

# Wedding Customary

## The Celebration and Blessing of a Marriage St. Paul's Episcopal Church Parish Wedding Policy

Congratulations on your forthcoming marriage! Thank you for considering St. Paul's for your very special day. The staff of St. Paul's will work with you to provide a meaningful ceremony that will be remembered with joy. After you review the guidelines outlined here, contact the church office at 615-790-0527 to reserve the date for your wedding.

### Form of Service and Responsibilities of Officiating Priest

Wedding services held at St. Paul's conform to the worship tradition of the Episcopal Church and its Canons and are conducted by an Episcopal priest or under the auspices of an Episcopal priest. A visiting Episcopal priest may officiate with the expectation that all wedding arrangements will occur in accordance with the St. Paul's Wedding Customary. If either one of the persons being married is a member of another church, you may request that the clergyperson of that person's church be invited to participate. Final decisions will be made by the Rector of St. Paul's. **The first step of planning a St. Paul's wedding** is talking with one of our clergy before any other plans are finalized. The Canons of the Church require that a minimum thirty-day notice must be given; however, it is advised to contact the priest as far in advance as possible. All arrangements that involve the church, the parish hall, or the priest who will perform the ceremony are tentative until the Rector and/or Bishop's approval has been received.

### Premarital Counseling

The Episcopal Church requires premarital counselling for the couple with an ordained Episcopal priest or approved licensed counselor prior to the wedding. The counseling does not have to be conducted by the same person who solemnizes the wedding; it may be conducted by a different priest in another locale. The counseling priest should correspond in writing with the Celebrant attesting to the course and satisfactory completion of counseling.

### Scripture Reading and Prayers

St. Paul's uses the New Revised Standard Version (NRSV) of the Bible, or the Revised Standard Version (RSV). Please refer to the *Book of Common Prayer*, page 426 and page 429 for a list of appropriate readings and required prayers. Other scriptures may be used with approval of the Officiant. Readers of Old Testament and Epistle lessons can be chosen by the couple.

## **Dates and Times for a Wedding**

A wedding may be held at any time during the course of the year with the general exception of the Advent and Lenten seasons. In addition to these church seasons, weddings may not be scheduled in conflict with any service or event that involves the St. Paul's membership. Times are generally scheduled between 10 am and 7 pm. A wedding rehearsal is normally held the day before the wedding between the hours of 4 and 7 pm. All members of the wedding party, including parents, grandparents, and lay readers must be in attendance and on time to avoid any confusion on the day of the wedding.

If there is to be a dinner party, it should be scheduled after the rehearsal, which usually lasts no longer than one hour. The officiating priest with the help of the Wedding Administrator will conduct the rehearsal and the wedding ceremony. Private consultants and/or wedding planners are welcome to attend and observe but may only assist and participate at the discretion of the officiating priest.

## **Photography and Videotaping**

We understand the importance of the preservation of a couple's wedding day in photographs and will provide opportunities for pictures to be taken before and/or after the ceremony. All pre-wedding photographs taken inside the church must be finished 45 minutes prior to the beginning of the service. Group photographs of the wedding party in front of the altar may be taken for up to thirty minutes in the church after guests have left. Weather permitting and with the approval of the Rector, the Main Street and Sixth Avenue courtyards provide a lovely backdrop for group photos before or following the ceremony.

Since a wedding ceremony is considered a Holy worship experience, photography is not permitted by either professionals or guests in attendance. The movement, flash, and shutter clicking interrupts the sanctity of worship. There will be a reminder printed in the bulletin, and ushers will be asked to inform guests that photographs may not be taken once the ceremony has begun. Photographers are permitted to take photos of the couple as they leave the church in accordance with the St. Paul's Photography and Videography Policy.

You may request your ceremony to be broadcast via the internet for an additional fee. The wedding would be available to watch anytime on St. Paul's platform and can be saved to personal devices.

The St. Paul's Photography and Videography Policy should be reviewed, signed and returned to the Wedding Administrator two weeks prior to the wedding date.

## **Seating**

St. Paul's Episcopal Church will seat approximately 175 guests comfortably. Additional chairs may be added in the side aisles to accommodate a total of 225 guests.

## **Music**

As a St. Paul's wedding is a worship service, the selection of appropriate music shall be made under the guidance and direction of our music minister, organist, and the officiating priest. Contact the music minister to discuss arrangements for music after receiving approval for your wedding from the Rector and/or Bishop. A meeting with the Music Minister/Choirmaster should take place before contacting any other musicians.

The music chosen in collaboration with the Music Minister will add beauty and spiritual depth to the service. Texts of a secular source or semi-religious songs are not permitted.

## **Decorations, Flowers and Florists**

Flowers are a lovely way to honor the celebratory nature of a wedding and are welcome according to the following guidelines: Flowers placed on the altar cannot exceed the height of the altar cross, and one arrangement may be placed on either side of the altar cross. Plastic or artificial flowers, feathers, and plumes are not permitted. You may also choose to place natural flower arrangements on the glass doors between the Narthex and the Sanctuary, in the Narthex, and as small reserved pew markers. Additionally, white satin/tulle bows/greenery may be used to dress the iron railings along the outdoor front church steps. Your florist should coordinate a time for flower delivery with the Wedding Administrator. The flowers will be left on the Altar for the Sunday service the following day with acknowledgement in the Sunday bulletin stating:

*The flowers are given to the Glory of God and in celebration of the marriage of....  
Or in thanksgiving, honor, or memory of...*

The same wording can be used in the wedding bulletin, or you may use two different wordings for the wedding bulletin and the Sunday service bulletin.

## **Bulletins**

Programs for a wedding ceremony can be printed by St. Paul's. Sample bulletins are available for your review. You are welcome to bring in specialty paper of your choosing if you prefer, or you may use an outside printer. A brief note regarding the use of photography and electronic devices by guests will be included in the bulletin.

## **Aisle Runner, Rose Petals, Rings and Rice**

Due to the nature of possible tripping hazard and entanglement, the use of a white aisle cloth or runner is not permitted. If a flower attendant is chosen to scatter rose petals down the center aisle, imitation petals are permitted, and someone should be appointed to remove them from the rug following the ceremony. If a ring bearer is a member of the wedding party, imitation rings should be affixed to the ring bearer's pillow. The actual rings may be handled by the best man, the maid/matron of honor, or the priest. Both flower attendant and ring bearer must be at least 5 years of age. The use of rice, bird seed, or other natural materials for guests to use as the couple exit is not permitted as

the surrounding sidewalks/streets are city property and as such require written approval from the City of Franklin.

## **Marriage License**

The marriage license must be obtained and brought to the officiating priest on the evening of the rehearsal.

## **Fees**

**Facilities Fee:** \$500 for Giving Members  
\$1,000 for Non-Giving Members  
\$200 Damage Deposit

The Facilities Fee includes the use of the Narthex, Nave, Founder's Hall, and dressing rooms for members of the wedding party. The \$200 Damage Deposit will be returned once the Wedding Administrator has checked and cleared the areas of use. Deposit checks will not be returned if anything is broken or damaged. It is expected the damages will be replaced in kind by the responsible party if damages exceed the amount of the deposit. If Otey Hall is to be used for a reception, there is an additional fee of \$200.

**Honorarium for the Officiating Priest:** An honorarium of \$250-1,000 should be considered based on the level of interaction between the couple and the priest. This includes counseling sessions, phone calls, consultations along with the rehearsal and wedding.

**Wedding Administrator:** St. Paul's requires the use of our Wedding Administrator who will work with you and under the direction of the Rector and/or officiating priest. The fee for the Wedding Administrator is \$250. Expect contact from this person to schedule a consultation at least 3 months in advance of the wedding date. Should you choose to employ an outside wedding planner, it must be understood that the St. Paul's Wedding Administrator will be in charge at the rehearsal and at the ceremony.

**Organist:** Organist fees are \$300, which includes the wedding day and rehearsal. Costs for any soloist or other instrumentalist approved by the Music Minister and Officiating Priest will be finalized with the Music Minister.

**Childcare:** Childcare is available in the St. Paul's nursery, as deemed necessary by the couple. Safe Church requires the use of 2 childcare workers when children are present, and will be arranged by the Wedding Administrator. The cost for each worker is \$20 per hour.

**Broadcast of the Ceremony:** A person trained in St. Paul's Audio/Visual equipment can be arranged if the couple desires to have the ceremony broadcasted and subsequently saved. The cost for this service is \$300.

**The Damage Deposit and Facilities Fee should be paid at the time of the booking or mailed to the church office to reserve the date of the wedding. All other fees should be paid 2 weeks prior to the rehearsal. Wedding weekends are less stressful for the couple and all parties involved when fees are paid, and details handled in advance.**

## Use of Parish Facilities

- a. Any use of Otey Kitchen requires the services of a caterer. It is expected the caterer will complete a walk-through of the facilities with the Wedding Administrator and sign a Caterer Agreement.
- b. You will be responsible for arranging for rentals of tables and chairs needed in Otey Hall, organizing for the church to be open for the delivery and pick-up of rentals, and being on-site for both occasions.
- c. Items owned by the church such as tablecloths, silver, china, glassware and flatware will not be available for use in rehearsals or wedding receptions.
- d. Access to dishwashers, coffee makers, items in refrigerators, pantries, and freezers is restricted.
- e. Any use of the church proper, Otey Hall or Otey Kitchen requires the services of a Sexton. There is a \$200 fee, or \$400 fee if Otey Hall and Kitchen are used.
- f. Supervise all children attending the event.
- g. Alcoholic beverages of any kind are not permitted prior to the ceremony.
- h. Wine and/or beer may be served at a reception *only if a* \$5,000,000 General Liability Policy with extended liquor liability is on file with the Parish Administrator 1 month prior to the event. It must be stationed inside the facilities and a trained bartender in control and in charge of these beverages. Non-alcoholic beverages must be prominently displayed and served as well. Alcoholic beverages other than wine or beer *may not be served*.
- i. No smoking inside the facilities, courtyards and within 25 feet of the doorways.
- j. No drugs are allowed in the buildings or on the church property.
- k. Technical equipment: computer hook-up, video, drop down screen, microphone will not be available for use.
- l. Use of the piano is strictly by permission from the Music Minister/Choirmaster.

### Statement of Consent:

I/we have read completely St. Paul's Episcopal Church's Wedding Customary and Use of Parish Facilities and agree to abide by all the expectations and policies as stated therein. Additionally, we agree to pay all required fees, associated costs and necessary forms within two weeks of the wedding date.

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

Couple's Names:\_\_\_\_\_

Responsible Party

Signature:\_\_\_\_\_