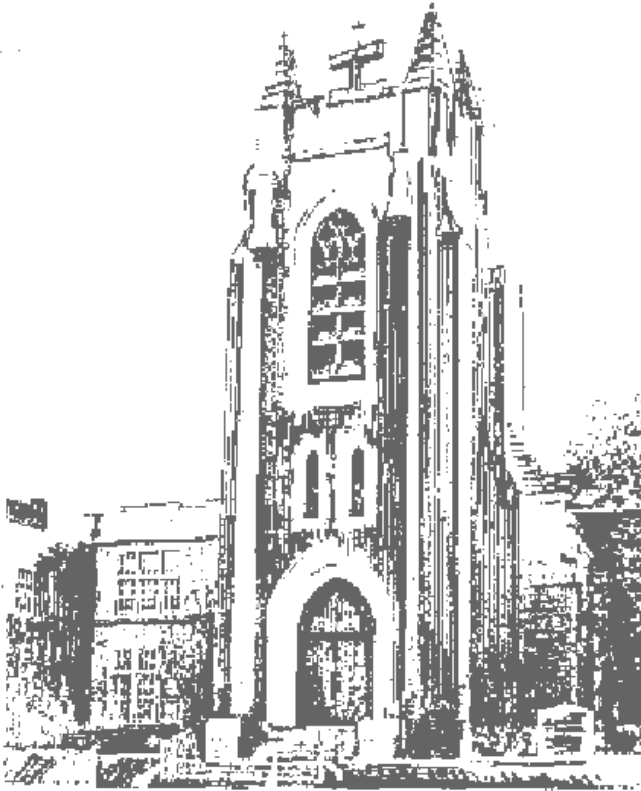


Planning Your Wedding



St. Andrew's Episcopal Church

Our Mission is to Know Christ and to Make Him known

St. Andrew's Episcopal Church

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Contacts

Wedding Coordinators

Mrs. Netta Simek	979-776-1295	njsimek@aol.com
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Organist

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

The Rev. Dr. Sean Cox	979-822-5176	rector@standrewsbcs.org
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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.
2. 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.

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:

1. 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:

1. 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;
4. Evidence of the dates of the previous marriage and proof of legal termination;
5. 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.

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: 200 persons as follows:

With 5 adults per pew, the Nave will comfortably hold 150. An additional 20 can be seated in the choir area. Be aware that seating beyond these numbers, it is necessary to seat more people in each pew and possibly add folding chairs.

Parish Wedding Coordinator

St. Andrew's requires a Parish Wedding Coordinator 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 Coordinator 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. See exception under Catering Guidelines (pg. 14).

**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 borrowed facility key must be returned to the Wedding Coordinator on the day of the wedding.

Policies regarding Fees and Deposits

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. **The \$200 deposit must be submitted to the Parish Secretary, along with a completed Wedding Information Form, in order for the church facility to be reserved for your wedding date.** 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.

FEES

Nave

\$600 for parishioners

\$800 for non-parishioners

This fee covers the building usage, wedding coordinators, and use and cleaning of pew lights, and cleaning and lock up services. This fee is non refundable and will be **submitted to the Parish Secretary two (2) weeks before the rehearsal.**

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 non refundable and will be **submitted to the Parish Secretary two weeks before the rehearsal.**

The following fees will be paid

One (1) week before rehearsal:

Priest

\$300

The Priest fee should be paid with a check made payable to the Priest. This fee is non refundable and will be **submitted to the Parish Secretary one week before the rehearsal.**

Organist

\$300

The organist fee should be paid with a check made payable to the organist. This fee is non refundable and will be **submitted to the Parish Secretary one week before 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: \$300)

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.

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 Coordinator of your floral plans.

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 on each side of the cross. You may have the two large candles standing on the floor to either side of the altar, lit if you desire. The candles will be furnished and church personnel or someone from the wedding party will light them. No greenery or other decoration is permitted on the candelabra or Eucharistic candles or on the altar. 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 Coordinator. **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 consult with the Rector or your Wedding Coordinator.

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.

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. 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 Coordinator 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 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.

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 “feel” 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 Coordinator. Please make the Coordinator 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

The bride and her party traditionally use the Parish Hall. The groom and his party use the Youth Hall area upstairs. 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.

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 is required. Please secure the use of the Parish Hall with the Parish Secretary as soon as possible. Also notify the Wedding Coordinator 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.

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.

Conclusion

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

We welcome you to join us for worship.

*Sunday morning service times are:
7:30, 9:00 and 11:15 a.m.*

*Morning Prayer service:
Monday-Friday at 7:30 a.m.*

*We invite you to learn more about our
vibrant parish, and how we are making
Christ known in a variety of ways.*