

**St Hubert's Episcopal Church  
Clark County, Kentucky**

**GUIDELINES FOR MARRIAGE**

**CHRISTIAN MARRIAGE** is a solemn and public covenant between a man and a woman in the presence of God. In the Episcopal Church it is required that one, at least, of the parties must be a baptized Christian, that the ceremony be attested by at least two witnesses; and that the marriage conform to the laws of the State and the canons of this Church. (BCP: page 422). The bond and covenant of marriage was established by God in creation, and our Lord Jesus Christ adorned this manner of life by his presence and first miracle at a wedding in Cana of Galilee. It signifies to us the mystery of the union between Christ and his Church, and Holy Scripture commends it to be honored among all people. (BCP: page 423). 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, if it may be, for the procreation of children and their nurture in the knowledge and love of the Lord. Therefore, marriage is not to be entered into unadvisedly or lightly, but reverently, deliberately, and in accordance with the purposes for which it was instituted by God. (BCP: page 423).

**PREMARITAL COUNSELING IS REQUIRED** of anyone desiring to be married in the Episcopal Church. This is especially true at St. Hubert's where the premarital counseling process is emphasized and requires 3 to 6 sessions (at the discretion of the Rector) with the Rector and/or his designated aids under his supervision. In marriages involving a divorced party, the premarital process is modified to respond to this reality and the Church's canons.

**OFFICIANTS AND OTHER MINISTERS:** All marriages at St Hubert's have clergy on staff as primary officiants. If it is desired that another priest or minister take part in the service, the Rector must first be consulted. He will then invite the other priest or minister as he deems appropriate and assign parts of the service accordingly. **SORRY! St. Hubert's is not available for couples who wish to "borrow, rent or use" it in place of home churches for weddings.**

**MUSIC! MUSIC! MUSIC!** You must contact Jim Fitzpatrick, Organist/Choirmaster at 859-276-1980 and arrange for an appointment and consultation with him no later than 30 days before the service. Three months in advance is best. If St. Hubert's organ is to be used, Mr. Fitzpatrick is to be asked to play. Should he be unavailable, you must clear use of the organ with him and have his approval of another organist, who is to contact Mr. Fitzpatrick prior to any music selection. Use of a musical instrument other than the organ must first be approved by Mr. Fitzpatrick, and is subject to the Church's restrictions and requirements. Rarely in the Episcopal Church will a bride and groom ask for the "wedding march" from Wagner's opera Lohengrin. They know that other selections will far better match the dignity, beauty and integrity of the occasion. In general, the "wedding march" is not approved for use at St. Hubert's. Ask the minister of music to help you explore more helpful and appropriate alternatives. Music played and words sung in Episcopal Churches are specifically limited to authorized pieces and texts, not including "pop" or secular works. If a soloist is to sing, the approved time is after mothers are seated and before the procession begins. Music between lessons, provided there are two or more, is sometimes appropriate.

**WHEN?** Except under extraordinary conditions, marriages must be scheduled three months in advance. Six months better facilitates convenient scheduling of the preparation process.

Contact with staff clergy should be made at the earliest possible date to discuss the preferred date of marriage. If the date is available and if all the guidelines are met and followed, the marriage can be considered for entry on St. Hubert's calendar. Marriages are not scheduled for New Year's Day, Ash Wednesday, Good Friday, Easter Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve or Christmas Day. By Episcopal canon law, it is "within the discretion of any Minister of this Church to decline to solemnize any marriage." (Canon 17, Sec. 4). Weddings during Advent and Lent are not out of the question. Neither are they encouraged. Consult the Rector.

**YOU WILL LOVE THEM!** The Wedding Committee chairperson is \_\_\_\_\_ (xxx-xxxx). Call her within a week of your first conference with the Rector and ask to be placed on the calendar and request the Committee's help in arranging for your wedding. You will greatly appreciate the knowledgeable and cheerful help of this group of women. They are experienced in using the facilities for dressing and waiting purposes; are aware of mistakes to avoid regarding flowers; Undercroft receptions, etc.; and are present at the rehearsal and service to see that your wedding goes as planned. Committee representatives will meet the bridal party at the church approximately two to three hours before the wedding to insure access to the building and dressing area. Flower delivery can be made at this time (or a time to be decided) and it is the responsibility of the bride and groom to so inform the florist.

**BY ALL MEANS, DRESS!** Provisions can be made for bride and female attendants to dress at the church, if desired. Arrangements are made through the Wedding Committee. Our best facilities will be available. Men should come already attired. Experience indicates they are more comfortable this way.

**FRIENDS AND YOUR PURSE:** The bride should arrange for friend(s) or relative(s) not in the wedding party to collect and remove all personal belongings including purses from dressing and waiting areas. This takes place as soon as the bride and attendants are dressed, always before they leave the dressing area. Laundry baskets are excellent for this task.

**CHURCH RECEPTIONS:** For a reception at the church, you must furnish all of your own supplies, except tables and chairs on hand at St. Hubert's. Consult the Wedding Committee Chairman about shapes and sizes of tables available, and about the area's arrangement and preparation for such occasions. Church receptions are not to exceed three hours, counting from the end of the actual service.

**NO RICE!** Rice may not be used anywhere inside buildings or on the grounds of St. Hubert's. Birdseed is an excellent substitute outside and must be distributed by large bowl, rather than in individually wrapped packets.

**SMOKING** is not allowed in the parish hall or Undercroft.

**SOBERLY!** Consumption of alcoholic beverages is not allowed on the grounds or in the building of the church prior to, during or after rehearsals or weddings, with the exception of champagne, wine, punch and beer at a church reception.

**CANDLES, FLOWERS, AISLE CLOTH, GUEST REGISTERS:** Only fresh flowers may be used in the church. This includes altar arrangements, wedding party bouquets, corsages and boutonnieres. Keep in mind that St. Hubert's is extremely beautiful and that use of flowers should be carefully planned. The church does not need large floral decorations or greenery. The beauty of the altar and church should shine through. Prior to choosing your flowers you must consult with the Wedding Committee Chairperson. Use of all flowers must conform to the practices and customs of the Episcopal Church and St. Hubert's. Flowers may only be used on

the altar-retable on either side of the altar, on the aisle candle stands, the table in the back of the nave, and on the front doors. No altar-retable flower arrangement may exceed the altar cross height. Altar flowers become the property of the church and are not to be removed. Candle use must conform to the customs and practices of St. Hubert's and is restricted to the following:

- 1) two on the altar (required, but only lit if there is to be Communion) and two sanctuary floor candles (torches) – unlit;
- 2) 10 aisle candles;
- 3) 2 seven branch credence table candelabra; and
- 4) hurricane candles for the nave windows.

No. 1 involves no additional costs. Nos. 2, 3, and 4 do. See fee schedule. For safety reasons, no aisle cloth is used at St. Hubert's. Kneeling cushions are provided. A crucifer/acolyte, if requested, will be assigned by the Rector or Acolyte Master, if possible. Duties will include lighting of candles, processional cross, etc.

Guest registers are best used at the entrance to the reception area and actually provide for helpful time-consumption during after-service pictures. A guest register may not be placed at the entrance to the church. Past experience shows that the service can be frustratingly delayed by a long line of guests waiting to sign.

**REHEARSALS: WHY? WHO? HOW?** Rehearsals are for reviewing and practicing the wedding planned in advance, and are not for deciding how it is to be done. Rehearsals that degenerate into negotiating or planning sessions are never pleasant or productive. Rehearsals begin when bride and groom, maid or matron, best man, ushers, female attendants, readers, parents of bride and groom and others with assigned roles are present. The clergy of St. Hubert's is primarily responsible for your wedding, will be in charge of the rehearsal, without exception. Use of outside wedding directors or consultants is not necessary or permitted at St. Hubert's. Authorized representatives of the Wedding Committee at St. Hubert's will be available to aid coordination of rehearsals and ceremonies under the direction of the Rector or Assistant to the Rector.

**USHERS** should be in place in the church ready to aid guests coming to the service 45 minutes before the service begins. Directions concerning manning the bell-tower doors, distributing bulletins, and seating guests will be reviewed at the rehearsal.

**FORMS:** Carefully complete the Request for Wedding Reservation form and return to the parish secretary. After checking the calendar and your compliance with the guidelines, we will let you know if your request can be honored.

**BEST USE OF TIME:** The professional and volunteer staff at St. Hubert's make a significant commitment of time and energy to each couple married in the parish. Quality hours are devoted to supporting a man and a woman as they prepare to live together as husband and wife. Much effort is made to aid in planning the most appropriate service of holy matrimony possible. This time commitment prior to and during the ceremony takes precedence, and appearances at after-rehearsal parties and receptions are secondary, possible only if other parish and pastoral duties allow. Please understand that we can't do it all or be everywhere at once. And, please, never wait for the clergy to arrive before starting a social function.

**PICTURES! PICTURES! PICTURES!** Families and couples cherish wedding pictures. To aid in having quality pictorial records, St. Hubert's requires that certain rules and guidelines be followed:

## **St. Hubert's Photography and Videography Policy**

It is the policy of this Church of the Good Shepherd that:

- A) One professional still photographer, with assistant if desired, may take pictures:
  - 1) of the preliminaries and preparations before the service begins (signings, etc.). This normally occurs in the dressing or waiting areas, undercroft, minister's office or yard.
  - 2) of bride and escort entering the church - flash is approved for this shot. of the church and may be done with flash.
  - 2) of bride and groom leaving the service. This shot is to be taken from the back of the sanctuary.
- B) No photographs are to be taken during the service.
- C) Photo sessions in the church following the service should normally take 15 minutes and in no case should exceed 20.
- D) Early access by a photographer to dressing, waiting areas or church for pictures must be coordinated with wedding committee members.
- E) Videoing of the service is possible, provided it does not interfere or distract from the ceremony. Although St. Hubert's is limited in number of good camera locations, the best location from which to video is from the balcony. Please have the photographer the matter with the Rector before considering any arrangements.
- F) No photographs or videotapes may be taken during the service by family, friends, guests or photographers other than as outlined above. The service begins with the prelude and ends on the postlude. Ushers will be asked to politely remind guests at the door to make no picture inside the church until after the mothers have been escorted out and postlude concludes.
- G) Photographers should not allow anyone to pose standing on the kneelers at the church altar.
- H) There are many beautiful outdoor locations on the church property where photos may be taken. These locations are available at any time.

While we welcome you to celebrate your wedding at St. Hubert's we insist that you respectfully adhere to our policy regarding the photographing and videotaping/filming of your wedding. Please PROVIDE THIS POLICY TO YOUR PHOTOGRAPHER AND VIDEOGRAPHER so that they have a complete understanding of what is and what is not allowed at St. Hubert's Episcopal Church.

**It is important that you consult the Rector and/or those clergy appointed by him about your choice of photographer/videographer BEFORE contracting with any photographer/videographer**

**GET THAT LICENSE!** A wedding license must be obtained from a Court Clerk within the State of Kentucky not more than 30 days prior to the service. The license is to be at the church office seven (7) working days before the rehearsal so that it and other papers can be completed properly. In Fayette County, contact the County Clerk's Office (162 East Main, 253-3344). Persons 18 or older are asked only for signatures and \$35.50 in cash, no physicals or blood tests. As a matter of personal regard, physical examinations are very appropriate and timely.

**HOW BIG?** Five or fewer female attendants, including maid or matron of honor, produce the best visual pattern at the nave front. Eight is the absolute maximum this area will handle, but is really too many. Six female attendants, including maid or matron, is the top number for the Altar Rail at weddings with Holy Communion. In most cases, the final size is twice the number of female attendants plus three. Remember, a wedding is an adult event. Expecting preschool and early primary children to behave as 21-year-olds is unrealistic and risky, especially for the youngsters.

***Therefore, decisions about ring bearers and flower girls must be made after consulting the priest, without exception!***

**BANNS** (announcements) of marriage are published at public services for three Sundays before the wedding. The tradition of the banns began in France in the ninth century and spread through the western Church and today is a way to focus on and honor two people as they enter this important aspect of their lives.

**REVIEW! REVIEW! REVIEW!** Review these guidelines a month before the wedding and again a week before. An initial reading six months prior is not sufficient. You will not remember every detail and it is your responsibility, as per the agreement you sign, to fully comply with the guidelines. This is important to St. Hubert's because we want you to have a wedding day as enjoyable, memorable and meaningful as possible.

**REMEMBER:** All arrangements for weddings and associated activity at St. Hubert's must first be cleared through the Rector and/or his designated aides.

**RAMP ENTRANCE:** A wheelchair ramp is located on right side of the front entrance. In order to access the undercroft, those confined to a wheelchair will need to be driven around the church and down to the rear door. Drive toward the cemetery and turn left and down the concrete drive to the back door.

**FEES AND DEADLINES:** There are established fees that cover the use of the church, the services of the organist and the sexton. If a reception is held at the church, fees increase accordingly. Send all checks to \_\_\_\_\_. **CHECKS FOR ALL FEES MUST BE IN THE CHURCH OFFICE 30 DAYS BEFORE YOUR WEDDING DATE.** Fees associated with a wedding not taking place will be returned. See your fee form for your totals.

## **FEE SCHEDULE**

### **Fees for Members**

(Baptized or communicant members by confirmation or transfer in good standing and contributing to the life of St. Hubert's before and at the time of application.)

Organist - \$150. Make check to Jim Fitzpatrick.  
Vocal Soloist, Trumpet, or other instrumentalist - as contracted.

A check for the total of the following applicable fees should be made to St. Hubert's Episcopal Church.

Sexton - \$150 (for rehearsal and ceremony only)  
Optional Aisle Candles \$20  
Optional Candelabra \$30  
Optional Hurricane Candles for Windows \$25-\$50  
(Small \$25, Large \$50)  
Optional Crucifer/Acolyte Services \$20

#### **Fees for Inactive Members**

Organist - \$175. Make check to Jim Fitzpatrick.  
Vocal Soloist, Trumpet or other instrumentalist - as contracted.

**A check for the total of the following applicable fees should be made to St. Hubert's Episcopal Church.**

Sexton - \$175 (for rehearsal and ceremony only)  
Use of church \$1,000  
Altar Guild \$25  
Wedding and Reception (to be determined)  
Damage Deposit (returned if not needed) \$200  
Late Rehearsal Deposit (see note) \$100  
Optional Aisle Candles \$20  
Optional Candelabra \$30  
Optional Hurricane Candles for Windows \$25-\$50  
(Small \$25, Large \$50)  
Optional Crucifer/Acolyte Services \$25

#### **Fees for Non-Members**

Organist - \$200. Make check to Jim Fitzpatrick.  
Vocal Soloist, Trumpet, or other instrumentalist - as contracted.

A check for the total of the following applicable fees should be made to St. Hubert's Episcopal Church

Sexton - \$200 (for rehearsal and ceremony only)  
Use of church \$3,000  
Altar Guild \$50  
Wedding and Reception (to be determined)  
Damage Deposit (returned if not needed) \$500  
Late Rehearsal Deposit (see note) \$100  
Optional Aisle Candles \$20

Optional Candelabra \$30  
Optional Hurricane Candles for Windows \$25-\$50  
(Small \$25, Large \$50)  
Optional Crucifer/Acolyte Services \$30

Note: Late Rehearsal Deposit will be returned provided rehearsal starts not more than 10 minutes late; otherwise, it will be added to the fee for the wedding. Rehearsals begin when all the wedding party are present. Delays in staff clergy arrival, due to emergencies, hospital visits, etc., shall not be reason for the late deposit to be added to the wedding fee.

**Fees for Members of other Diocesan churches:**

Other Diocesan communicants are allowed to use the church at the discretion of the rector, member status to be determined by their clergy. Clergy from St. Hubert's must be present at rehearsal and ceremony. Fees for members of other Diocesan churches follow the schedule for inactive members.