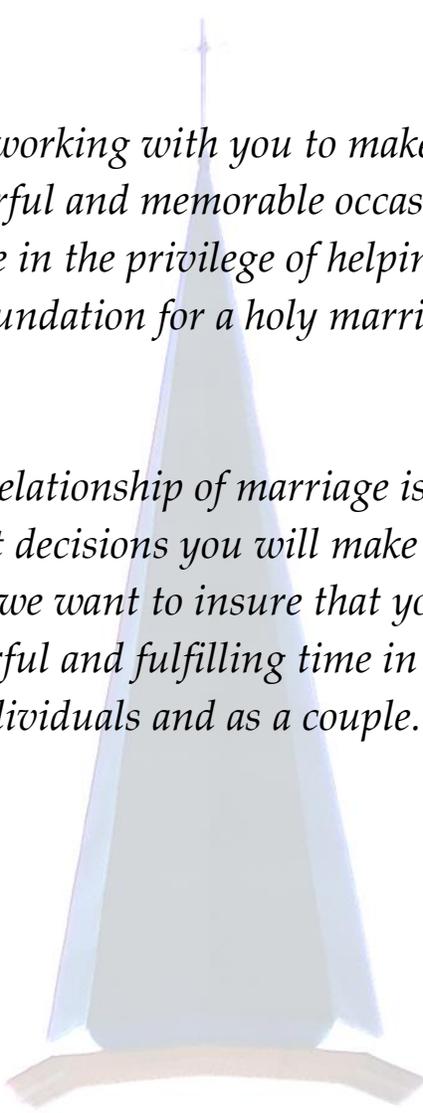


# GALILEE CHURCH



## Guidelines for a Wedding & Wedding Application

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*We look forward to working with you to make your wedding a wonderful and memorable occasion. Even more, we rejoice in the privilege of helping a couple build a firm foundation for a holy marriage.*

*Entering into the relationship of marriage is one of the most important decisions you will make in life. At Galilee Church, we want to insure that your wedding and marriage is a wonderful and fulfilling time in your life - both as individuals and as a couple.*

## MEMBER WEDDINGS

### To be married at Galilee Church:

1. One person must be a baptized Christian.
2. The Rector of Galilee Church must approve all marriages.
  - a. *The Canon Law of the Episcopal Church gives the priest the right to solemnize or decline to solemnize any marriage. (The Canons of the General Convention [2006]. Title 1, Canon 18, Section 4.)*
3. The Bishop requires a *one-year* interval between the date of the final divorce decree and the date of the proposed marriage. The Bishop also asks that applications for his consent be made at least thirty days before the proposed wedding date.
4. Galilee Church requires six-month's advance notice of the proposed date to the clergy. This allows time for marriage preparation sessions and proper planning.
5. In light of our desire to honor Biblical values of the Christian Church, the Rector requests that during the premarital counseling period, engaged couples have separate addresses and living arrangements. We ask that couples be committed to sexual abstinence prior to their marriage.
6. One of the parish clergy will preside over any wedding celebrated at Galilee Church. Other ordained persons may assist in the wedding celebration, when invited by the Rector to do so. Couples who wish such an arrangement need to discuss their desires with the Rector before making further plans.
7. The ordained person is responsible for providing instruction on the practical and Christian aspects of marriage, and to establish that the couple's intentions match those of the church. To that end, the priest will engage in several marriage preparation sessions with the couple. The focus of these meetings is to help couples explore the marriage relationship more fully and the nature of the Sacrament of Holy Matrimony.
8. Weddings are not scheduled during the Lenten season, the church's season of penitence and self-denial, or the first Sunday immediately after these periods.
9. Please note that in the event that more than one request is received for the same date, scheduling priority will always be given to members of Galilee Church in the order of their request.

### Before making a request for marriage, couples are asked:

- ◆ Ideally, couples are expected to be active communicants of Galilee Church, by financial support of the parish, involvement in church education and fellowship activities, and when appropriate requesting a Letter of Transfer to Galilee.
- ◆ To have been worshipping together at Galilee Church for at least three months together. Couples should be attending services at least twice a month.
- ◆ For couples who are not yet members of Galilee Church, this period gives the couple a chance to get to know the church and determine if this would be a suitable spiritual home for them before *and* after marriage.

*Please note that membership at Galilee Church is not recognized just to fulfill the eligibility requirement for marriage.*

**Once eligibility is established, the couple should:**

1. Complete the *Galilee Church Wedding Information Sheet (page 14)*
  - a. *Please note that the bride and groom alone are responsible for seeking permission to be married at Galilee Church. The initial application will then be reviewed by Galilee's Wedding Committee and the Rector.*
2. The couple will then be notified of the decision of Galilee Church.
3. After approval from the Rector, the date of the wedding should be arranged with the Administrative Assistant to the Clergy and the priest, well in advance. *This should be done before confirming any date for a reception location.*
4. Once the wedding date is scheduled, the Rector will meet with the couple to determine dates for the counseling. Typically the clergy marrying the couple will also provide the counseling.

**NON-MEMBER WEDDINGS**

- ◆ The Galilee Church Vestry has approved the acceptance of three outside *community* weddings per calendar year. More may be scheduled at the discretion of the Rector.
- ◆ Non-member weddings cannot be scheduled any longer than six months in advance of selected wedding date.
- ◆ Due to the high number of requests for community weddings, additional guidelines and requirements have been adopted.
- ◆ Please note that the bride and groom alone are responsible for seeking permission to be married at Galilee Church. The initial application will then be reviewed by Galilee as a requirement in this process.
- ◆ Please note that in the event that more than one request is received for the same date, scheduling priority will always be given to members of Galilee Church in the order of their request.

**If the couple is living out of the area, they should:**

- ◆ Be regularly worshipping at a church in their community, or actively seeking a church to join at which they can find spiritual support and nurture.
- ◆ If the couple cannot be married in the church where they plan to worship, they must provide a letter from their pastor asking Galilee Church to celebrate the marriage on behalf of the couple's regular worship community.
- ◆ The couple needs to be in direct conversation with one of the parish clergy to begin marriage preparations.
- ◆ In preparation for their marriage at Galilee Church, contact the pastor of their local church, and arrange marriage counseling.
- ◆ Upon completion of the counseling, the pastor must confirm the couple's readiness for marriage in writing to the clergy of Galilee Church.

*If you desire to be married at Galilee Church, please complete the Galilee Church Wedding Information Sheet along with a Letter of Request. Letters of Request will be reviewed by the Rector and a confirmation or denial letter will then be sent out.*

**Please address all items listed below in your Letter of Request:**

- ◆ Confirm that at least one member is a Baptized Christian.
- ◆ Give the name of the minister performing the ceremony.
- ◆ Is the minister licensed in the Commonwealth of Virginia?
- ◆ What will the premarital counseling involve and who will provide it?
- ◆ Where and how often are you currently attending church?
- ◆ What church will you attend following your wedding?
- ◆ Give reasons why you wish to be married at Galilee Church.
- ◆ Describe any special features of the proposed wedding.

### **CONTACT PERSON**

*Lindsay McCaw* will be your main contact in planning your wedding. Planning a wedding involves the coordination of many people, and then she will give you the names and telephone numbers of the Wedding Guild Coordinator, Music Director, and Flower Guild Chairman, as well as assisting you with any questions or concerns you may have.

### **THE REHEARSAL**

- ◆ The priest will conduct the wedding rehearsal assisted by the Galilee Wedding Guild Coordinator and the Music Director.
- ◆ The wedding rehearsal usually takes place the evening before the wedding at a time agreed upon with the priest.
- ◆ The rehearsal should also be scheduled at least three months in advance of the wedding.
- ◆ All members of the wedding party are expected to attend.
- ◆ The rehearsal usually lasts for one hour. Punctuality is expected as rehearsals are often followed by other events in the church and other engagements by the clergy and staff.

### **THE CEREMONY**

The priest will arrange the details of the service with the couple. At Galilee Church we use the *Celebration and Blessing of a Marriage* as found in the *Book of Common Prayer* (1979).

*Lindsay McCaw* will work with the couple, clergy, and organist to produce the *approved* service leaflet. The content must be delivered to the office one month prior to the wedding. The office provides a packet regarding required wedding service bulletin information.

If the couple opts to have the leaflet prepared by a professional printer, ***the content must be approved by the Rector.***

There are two choices for procession.

- ◆ If we are having an acolyte for the service, then the order for entry into the sanctuary would be as follows: Acolyte, clergy, groom, best man, followed by groomsmen, all would enter from the Narthex. They would be followed by the bridesmaids, bride's witness (flower girl/ring bearer if selected) and bride.

***OR***

- ◆ If no acolyte, then the wedding procession will be as follows: Clergy, groom, best man and groom's men would all enter from the Commons Area door. The bridesmaids, bride's witness (flower girl/ring bearer if selected) and bride would enter from the Narthex.

Family and/or friends are encouraged to participate by reading one of the scripture lessons or a psalm.

The Holy Eucharist may be part of the *Celebration and Blessing of a Marriage*. Whenever the Holy Eucharist is celebrated, all baptized persons who customarily receive Communion in their own church are invited to receive Communion as well.

This beautiful and often-emulated liturgy identifies the rings as the physical symbol of the sacrament. Thus, competing symbols such as unity candles, etc., cannot be accommodated.

Please note that a bride's room located in the balcony is available for the bridal party's use.

## MUSIC SELECTION

*The intention of music selection at the wedding is to glorify God and to assist the congregation in worship. In general, lyrics and tunes must be from Holy Scripture, or language otherwise consistent with the Church's teaching on marriage.*

- ◆ There is a separate honorarium for the organist for the ceremony (See donation schedule).
- ◆ Contact the office to get a suggested music list and CD of songs that are appropriate for wedding ceremonies.
- ◆ An appointment with the Music Director must be made at least three months prior to the date of the wedding.
- ◆ The Music Director will assist the couple with music choices, under authority delegated by the Rector.
- ◆ All guest musicians must be approved by the Galilee Director of Music.
- ◆ There is an extra charge when additional music rehearsals are needed, or when additional musicians must practice with the organist (See donation schedule).
- ◆ Please note that recorded music is not allowed at Galilee Church.

## WEDDING GUILD COORDINATOR

We strongly advise against the use of an outside "wedding consultant." Such a person is neither necessary nor permitted to direct wedding activities which take place in the church. Galilee's Wedding Guild Coordinator will attend rehearsals and weddings to assist with these arrangements. (See donation schedule)

- ◆ Consult the Galilee Church Wedding Guild Coordinator to question what is allowed for decorating of the church for the ceremony.
- ◆ Two standing candelabra are available. (See fee schedule on page 13.)
- ◆ Altar hangings will be white.
- ◆ Pews for the parents of the bride and bridegroom will be marked with church-owned white brocade to match the altar hangings.
- ◆ For safety reasons, aisle runners may not be used.
- ◆ Rice, birdseed, confetti, sparklers, or flower petals cannot be thrown, either inside or on church grounds.
- ◆ The Wedding Guild Coordinator will contact the couple to meet and go over the plans for the ceremony one month before the wedding date.
- ◆ The Wedding Guild Coordinator will attend the rehearsal.

## FLOWERS

- ◆ Contact the Flower Guild Chairman *at least* eight weeks prior to the wedding to discuss the flower requirements at Galilee Church.
- ◆ Two brass containers are used on the main altar with arrangements not to exceed the height of the cross.
- ◆ The flowers are purchased and arranged by the Flower Guild in accordance with the bride's requests. (See fee schedule).
- ◆ The bride may choose instead to have her florist provide the flowers that the Flower Guild will then arrange.
- ◆ If the carpet were to get stained during the service the responsibility falls upon the bride/groom to have the carpet cleaned. (Please note this would NOT be spot cleaning, but it would need to be the entire sanctuary since it is wool carpet). Please consult with Diane or the Wedding Coordinator for more information.
- ◆ Arrangements from Saturday weddings remain on the altar for Sunday services.

## PHOTOGRAPHY

- ◆ Photos and video of the ceremony must be done by a professional photographer, or designated person who agrees to abide by church policies.
- ◆ After the processional, the photographer or videographer may move to the balcony.
- ◆ No lights or flashes are permitted during the service.
- ◆ The photographer should not wander or be in view of the congregation.
- ◆ The church will be open to the wedding party one hour before the appointed time of the service and thirty minutes following the service. Group pictures may be taken at this time.
- ◆ Guests should be advised of the prohibition against using flash cameras during the service.

# Galilee Episcopal Church

## Wedding donation Schedule

Please return this form with honorariums no later than two (2) weeks prior to the scheduled wedding date.

Donations due: \_\_\_\_\_

Bride's Name: \_\_\_\_\_ Groom's Name: \_\_\_\_\_

Wedding date: \_\_\_\_\_ Time: \_\_\_\_\_

Rehearsal date: \_\_\_\_\_ Rehearsal Time: \_\_\_\_\_

Place: \_\_\_\_\_ Clergy: \_\_\_\_\_

(St. Andrew's Chapel, St. Luke's Chapel)

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### Galilee MEMBER: Suggestion honorarium - \$1250\*

(Includes: Clergy honorarium; music; wedding coordinator; flowers; and sexton.)

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### Galilee NON-MEMBER: \*\*"Sponsored" - \$3500\*

(Includes: Clergy honorarium; music; wedding coordinator; flowers; sexton; and non-member church use.)

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#### MEMBER Additional honorariums (if selected):

Add Additional soloist or instrumentalist to rehearsal ..... \$ 75.00 .....

Additional soloist or instrumentalist fee (TBD)..... TBD .....

Brass floor candelabra and/or wall sconces ..... \$ 35.00 .....

Acolyte – (separate check) ..... \$ 25.00 .....

#### NON-MEMBER Additional honorariums (if selected):

Additional soloist/instrumentalist rehearsal ..... \$ 75.00 .....

Additional soloist or instrumentalist honorarium (TBD)..... TBD .....

Brass floor candelabra and/or wall sconces ..... \$ 35.00 .....

Acolyte – (separate check) ..... \$ 25.00 .....

\*Please note up to five (5) separate checks may be written for honorariums.

## GALILEE CHURCH APPLICATION FOR MARRIAGE

This sheet must be completed and returned to the Church Office before the wedding can be scheduled

**BRIDE'S** Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Number of Marriages: \_\_\_\_\_  Maiden  Widowed  Divorced

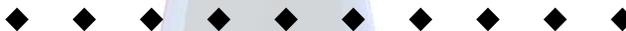
Current Parish: \_\_\_\_\_ Location: \_\_\_\_\_

Baptized: \_\_\_\_\_ Date: \_\_\_\_\_ Denomination/Parish/Location: \_\_\_\_\_

Communicant: \_\_\_\_\_ Date: \_\_\_\_\_ Denomination/Parish/Location: \_\_\_\_\_

Father's Full Name: \_\_\_\_\_

Mother's Full *Maiden* Name: \_\_\_\_\_



**GROOM'S** Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Number of Marriages: \_\_\_\_\_  Maiden  Widowed  Divorced

Current Parish: \_\_\_\_\_ Location: \_\_\_\_\_

Baptized: \_\_\_\_\_ Date: \_\_\_\_\_ Denomination/Parish/Location: \_\_\_\_\_

Communicant: \_\_\_\_\_ Date: \_\_\_\_\_ Denomination/Parish/Location: \_\_\_\_\_

Father's Full Name: \_\_\_\_\_

Mother's Full *Maiden* Name: \_\_\_\_\_

**GALILEE CHURCH APPLICATION FOR MARRIAGE** *continued*

**SERVICE DETAILS**

Requested Celebrant: \_\_\_\_\_

Assisting Clergy Requested: \_\_\_\_\_

Requested Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Communion:  Yes  No Organist:  Yes  No Additional Musicians:  Yes  No

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Lessons Chosen: \_\_\_\_\_

Bride's Name after marriage: \_\_\_\_\_

Address after marriage: \_\_\_\_\_

**We have read, understand, and will comply with all of Galilee Church's Wedding Guidelines as described in the Guidelines for a Wedding Handbook.**

Bride's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Groom's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only:

Date Received: _____
Names: _____
Date Requested: _____
Available <input type="checkbox"/> Yes <input type="checkbox"/> No
Membership Secretary Information: _____
Wedding Committee: _____
Rector: _____
Additional Comments: _____
Date of Response (10 business days): _____

## GALILEE CHURCH PHOTOGRAPHER'S AGREEMENT

A wedding is a worship service. As such, photography during the service is limited. Galilee Church requests that all photographers and/or videographers who will be photographing the wedding sign this agreement, indicating that they have read and will comply with our policies on wedding photography, listed below.

Wedding: \_\_\_\_\_ Date: \_\_\_\_\_

- ◆ The use of flash or other lighting is prohibited in the church during the wedding service.
- ◆ Videography is permitted only from the balcony.
- ◆ Flash photography is permitted in the Narthex (entry area) of the church as the bridal party enters and exits.
- ◆ Photographs may be taken during the service only from the balcony.
- ◆ Photographs may be taken of the bride and groom coming down the aisle after the service, however, the photographer must remain in the rear of the church and may not walk up the aisle.
- ◆ Posed photographs of the wedding party may be taken following the service. This should be done as soon as possible, however you may have up to 30 minutes for these photographs.
- ◆ I have read, understand, and will comply with the above policies.

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*Signature*

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*Studio Name*

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*Address, City, State, Zip*

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*Phone*

# Wedding Preparation Checklist

## **6 months before wedding**

- Contact Lindsay McCaw to schedule premarital counseling sessions
- Schedule wedding rehearsal

## **4 months before wedding**

- Contact Flower Guild Chairman to select flowers
- Make appointment with Music Director to select music
- Make appointment with Wedding Coordinator
- Contact Lindsay McCaw to receive readings and music selections.

## **1 month before the wedding**

- All pre-marital counseling must be completed by **one month** prior to the date of the wedding.
- All details for the wedding (including bulletin, flower arrangements, special requests) must be finalized by **two weeks** prior to the wedding, and these details should be arranged through the wedding guild and Confirm with the parish office.

**\*If these two conditions are not met, our ability to host the wedding will be jeopardized.**

## **2 Weeks before the wedding**

- Bring the marriage license and honorariums for the wedding, being sure to write separate checks as indicated.

