full deposit or any portion thereof may be retained to cover any repair of damage or required clean-up, or baby-sitting fees, resulting from the use of the facility.

FEEES

All fees are to be paid before or at the Rehearsal

Deposit

\$200

Required of parishioners and non-parishioners

This secures the calendar date for your wedding and may be refunded to you after the event, provided all payments have been made and conditions pertaining to the use of the church's facilities have been met. It is due, along with a completed Wedding Information Form, at the time your wedding date becomes official on the church calendar.

Nave

\$500 for parishioners

\$700 for non-parishioners

This fee covers the building usage, wedding hostesses, and use and cleaning of pew lights. This fee is non refundable and will be paid to the Parish Secretary *before the rehearsal*. Cleaning and lock up services can be provided by a member of the parish staff for an additional \$100.

Parish Hall and Kitchen

\$200

This fee covers use of the Parish Hall and kitchen for rehearsal dinners and/or receptions. It does not cover clean-up or use of church linens or dishes. These items are not provided. This fee is paid to the Parish Secretary *before the rehearsal*.

The following fees are paid at the rehearsal:

Honorarium for the Priest

The *Celebration and Blessing of the Marriage* for parishioners is a normal part of the duty of your clergy and no fee is charged. However, it is customary that the groom make an offering to the Priest, either in the form of a cash gift or a check made out to the Priest. The amount should be consistent with other professional fees, bearing in mind the amount of the Priest's time devoted to the counseling sessions, rehearsal, and wedding. Normal offerings are in the \$250 range.

Organist

\$250

The organist fee should be paid directly to the organist at the rehearsal. It is assumed that St. Andrew's organist will be retained, however, if another organist is desired, permission must be obtained through the Parish Organist. If you desire a soloist, you are responsible for hiring one. **Please contact the organist no more than six months and no less than six weeks before your wedding.** Refer to the Wedding Music guidelines on page 9-10.

Wedding Music

The Episcopal Church has standards and qualifications regarding music that is allowed in wedding worship services.

A church wedding is a festival, and the music should mark it as such with grace, dignity, tenderness, and joy. It must always be remembered that a church wedding is a sacramental rite, and it follows that any music used in connection with it must be suitable for a church service, as distinguished from a social gathering. Music prior to and during the ceremony should be consonant with the sacred nature of the rite. *No electrical amplification may be used.* The Rector is the final judge as to the appropriateness of all music used.

Vocal Music

Vocal music at weddings must be in the words of the Bible, the Book of Common Prayer, The Hymnal or in accordance with those texts. Hymns may be used for congregational singing during the wedding service. Solo vocal selections are appropriate prior to the service and at certain points during the service.

The Church may assist you with arranging for a soloist, approved by the Director of Music and Rector. Arrangements should be made with the soloist in regard to fee and music selections as soon as possible.

Organist (Standard Fee: \$250)

It is expected that the St. Andrew's Organist will be retained for all weddings. The organist will be aware of all scheduled weddings, but the couple should **contact the organist no more than six months and no less than six weeks prior to the wedding to verify availability.**

If the St. Andrew's Organist is unavailable, the Parish Secretary can provide names of substitute organists who are familiar with the St. Andrew's organ and liturgy. Please be aware, in this case, that the wedding couple is responsible for contacting the organist and the fee may vary from the usual charge.