



LITURGICAL & PAROCHIAL REGISTER INFORMATION FOR WEDDINGS

Clergy's Name: _____ Today's Date: _____

Rehearsal Date and Time: _____

Wedding Date and Time _____

Personal Information:

(For the Parish Register)

Full Name: _____
(First, middle, last)

Street Address: _____

City _____ State _____ Zip: _____

Phone: (H): _____ (W): _____

E-mail: _____

Date of Birth: _____
& City

Divorced? _____ Widow? _____

Baptized? _____ Confirmed? _____ Communicant? _____

Church Baptized? _____

Church Confirmed? _____

Other Religious Background?

Parent's Full Names (Please print):

(First, middle, last)

Mother (**maiden**): _____

Father: _____

City of Residence: _____

Personal Information:

(For the Parish Register)

Full Name: _____
(First, middle, last)

Street Address: _____

City _____ State _____ Zip: _____

Phone: (H): _____ (W): _____

E-mail: _____

Date of Birth: _____
& City

Divorced? _____ Widow? _____

Baptized? _____ Confirmed? _____ Communicant? _____

Church Baptized? _____

Church Confirmed? _____

Other Religious Background?

Parent's Full Names (Please print):

(First, middle, last)

Mother (**maiden**): _____

Father: _____

City of Residence: _____

Bulletin Components

The Wedding Party

Attendants: (In order of appearance)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(Maid of Honor:)

(Best man:)

Flower Girl: _____

Ring Bearer: _____

Ushers: _____

Liturgical/Altar Guild Notes

Readings: _____

Readers' Names: _____

Acolytes' Names: _____

Eucharist _____ Non-Eucharist _____ Number of guests: _____

If Eucharist, Eucharistic Minister's Name: _____

Florist: _____ Delivery Time: _____ (At least 2 hours in advance.)

(1 arrangement in front of Altar will be used for Sunday; may also have 3 arrangements on back altar that can be taken after wedding or donated to church to be taken to shut-ins or those hospitalized.)

The Altar Guild furnishes:

Candelabra (2): _____ Aisle Candles (20): _____ White Bows for center aisle (20): _____ Kneeling Cushion: _____

Photos will be taken:

Photographer's Name: _____

_____ at church before the wedding*

Photographer's Phone: _____

_____ at church after the wedding

Photographer's email: _____

_____ Not at Church

Will the couple dress at church?*: _____ Arrival Time(s): _____

Will members of the Wedding Party dress at church?: _____ Time: _____

*** All participants should be done posing for photographs and dressing at least 30 minutes before the wedding is scheduled to begin.**

Will there be a receiving line? _____

Will the reception be at Church? _____ If yes, at what time? _____ # of guests: _____

How many pews should be reserved for Family? _____

Names of those who will be seated in reserved pews:

Family #1: _____

Family #2: _____

Special Notes: _____

Mary Chapman, Music Director – 314-496-6331

Cheyenne Lovellette, Director of Operations – 314-721-7401, ext. 301

Your wedding license must be received in the parish office the Tuesday before your wedding.

All fees are due at the time of the rehearsal.

\$200 fee is due when wedding date is confirmed.

50% of balance is due 90 days before the wedding.



Wedding Guidelines

Congratulations on your plan to be married!

We pray that the time of preparation for your wedding is joyful and as stress-free as possible. The following guidelines are made available in the hopes of helping fulfill that goal! It is our hope that we can answer your questions and give you a sense of what a wedding in the Episcopal Church in general, and at Holy Communion specifically, entails.

According to the Canons of the Episcopal Church, a marriage ceremony can be performed only when certain requirements have been met. These include:

1. At least one of the persons being married is a baptized Christian.
2. The marriage ceremony is taken from the 1979 Book of Common Prayer
3. If one or both of the parties has been previously married, there are certain additional steps that will be required to solemnize the wedding. Divorce is not in itself a barrier to remarriage, but permission to solemnize the wedding must be obtained by the Bishop. No arrangements can be made until any divorce is absolute and the person is legally free to marry. A copy of any Decree of Divorce Absolute must be seen and verified.

Wedding Preparation Timeline

1. Call the Church to set the date, make an appointment to meet with the priest for an initial visit.
2. With clergy agreement, set the date and time. A non-refundable deposit is required to reserve a date on the church calendar. A date is considered open until the reservation deposit is received by Holy Communion. Payment of at least half of the remaining balance is due 90 days before the wedding date. Due to the penitential nature of the season of Lent, no weddings are scheduled during this portion of the Church's year. The Rector is unavailable for weddings the week before and the week after Easter and Christmas due to parish responsibilities.
3. Make appointments for marriage preparation with the rector or other clergy of Holy Communion, or another Episcopal priest located where you live or work in consultation with the rector
4. Contact the Director of Music, Mary Chapman of Holy Communion, arrange for music. mchapman@holycommunion.net
5. One month prior to the wedding, send completed bulletin components to the Director of Operations, Cheyanne Lovellette, clovellette@holycommunion.net. The church office can make a simple bulletin, using covers provided by the couple. More elaborate bulletins are the responsibility of the couple.
6. 72 hours before the wedding, bring the license, bulletins, if printed elsewhere, and all fees to the Church office.

Fees:

Use of the Sanctuary	\$1,000 (non-members only)
Organist	\$150 (+ additional charges for more musicians/music)
Custodian	\$125
Clergy	\$250

Music:

The organist for Holy Communion plays for all weddings, unless the organ is not being used. Please speak with Director of Music Mary Chapman about your plans. All musical participants must be approved by the Director of Music. Paid singers/strings are usually \$100/each. The purchase of any music not currently in the church repertoire must be paid for.

Other considerations:

No outside facilitator/wedding planner permitted to be a part of the rehearsal or ceremony.

No outside minister may perform a marriage ceremony at Holy Communion without the permission and invitation of the rector.

Pre-Marital Counseling

Pre-marital counseling is a requirement of the Episcopal Church of all couples requesting a marriage ceremony regardless of whether it is a first or second marriage for one or both persons. At Holy Communion, this takes the form of 4 – 5 sessions with the priest.

Who may officiate

The officiating priest is usually the rector. Should another clergy person be desired, the couple should not speak to the other priest about it until the matter has been discussed with the Rector, who will make the decision about whether to invite the other clergy person to officiate.

Concerning the liturgy

The Episcopal Church marriage ceremony is a worship service that praises and thanks God for the blessings of this life. Thus, wedding planning should be regarded as planning a worship service. Please keep this in mind as you think about the additional elements of the wedding.

The latest start time for a wedding is 6 p.m. The wedding party and guests have access to the building for two hours before the ceremony begins and one hour after it ends.

Seating is available for 200 guests maximum.

Animals are not permitted with the exception of service dogs.

Property of the wedding party and guests cannot be stored overnight. This includes clothing, guest books, flowers or any other items. Holy Communion assumes no responsibility for theft or damage to vehicles.

Flowers and decorations

Designated placements are available for flowers and other decoration. These will be explained during the wedding consultation. Wedding decorations may not be placed on the exterior doors or anywhere outside of the building.

Bows may be attached to pews. Tape, staples, tacks or other items that may damage the pews may not be used. Unity candles, runners, floral arches, candles on pews and decorations other than altar flowers and pew markers are not permitted. Candles that are not the property of Holy Communion may not be used except for battery powered models.

Distribution of materials such as rice, bird seed, confetti, feathers, bubbles, flower petals (or any others) is not permitted.

The wedding couple is responsible for ordering and paying for one or two arrangements of altar flowers. The couple may use the church's florist that delivers the altar arrangements to the church. The altar flowers remain on the altar for the following Sunday services as a reminder to the congregation that a wedding has taken place. Prayers of Thanksgiving are said at the Sunday Service following the wedding.

Concerning Music

All Music will be discussed with and approved by the Director of Music, Mary Chapman.,
mchapman@holychommunion.net

Concerning Photographs

In order to preserve the dignity of the service, photographs should not be taken during the wedding itself. Pictures may be taken as the wedding party processes in and out of the church. If pictures of the ceremony at the altar are desired, they may be posed after the ceremony. The use of a video camera during the wedding is allowed from a fixed tripod.

Concerning the Rehearsal

The rehearsal always takes place under the direction and supervision of the officiating priest and not a wedding planner. Those participating in the rehearsal should be present 15 minutes before the appointed time.

Rehearsals usually take 1 hour for a 30 minute marriage ceremony. The couple practices their exit, entrance, vows, ushers practice escorting parents and grandparents, flower girls and ring bearers practice their entrances, readers of prayers and scriptures, poems etc. practice their roles.

The Wedding Day

Those guests who are to be seated in the reserved pews, except mothers and grandmothers, should be seated fifteen (15) minutes prior to the beginning of the ceremony. Inform all family members/friends and the wedding party who are to be in pictures after the wedding to be readily available immediately after the ceremony, as there is not time to search for these participants.

Weddings at Holy Communion Episcopal Church start on time. There will be no delays for seating of guests who arrive late.

Inform all family members who are to be in pictures prior to the wedding of the designated time to be at the church. Two dressing rooms are available: the choir room located in the lower level directly beneath the south end of the nave and the lounge.

If your wedding is scheduled near the time of a meal you might want to provide some simple snacks (cheese, crackers, fruit, etc.) and drinks for members of your wedding party. (This is something a friend or family member could do.) Please discuss where to make snacks available with the clergy and/or Director of Operations.

Wedding Reception Guidelines

Spaces available: The parish hall, lounge, undercroft, kitchen, hospitality room and rest rooms are available for use during a wedding reception:

- Dancing may take place in the parish hall.
- Food may be served in the lounge, undercroft or the parish hall (Mitchell Hall).
- The sanctuary is not available for use during wedding receptions.
- The baptismal font may not be used for any purpose during a wedding or reception.
- The church's sound system is not available for use at wedding receptions.

Scheduling:

Wedding receptions must be scheduled with the Rector and Director of Operations. Receptions must exit the building by 10:30 p.m.

Fees:

Mitchell Hall	\$500	Downstairs Hall	\$50
Lounge	\$50	Kitchen	\$75

A damage deposit of \$500 is required for wedding receptions. The deposit will be refunded if no repairs are required. Cleaning is included in the price of the reception.

The church's tables and chairs are included in the fees. There are 8 tables and 64 chairs available for your use. If more are needed, arrangements and cost for their rental are not included in the fees.

Tableware, serving pieces and linens are not provided by the church.

Arrangements will be made to accommodate delivery and pick-up of rented items before and after a wedding reception. Please consult with the Director of Operations on every aspect of the arrangement times. For Saturday weddings, delivery must take place on Fridays before 5:00pm.

Food and Beverages: Holy Communion maintains the right to approve the caterer for receptions. Please consult with the officiating priest before making your final catering decision.

Beer and wine may be served as long as non-alcoholic alternatives are also provided. There must be strict supervision of minors (zero tolerance policy) and care that no one is over-served. Cash bars are not permitted. (A copy of our Alcohol Guidelines are attached.) If alcoholic beverages are served, an extra insurance event rider must be secured by the bride and groom, naming Episcopal Church of the Holy Communion as an "additional insured."

Staff

The Rev. Mike Angell, Rector
mangell@holycommunion.net

Cheyenne Lovellette, Director of Operations
clovellette@holycommunion.net

Mary Chapman, Director of Music
mchapman@holycommunion.net

Connor Scott, Organist
cscott@holycommunion.net

Jerome Harris, Sexton

Episcopal Church of the Holy Communion
7401 Delmar Blvd., University City, MO 63130
314-721-7401, www.holycommunion.net



Diocese of Missouri
THE EPISCOPAL CHURCH

Diocese of Missouri Policy on Alcohol at Church Functions

This policy applies to all groups hosting events on church premises.

1. All applicable federal, state, and local laws are to be obeyed. Under no circumstances may minors consume, sell, or distribute alcoholic beverages. Distributing alcoholic beverages to those who are intoxicated is prohibited.
2. Alcoholic beverages and food containing alcohol must be clearly labeled as such.
3. Whenever alcohol is served, non-alcoholic alternatives are always provided with equal attractiveness, accessibility, and quantity. Food is provided whenever alcohol is available.
4. The serving of alcoholic beverages should not be publicized as an attraction of the event.
5. No event will include alcohol without first consulting with and receiving the consent of the priest in charge of the congregation or his/her designee.
6. Responsible adults are to be in control of the serving of alcoholic beverages. Drunkenness is inappropriate and unacceptable at church events.
7. The furnishing of alcoholic beverages is limited to beer and wine.
8. The priest in charge and Vestry/Bishop's Committee of the congregation are responsible for ensuring that this policy is disseminated and observed.
9. Chemical distribution other than alcohol is clearly controlled under federal, state, and local laws and, as such, is forbidden at any function.
10. Alcoholic beverages stored on church premises are in locked storage, so that they are not accessible to unsupervised minors.
11. Alcoholic beverages are not to be consumed by adults who accompany minors off church property on a parish-related activity.
12. Any outside group or group advertising to the public that hosts an event on church property and serves alcohol is required to obtain an event rider or certificate of insurance naming the church as loss payee and showing limits of liquor liability equal to the church's general liability.
13. The Episcopal Recoveries Ministry shall develop nonbinding guidance for consideration by congregations and the diocese.

This policy was approved by the 171st Convention of the Diocese of Missouri in November 2010, in resolution B-171. www.diocesemo.org