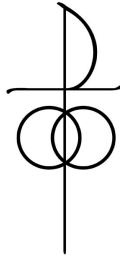


ST RICHARD'S
Episcopal Church

The Wedding Booklet
Saint Richard's Episcopal Church
Round Rock, Texas

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“Husbands, love your wives, just as Christ loved the church and gave himself up for her...”
Ephesians 5.25

Dear Engaged Couple,

On behalf of the staff at Saint Richard’s Parish Church, Vestry, and parishioners, let me congratulate you on your engagement. We are thrilled that you have decided to begin your married life seeking God’s blessing and sharing this important event with us.

Next to a commitment to the Lord Jesus, marriage is one of the greatest and most joyous decisions of life. For this reason, we here at Saint Richard’s are eager to help make your wedding day a wonderful and memorable occasion. Moreover, we are deeply concerned to help you build the strongest possible marriage commitment and to establish a lifelong union between husband and wife.

This booklet will help acquaint you with the wedding process in the tradition of the Episcopal Church and here at Saint Richard’s. It contains the information you will need throughout the months leading up to your wedding.

Again, congratulations, and we offer our best wishes to you and look forward to working with you on your upcoming wedding.

We are very much yours in Christ,

The Reverend F. Stuart Shelby
Rector of Saint Richard’s Episcopal Church, Round Rock, Texas

REQUIREMENTS FOR MARRIAGE IN THE EPISCOPAL CHURCH AND THE DIOCESE OF TEXAS

- The couple must sign a “Declaration of Intent” to be married for life. (See Appendix D.)
- At least one member of the couple must have been baptized.
- If either member of the couple has been divorced, a minimum of one year is required after the divorce decree for the Bishop to grant permission for the clergy to perform the service. You will need to meet privately with one of the ministers to discuss this. (See Appendix A for requirements concerning divorce and remarriage.)

REQUIREMENTS FOR MARRIAGE AT SAINT RICHARD’S

- Be an active member, the child or grandchild of an active member, or in the process of becoming a member of Saint Richard’s.
- After your wedding has been approved, Saint Richard’s requires at least six months between approval and ceremony. Once approved, the date will be placed on the church calendar.
- Saint Richard’s upholds the standard of purity outside as well as inside the bonds of marriage. Being sexually active or cohabitating during engagement is considered inappropriate and unbiblical. If you desire to be married in our church, a priest is ready to meet with you and help you recommit to chastity.

OBTAINING A MARRIAGE LICENSE IN TEXAS

- To obtain a license to be married in Texas, the couple can go to any Texas courthouse. There is a fee, and it must be paid in cash.
- Both members of the couple must be at least 18 years old and have appropriate verification of age (i.e., driver’s license, passport, birth certificate, state identification card, or military identification).
- No blood tests or witnesses are required.
- There is a 72-hour waiting period from the time of the application until the issuance of the license.

- There is a limit in which the wedding must take place after the issuance of the license.
- Please bring the marriage license to the rehearsal.

REQUESTING A WEDDING AT SAINT RICHARD'S

Weddings at Saint Richard's must be scheduled at least six months in advance. The first step in requesting a wedding at Saint Richard's is to call the church office and set up an appointment with our Rector. After meeting with the Rector, if the marriage is approved, the wedding will be added to the church calendar. No date can be guaranteed until approval by the rector is given.

Shortly thereafter, please contact the church office at 255-5436 to have the Wedding Director notified. Our Director will contact you and will work with you through the planning stages and the wedding itself.

As your wedding plans develop, you will attend to them by engaging all persons and facilities needed for your wedding.

MARRIAGE PREPARATION

Pre-marital counseling is required prior to marriage at Saint Richard's. This time helps prepare you for a lifelong commitment to each other before God. The engaged couple discusses the foundations of a Christian marriage.

Each couple is expected to attend four one-hour sessions with our rector or the counselor he recommends. It is the responsibility of the couple to schedule these sessions and to have them completed before the wedding day.

If the couple is from out of town, then arrangements should be made with the clergy at Saint Richard's to either make special arrangement for counseling in Round Rock or for the counseling to be done out of town.

In the case of a couple receiving counseling out of town, the couple should ask the clergy for a recommendation of where to have their counseling done. It is the expectation that the counselor be able to share his or her thoughts on the couple with the officiating minister.

PEOPLE AND THINGS TO KNOW

The Rector

The Rector of Saint Richard's is in charge of all worship services, which include Holy Matrimony. He has final approval on all matters pertaining to the wedding service.

Where appropriate, his advice and consent should be sought. In this, he will be guided by the traditions of Christian worship as well as customs in practice at Saint Richard's.

If it is desired that a minister of another church or faith participate in the service, please inform the Rector. It will be his decision to extend an invitation to him or her.

The Wedding Guild

The Wedding Guild of Saint Richard's is composed of competent church members who volunteer their services to help you. These members are familiar with the church facilities, as well as the reservations for their use. Also, they can advise you regarding suitable professionals, such as florists, caterers, photographers, and others.

The Wedding Director

The Wedding Director is a member of the Wedding Guild who is assigned by the Rector to your wedding. This person will assist you by interpreting these guidelines, providing helpful information and advice, and directing the wedding rehearsal and service.

Also, the director assists the clergy by advising and consulting with him on the wedding plans as they develop. The Wedding Director should be consulted about any changes in wedding plans.

The director need not be invited to the rehearsal dinner or wedding reception.

The Music Director

Brad Hester is our Music Director, and he endeavors to provide such music as will match the beauty of the occasion. As in all services of the church, the responsibility for determining the suitability of all aspects of the service, including music, belongs to the Rector and the Music Director.

All music must be in keeping with the rubrics and traditions of the Episcopal Church. Hymns must be selected from the wealth of choices found within The Hymnal 1982.

Only music appropriate for Sunday worship may be used. Operatic and secular popular music is not appropriate for weddings within the church; neither are the wedding marches by Mendelssohn and Wagner, as well as settings of Ave Maria.

A choir or soloist is always acceptable; however, the Music Director must first approve the person. Please schedule an appointment at least two months prior to your wedding to meet with the Music Director to select music.

The Music Director does not usually attend rehearsals.

Music - Professional Protocol

The Music Director at Saint Richard's Parish Church has the right of first refusal for all weddings held at Saint Richard's. Please contact Brad Hester before you make any arrangements for other musicians to play for your wedding. You may contact him at the church by emailing brad@strichardsmusic.org. Please see page 15 for listing of music fees.

Photographers

Photos, movies, and/or videotapes may be made before and after the wedding service. We ask that the time for post-wedding photography not exceed 20 minutes.

Anything after that may be interrupted by the Altar Guild and housekeeping.

No still picture taking (with or without flash) is allowed inside the church once the wedding procession has begun. A photographer may certainly stand in the narthex and take pictures as the bride and groom process out of the church.

Videotaping is permitted, provided the camera operator does not attempt to move about during the service.

Please inform professional photographers of these policies and advise family members not to take photos during the service.

The wedding party may be posed in the church after the service.

Decorations

Simplicity of decorations is encouraged. Window decorations and an aisle runner are not permitted. Only altar flowers are allowed, and these are usually the memorial flowers for the Sunday services.

In most cases, you may request the kind and/or color flowers you would like, and you may add additional flowers at your own expense. This should be discussed with your Wedding Director.

The flowers are ordered and arranged by the Altar Guild. Family pew markers may be used. These should be arranged through your florist.

The wedding kneeling cushion is placed at the altar rail and is used in the service.

Candles

The Eucharistic candles remain on the altar but are lighted only during services of Holy Communion. Three candles are used on the retables on either side of the tabernacle.

The Sanctuary and Chancel

The cross behind the altar, the altar in the sanctuary, and the chancel area are the focal points during a worship service. Accordingly, this area has been appropriately furnished and appointed.

The furnishings and fixtures cannot be relocated, moved, covered, or altered. Also, the use of pins, tacks, nails, or anything, which could mar or deface the furnishings and fixtures, is not allowed.

Rice

Throwing rice or confetti is permitted on church property.

Flowers

When the florist delivers the bouquets, corsages, and boutonnieres, your director will see that they are taken to the proper places and given to the proper individuals.

Private Wedding Coordinator

If you use a private wedding coordinator, please be advised that during both the rehearsal and wedding service, the Rector or Saint Richard's appointed Wedding Director will be in charge.

Childcare

Church facilities are not available for babysitting during the ceremony. For those wishing to provide childcare services for their guests, please make arrangements off site.

Off Site Weddings

The clergy may be willing to officiate at weddings off site.

CHURCH POLICIES

- No weddings are held during Advent, Lent, or the weeks prior to and after Christmas and Easter.
- The marriage rite is performed according to The Book of Common Prayer. Details and questions pertaining to the service may be discussed with the clergy.
- No more than two weddings may occur on any given day.
- Weddings at Saint Richard's are held on Saturdays between the hours of 10 a.m. and 6 p.m.
- Rehearsals are scheduled for the day before the wedding, Friday. The time of the rehearsal will be set by the minister.
- Allow one hour for the rehearsal.
- No smoking in church buildings is allowed.
- The Parish Hall may be used for your reception. Call the church office for fee information and to make reservations for its use.

THE WEDDING PROGRAM

Use of a wedding program is optional. Suggested Scriptures and a sample wedding program are found in Appendices C and D. The style of your wedding program is up to you.

Some couples include the words to the songs or hymns, a special thank you letter, or acknowledgement of the bridal party. There is no limit on the size of your wedding program.

Programs must be approved in advance of the wedding by the presiding clergy. It is the responsibility of the bride and groom to create and print their own programs.

FEES

Fees for weddings at Saint Richard's are as follows:

Member church use fee	\$100
Non-member church use fee	\$400
Clergy Honorarium	No set fee
A gift may be made to the priest	
Director of Music	
Wedding	\$150
Additional rehearsal with vocalist/ instrumentalist	\$75
If Director of Music is required at rehearsal	\$75
Parish Hall Reception	*please refer to Parish Hall Rental Form

If you would like the church to arrange for a **crucifer**, it is our custom to offer a \$20 honorarium.

Payment of Fees

- Church Use and Parish Hall Reception fees and crucifer's honorarium should be one check payable to the Saint Richard's Parish Church no later than the evening of the rehearsal.
- Clergy honorarium may be given to the officiating priest at the rehearsal. Checks should be made out directly to the priest.
- Payment of Music Director/musician fees should be made before the wedding day, either at the wedding rehearsal or before.

TIMELINE

At least six months before:

- † Call the church office six months in advance to set an appointment with the Rev. F. Stuart Shelby.
- † Meet with Fr. Stuart, receive approval, and then schedule a wedding date.
- † Schedule your pre-marital counseling sessions.
- † Call the church office to have a Wedding Director assigned.

Two months before:

- † Meet with organist for music selections.
- † Create wedding program, if desired.

Three weeks before:

- † Meet with officiating clergy.
- † The officiating clergy will approve the program before final print.

Week of the wedding:

- † Confirm all contracted services and times of arrival.
- † Communicate any changes with the Wedding Director.
- † Remember to bring the marriage license to the rehearsal.

CONTACTS

Church Office (512) 255-5436
Brad Hester, Music Director brad@strichardsmusic.org

CONCLUSION

We pledge our best efforts to help you plan and conduct a wedding service that will remain a cherished memory in your life together. We extend our best wishes as you enter upon your pilgrimage of mutual love and grace.

APPENDIX A

Episcopal Directives Concerning Marriage and Remarriage after Divorce in the Diocese of Texas

At least one of the parties to a proposed marriage should be a member of the Episcopal Church and normally of our congregation, in good standing, to maximize the opportunity for having an ongoing pastoral relationship with the couple. Application for remarriage would be deferred pending the couple's "becoming Episcopalians."

There should be at least three months between the initial application and the intended date of the service. The Bishop reserves up to 30 days in which to reply to an application. One full year should have elapsed between the date of a final decree from a previous marriage and the date of the proposed marriage, but when lengthy separation (at least two years) has occurred prior to the final decree, the priest may ask the Bishop for a special consent for shortening the time to less than a year. No application for a remarriage may be made or received until a final decree has been granted.

The person or persons who have had a previous marriage are to complete and return to the priest the form made available for that purpose. The priest will complete a separate form and return both, with an appropriately detailed cover letter, to the Bishop for his consideration and judgment.

The collegial understanding, that if one priest has refused to marry a couple that decision will be honored by all, is reaffirmed. If there is a strong difference in opinion as to whether the refusal is just and proper, as set forth by the Canons, the facts will be brought to the Bishop for his judgment.

The Prayer Book service, "The Blessing of a Civil Marriage," is intended for those who were not a member of the Church at the time of their marriage, or whose circumstances prevented them from having a marriage in and by the Church. The priest may make a pastoral judgment and then proceed with blessing such a marriage and being satisfied with the viability and Christian nature of the relationship, including one, which was a second marriage.

In the case of a third marriage, the parties to the proposed marriage must consult with a licensed marriage therapist as to their readiness for marriage. The written opinion of the therapist must be conveyed to the petitioning priest and included with the petition to the bishop.

Insofar as fourth marriages by either party are concerned, no petitions will be considered except under *very* unusual circumstances.

Regarding the blessing of marriages performed by civil authority, marriages may be blessed for those who marry outside the Church once sufficient time has elapsed that would have made it possible for them to apply for remarriage in the Church.

The priest will work with the couple over a period of a year, reviewing the new relationship as it begins to grow. At the end of a year, when the priest is satisfied that the foundation for a Christian marriage has been established, the couple should then have a public blessing in the church. In this way, the church supports couples in their struggle for a Christian marriage before God and at the same time does not collude with people in serial monogamy.

The same preparation prior to the legal contract should take place for a third marriage as takes place for any other marriage, but specifically tailored to this situation. If we make exceptions to this policy, we only collude with people to continue the tragedy of divorce and re-marriage. In the past, this policy has been applied to all equally--both priest and laity.

APPENDIX B

Common Readings for Wedding Ceremonies

Genesis 1:26-28; 2:4-9 & 15-24
Song of Solomon 2:10-13; 8:6-7
1 Corinthians 13:1-13
Ephesians 3:14-19; 5:1-2 & 21-33
Colossians 3:12-17
1 John 4:7-16
Matthew 5:1-10; 5:13-16; 7:21, 24-29
Mark 10:6-9 & 13-16
John 15:9-12
Psalms: 67, 127, & 128

(Other Bible passages may be used. Several are listed on page 426 of the Book of Common Prayer. Please consult your presiding clergy.)

APPENDIX C

Sample Program: The Celebration and Blessing of a Marriage

Prelude (name of piece and composer/arranger) Consult with the organist for appropriate selection

Processional (name of piece and composer or arranger) Consult with the organist for appropriate selection

Address and Charge (name of officiant)

The Declaration of Consent

The Ministry of the Word

Scripture Reading: (list reading) (name of reader)

Hymn or Solo (title, composer/arranger or hymn number)
Consult with the organist (name of soloist)

Scripture Reading: (list reading) (name of reader)

Hymn or Solo (title, composer/arranger or hymn number) Consult with the organist
(name of soloist)

Exchange of Vows

The Blessing and Giving of Rings

The Marriage

The Lord's Prayer (may be sung by a soloist or spoken)

The Prayers (may be read by clergy or friends/family)

The Blessing of the Marriage

Processional(name of piece and composer/arranger)

Postlude name of piece and composer/arranger)
Consult with the organist for appropriate selection

APPENDIX D

Declaration of Intent

We, desiring to receive the blessing of Holy Matrimony in the Church, do solemnly declare that we hold marriage to be a lifelong union of husband and wife as set forth in The Book of Common Prayer.

We believe that the union of husband and wife, in heart, body, and mind, is intended by God for their mutual joy; for the help and comfort given one another in prosperity and adversity; and when it is God's will, for the procreation of children and their nurture in the knowledge and love of the Lord.

And we do engage ourselves, so far as in us lies, to make our utmost effort to establish this relationship and to seek God's help thereto.

_____ Signature of Groom

_____ Signature of Bride
Maiden Name

_____ Officiating Clergy