

ST. PHILIP'S EPISCOPAL CHURCH

Wedding Guidelines

for the Celebration and
Blessing of Marriage

Revised 2011

Telephone:
248/651-6188

100 ROMEO STREET + ROCHESTER, MI 48307

Because of the serious nature of Christian marriage, and the injunction placed upon the Christian Community that "*marriage not be entered into unadvisedly or lightly, but reverently and deliberately,*" the following guidelines have been established to help you as you contemplate participating in the Sacrament of Holy Matrimony. These guidelines have been written to comply with the policies established by the Episcopal Church; the Episcopal Diocese of Michigan and its bishop; and, the ministers of St. Philip's, Rochester – both lay & ordained.

REQUIREMENTS OF THE EPISCOPAL CHURCH

For a First Marriage

A thirty (30) day notice to the clergy is required but may be waived for weighty causes if one of the parties is known to the clergy and is a member of the congregation.

- Premarital counseling is required.
- At least one of the parties must be a baptized Christian.

For a Re-Marriage after Divorce or an Annulment

- All of the above must be observed.
- Before any firm date is set for the marriage ceremony, permission must first be secured from the Bishop and will not be applied for until premarital counseling is well underway.

Note: *The Episcopal Bishop of Michigan requires that the "Application for Judgment as to Marital Status in the Eyes of the Church" is to be submitted to him sixty (60) days before the proposed date of the wedding service.*

REQUIREMENTS OF ST. PHILIP'S, ROCHESTER

Because St. Philip's complies with the requirements of the Episcopal Church and the Diocese of Michigan regarding appropriate notification, counseling, and consent from the Bishop; let the clergy be one of the first to know when an engagement is contemplated or agreed upon.

- As a matter of courtesy, as well as to insure sufficient time to comply with all the applicable requirements, the clergy of the parish would appreciate a minimum of four (4) months notice before the anticipated date of the wedding.
- The required premarital counseling takes 5 to 6 sessions of 90 to 120 minutes each.
- There is a \$50.00 application fee to cover the cost of counseling and testing materials. For Non-Contributing Members of the Parish or Guests, this is payable at the first meeting. For Contributing Members of the Parish this must be paid no later than the second meeting.

- All other fees or contributions are to be given to the clergy at the time of the rehearsal. They will be delivered to the appropriate designees by the cleric.
- It is expected that one of the parties being married is an active member of this parish; or, is related to an active member of St. Philip's, Rochester.
- Weddings are not normally done in Lent or on Sundays.

The Wedding Service

"The Celebration and Blessing of a Marriage" will be in accordance with the Rites of The Episcopal Church as contained in *The Book of Common Prayer*; or, other authorized supplemental rites should such become available. This Prayer Book provides opportunity for a variety of options. The use of friends or relatives as readers, the inclusion of personal expressions, and the choice of scriptural readings allow each couple to "design" the service according to their wishes. All of these possibilities will be discussed thoroughly during the premarital counseling sessions. It is also customary to include Holy Communion as part of this service if both parties are baptized Christians.

Note: *It has been our experience that children under 4 years of age are not able to handle the pressure or responsibility of being part of a wedding party.*

Selection of Music

All arrangements for music are to be made directly with St. Philip's Director of Music. A consultation needs to be arranged no less than two months in advance of the ceremony. If a soloist is to be used, s/he must also consult with the Director of Music and must arrange for rehearsal in advance. Other instrumentalists may be used, by arrangement with the Director of Music.

- The fee for the Director of Music/Organist is **\$150.00**. An additional rehearsal fee for the organist to rehearse with a soloist or other instrumentalists is required and must be arranged for with the Director of Music. (Typically this fee is half the amount of the performance fee i.e. \$75.00.) Fees for soloists or instrumentalists are additional and are to be arranged for directly with that person, or with the Director of Music.

The marriage ceremony is more than the exchange of vows by an engaged couple. It is an act of worship in which the Bride and Groom, together with their families and friends, gather to offer thanks and praise to God and to ask God's blessing on their union. Therefore, music which stresses the action of God in the blessing of the marriage is recommended. Music that brings to mind strictly secular situations (e.g. Broadway musicals, popular or sentimental dimensions of love and marriage,

etc.) is not appropriate to this intention. Music used for the prelude, entrance, and exit will also follow these guidelines. There are many marches, voluntaries, etc., which make a beautifully fitting accompaniment to the nature of the wedding celebration in the Christian church.

- The Director of Music can demonstrate a wide selection from which to choose.
- The lyrics of vocal selections used during the ceremony need to have reference to God, who IS love, as well as celebrate human love.
- Also consider using congregational hymns. There are many familiar hymns which are appropriate for entrance and exit music, as well as for use during the ceremony. The use of hymns is an excellent way of helping those assembled to share in the occasion.
- All wedding music must be approved in advance by both the clergy and the Music Director.

Receptions

Receptions in the Great Hall of the Parish may be held at the church. Arrangements for the use of this space must be made with the Building Use Coordinator. Please contact the church office (248-651-6188) for the name and

telephone number of the person currently exercising this ministry.

- Use of alcohol is limited to beer and wine provided equally attractive, non-alcoholic alternatives are also provided. In no case will alcoholic consumption that jeopardizes the health and safety of any individual or the wholesomeness of the occasion be condoned.

Flowers, Candles, and Other Decorations

Arrangements for these are to be made through your florist in consultation with the Altar Guild Directress.

- The church's florist (Holland's Flowers & Gifts (248) 651-4512; or, (800) 962-6026) may be contacted; or, you may use a florist of your own choice.
- In addition to the usual altar candles, only candles that are protected by globes will be permitted (i.e., at the ends of the pews). The use of a "unity candle" is discouraged.

Note: *The use of a white aisle runner is not permitted.*

All of these "extras" are the responsibility of the wedding party or the florist who are to have preparations completed at least **one (1) hour before the service.** Anything which is not removed from the church will be discarded by Sunday morning, unless other arrangements are

made in advance with the Altar Guild Directress or the clergy.

- Altar flower arrangements are to be delivered to the church by 10:00 a.m. on Saturday mornings, unless other arrangements are made with the Altar Guild Directress.
- One arrangement customarily remains in the church for use on Sunday morning in thanksgiving for the marriage.
- In the event that two weddings are scheduled for the same day, we encourage both bridal parties to work together on common arrangements for the church, if possible.

To assist the Altar Guild it is important that the Bride & Groom, in consultation with the clergy, provide the Altar Guild with the following information using the appropriate form:

- Date and Time of the Wedding
- Whether or not Holy Communion will be part of the service
- Which kneeler – blue or white – will be used
- Floral Information:
 - Name and telephone number of the florist
 - Time of delivery

Note: *10 AM is recommended for Saturday weddings.*

- Whether or not an arrangement will be left for the Sunday's services

Note: *If pew candles are desired, they must be provided, set-up and taken down by the florist.*

Custodial Cleanup

The church's custodial service will prepare the church and parlor before each wedding and clean up after the ceremony. The fee for this service is **\$50.00** and is to be paid in cash.

The use and throwing of rice after the ceremony is prohibited for two reasons:

- It is an unnecessary waste of a human food source, and our "Signature Outreach Ministries" focus on feeding the hungry.
- It can be slippery to walk on after thrown.

The use of birdseed is suggested as a substitute.

- There will, however, be an additional fee of \$25.00 charged for the cleaning of the plaza if birdseed is used.
- Please indicate your intention in this regard prior to the final counseling session.

Seating Capacity

St. Philip's will comfortably accommodate c. 200 people.

- By using the narthex or parlor area many more may be seated. Please keep this in mind when preparing your guest list.

Service Bulletins

The use of a service bulletin is optional. However, a bulletin does provide wedding guests with an order of worship to guide them through the service and is an attractive memento of the ceremony.

- The church's Administrative Assistant can assist in the selection and purchase of appropriate and attractive bulletin stock.
- For a modest fee – \$35.00/100 – the church office can assist you in the design and printing of the bulletins.

Note: *If the church office is expected to prepare and print the bulletin, a four week notice is expected.*

- In any case, the final proof copy must be approved by the cleric performing the marriage before printing. Please contact the Administrative Assistant during regular office hours (Tuesday-Thursday 9 AM until 4:30 PM) for additional information.

The Marriage License

Residents of Michigan must apply for a marriage license to the County Clerk's office in which one of the parties is resident. Out of state residents must apply to the Oakland County Clerk's office directly by telephone (248- 858-0571) or through the internet:

http://www.oakgov.com/services_index/citizen/permits_licenses.html

to receive the necessary application forms for a marriage license.

To obtain a valid Marriage License both parties must present:

- Valid driver's license or state ID showing current address.
- Birth certificate or valid passport.

Note: *If a passport is used instead of a birth certificate, full names of both parents and the state or country where they were born must be provided at the time of application.*

- Social Security numbers of both parties.

Note: *There is a three day waiting period after application before receipt of a license. The license is valid for only thirty-three (33) days after application.*

The marriage license is to be given to the officiating cleric at the date and time of the wedding rehearsal. That is when all legal and ecclesiastical paperwork will be completed.

Fees and Contributions

Note: *All fees and contributions are to be delivered to the presiding cleric at the time of the wedding rehearsal. He or she will see that they are distributed to the appropriate individuals.*

FEE STRUCTURE FOR: **ACTIVE MEMBERS**

Active members of St. Philip's, Rochester, who are in good standing; and, who have been contributors of record for at least six months prior to the wedding date.

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| Application & Counseling fee – due at the second meeting | \$50.00 |
| Custodial Services – payable in cash at the rehearsal | \$50.00 |
| Music/Organist – payable to the musician by name | \$150.00 |
| Total For Members Who Are Contributors of Record | \$240.00 |

Note: *It is customary to provide a Thank Offering to the Church and Clergy at the time of marriage. Gifts to the Church are to be made payable to "St. Philip's Episcopal Church;" gifts to the clergy are to be made payable to the "Rector's Discretionary Fund." Clergy do not receive gifts for their personal use.*

FEE STRUCTURE FOR: **NON-CONTRIBUTING MEMBERS AND OTHERS**

Those who are not contributors of record for at least six months prior to the wedding date.

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| Application & Counseling Fee – due at the initial meeting | \$50.00 |
| Custodial Services – payable in cash at the rehearsal | \$50.00 |
| Music/Organist – payable to the musician by name | \$150.00 |
| Clergy – payable to the "Rector's Discretionary Fund" | \$250.00 |
| Use of Facilities – payable to "St. Philip's Episcopal Church" | \$250.00 |
| Total fees for a Non-Pledging Member or Guest | \$740.00 |