



# St. Mary's Episcopal Church

Ancient worship. Affirming faith. Genuine love.

Dear Friends,

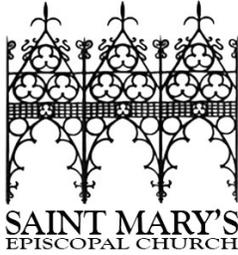
I'd like to offer my congratulations on your engagement. Marriage has the profound capability to truly shape the lives of those who enter into it. A sacrament of the church, it is a sure and certain means whereby we receive the grace of God. Living in covenanted relationship with another person can shape the contours of our world, making us more tender people, more capable of self-giving love.

Of course, marriage also involves a significant amount of planning and preparation. The staff of St. Mary's and I want very much for your day to be meaningful and joyful. Our parish family hopes to be a resource for you in your new marriage so that you might have a strong, healthy, and lasting relationship. Enclosed in this packet you will find the process of getting married at St. Mary's along with all the information you should need to plan your wedding ceremony. I do hope you will read it all carefully as it contains important information. If you have any further questions, our staff at the parish will be happy to help.

If anything comes up, please don't ever hesitate to contact me. Regardless, be assured of my prayers for your relationship, particularly in these months ahead.

God's peace,

The Rev'd Charles Everson  
Priest-in-Charge



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## Checklist of Wedding Procedures

### To secure a wedding date and time:

Once all four items are received, the Parish Office will contact you to confirm your date and a priest's availability to officiate. At that time, we will also schedule your initial meeting with your priest.

- A signed copy of this checklist.
- Declaration of Intention (Form 1)
- Couple Information (Form 2)
- All couples must pay a \$500 wedding deposit in order to secure a spot on the calendar. That deposit will be returned within fourteen days your wedding, so long as the Parish Administrator confirms all spaces used were left in their original condition and setup (minor cleaning excepted), all policies followed, and everything was submitted on time. Any costs incurred in excess of the deposit will be invoiced and are due upon receipt.

### At least 90 days prior to your wedding:

- Complete online survey which will begin the premarital counseling process.
- Meet with the member of the staff at St. Mary's conducting your premarital counseling at least three times.

### At least 60 days prior to your wedding:

If the music or liturgy is not finalized by the deadline, you will incur an additional \$150 fee that will be paid to the staff person who will need to find extra time. In the case of any suggested donations for that staff person, those donations become a required minimum and the late fee is paid in addition to them.

- Contact Dr. Geoffrey Wilcken, Organist, at [gwilckeng@gmail.com](mailto:gwilckeng@gmail.com) to plan for your music. Depending on your choices, an in-person meeting may or may not be required, at the Director of Music's discretion, or you may simply communicate via email.
- Work out as much of your Ceremony Information (Form 6) as you can on your own. Once music is determined, have a second meeting with your priest to finalize that form.

### At least 30 days prior to your wedding:

All of the following items must be received at least 30 days in advance, or they will be subject to a \$50 late fee, per item. Any such fees may be subtracted from your wedding deposit, if needed.

- The signed agreement from your florist (Form 3)
- The signed agreement(s) from your photographer/videographer (Form 4)
- If applicable, The signed agreement from your wedding planner (Form 5)
- Check for wedding costs.

### At least one week prior to your wedding:

- State of Missouri marriage license

I have read this checklist and understand what is required of me to have my wedding at St. Mary's.

-----  
Signature of Bride/Groom

-----  
Signature of Bride/Groom

-----  
Date

1307 Holmes St. | Kansas City, MO 64106 | 816.842.0975

[www.stmaryskcmo.org](http://www.stmaryskcmo.org)



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## Scheduling Your Wedding

### Reserving Your Wedding Date and Time

St. Mary's strongly prefers at least six months of notice for couples wishing to be married. This allows time for the adequate completion of pre-marital preparation and often ensures you are able to get the date you would prefer. In cases of remarriage following a divorce, this time is also needed in order to petition the Bishop for approval of the remarriage (see below).

When several weddings are planned on the same day, they are scheduled at a minimum of 3-hour intervals. The building will open for your wedding two hours before the ceremony time and will close one hour after. If you want the building open earlier or closed later, that is only possible if there are no other conflicting events—indicate your request on Form 2. For each additional hour before or after, there is an additional \$25 per hour charge for the sexton's time. Please note: this time is charged only in full hour increments.

Before a wedding date can be confirmed, the couple must complete and return the following paperwork: Declaration of Intention (Form 1) and Couple Information (Form 2) and submit the Wedding Deposit. Once the Forms and Deposit are received, we will check the availability of the church and a priest on your requested date before confirming your reservation. Due to the preparatory nature of Advent and the penitential nature of Lent, no weddings are performed during these seasons. You will also be asked to schedule a wedding rehearsal, which typically takes place the evening before the wedding and lasts around 30 minutes, though you should block off one hour to be on the safe side.

### Who Will Officiate?

Weddings at St. Mary's will be officiated by one of our priests. Scheduling a wedding takes into consideration clergy availability and the church calendar. After your date has been confirmed, the Parish Office will schedule an initial meeting with your priest to get to know one another and review policies. If you would like another duly ordained clergy person of another parish or tradition to assist your priest, we would be happy to invite them to participate in the service. Please consult your priest during your first meeting for more information.

### Pre-marital Counseling

Pre-marital counseling is required by canon law in The Episcopal Church. In the months preceding the wedding, you must do premarital preparation with the priest or other member of St. Mary's staff. If you live out of town, arrangements can be made with a local Episcopal priest for pre-marital counseling. Talk with your officiant to make arrangements.

### Remarriage following a Divorce

If either party is divorced, at least one year must have elapsed between the final decree of divorce or annulment and the date of remarriage. Approval for remarriage must be obtained from the Bishop of the Episcopal Diocese of West Missouri. Your priest will send a petition to the Bishop **upon the completion of premarital counseling.**

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## Guidelines for Music

### **Who will provide music for the wedding ceremony?**

Wedding music is provided by our organist, Dr. Geoffrey Wilcken. The organist's fee of \$225 for his work at both the wedding rehearsal and the ceremony should be included in your total amount paid to St. Mary's. If your music will require extra rehearsal time, Dr. Wilcken's rate for that is \$75 per hour. He will let you know how many extra rehearsal hours should be included.

Outside organists are not permitted; however, additional musicians are certainly possible if approved by Dr. Wilcken in advance. If you wish to have a trumpet player, violinist, singer, etc., please convey your wishes to Dr. Wilcken, who can hire a musician on your behalf. There is an additional charge for these musicians—which Dr. Wilcken will inform you of and which you will pay directly to the musician—but you can be assured of a high-quality performance. Kansas City has many outstanding musicians that we are happy to incorporate into your service. Please note that recorded music will not be allowed. If you have friends or loved ones who will perform, they must be approved in advance by Dr. Wilcken. Often, a copy of them singing the piece you have selected is sent to him, or they can meet with him privately.

In order to heighten the festivity of the event, some couples request to have a schola of singers provide a choral anthem at the service. If you would like to have this as a part of your service, please let Dr. Wilcken know as soon as possible so that he can check choir availability. The fee for a choral anthem is \$200 and an additional \$75 for one hour of rehearsal time should be added to Dr. Wilcken's honorarium. If the anthem is complex, he will let you know how many more hours will be required. If the anthem is not in our choral library, he can let you know the cost of purchasing copies for the choir, which are then generally donated to the choral library.

### **How is music selected?**

All music for your ceremony must be approved by Dr. Wilcken well in advance of the wedding date. Please contact Dr. Wilcken at [gwilckeng@gmail.com](mailto:gwilckeng@gmail.com) as soon as possible to begin coordinating the music for the ceremony. In most cases, Dr. Wilcken will want to meet in person with the couple for a brief consultation. It will be important that you have read this set of music guidelines in its entirety before meeting with Dr. Wilcken and that you and he have finalized the musical choices before you meet with your priest to plan the liturgy itself.

### **What kind of music is appropriate?**

All music offered at St. Mary's is a reflection on the church's music ministry. Therefore, we wish to maintain a high standard of performance and appropriateness for all selections. Furthermore, a marriage is a religious service, a liturgy of the church. As an Episcopal parish, our liturgies will conform to the rubrics and expectations of the *Book of Common Prayer*.

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There are three types of musical options when it comes to liturgical music: hymns, anthems, and instrumental music. On page 14 of the *Book of Common Prayer*, we read,

**Hymns** referred to in the rubrics of this Book are to be understood as those authorized by this Church. The words of **anthems** are to be from Holy Scripture, or from this Book, or from texts congruent with them. On occasion, and as appropriate, **instrumental music** may be substituted for a hymn or anthem.

Thus, your wedding may include **hymns, anthems, or instrumental music**.

**Hymns** are generally sung by the entire congregation and in our parish will almost always come from the Hymnal 1982. At times hymns from other sources may be allowed, but be aware that copyright issues often make using hymns from other hymnals cost-prohibitive for most couples.

**Anthems** are generally sung by a soloist or group and, as the *Book of Common Prayer* indicates, the words should be from Holy Scripture, from the *Book of Common Prayer*, or from texts congruent with them. This is why secular music is not appropriate for a worship service at which the sacrament of Holy Matrimony will be celebrated.

**Instrumental music** may be used as well, and a wedding is often an excellent occasion for such a choice. However, the same guidelines for hymns and anthems apply. That is, the instrumental music should come from a Christian context and be appropriate for a Christian liturgy. For preludes, postludes, and even processions, we will sometimes use organ music that is composed with no religious context, but we will never use instrumental music that comes from a pagan context or one from a religious text which is incongruous with Christianity.

Dr. Wilcken will provide you with a list of recommended hymns, instrumental music, and anthems.



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## Flowers, Photos, and Wedding Planners

### Flowers and Other Additions

Please be sure that your florist receives a description of St. Mary's floral regulations and indicates agreement to work within these guidelines by signing the **Florist Agreement** (Form 3). *You should review this agreement as well, so you are aware of the restrictions our parish places upon flowers at a wedding.* Often an easy choice is to contact Trapp and Company, the florist who does our altar flowers on Sundays (816-931-6940, <https://trappandcompany.com/>). They know our space and produce excellent arrangements.

Due to the historic nature of the church's architecture and the theological beliefs of our church, the use of unity candles and other additions to the service involving movement or liturgical accessories in the chancel are not permitted. The throwing of rice, bird seed, flower petals, or similar items is also prohibited. Aisle runners are not permitted as they can be a tripping hazard. Artificial flowers are prohibited. ***Please note that if these requirements are not followed, your wedding may be subject to cancellation—including on the day of.*** Further, you will be assessed a fee for cleaning and repairing our historic space if you do not follow these guidelines and policies.

### Photography and Videotaping

We expect photographers to understand that marriage is a sacrament and that they will need to work to eliminate distractions during the ceremony. Please be sure that your photographer (and/or videographer) receives a description of St. Mary's photography regulations and indicates agreement to work within these guidelines by signing the **Photographer Agreement** (Form 4). If you are using a videographer, he or she will also need to sign a copy of the Photographer Agreement. *You should review this agreement as well, so you are aware of the restrictions our parish places upon photography and videography at a wedding. If your Photographer is not following our guidelines and is in any way disrupting the service, they will be asked to leave during the service. These rules are strictly adhered to so that photography enhances your day and doesn't distract from this important moment in your life.*

### Wedding Planners

Great news! Because our liturgy is something that you will help plan, along with your priest and other parish staff, the use of a wedding planner is typically an expense you can save on when you are married at St. Mary's. Of course, the use of a wedding planner, paid or volunteer, will remain up to you, but please know that our parish staff has the expertise to guide you rather painlessly through the process. **St. Mary's staff will coordinate solely with the couple (not the wedding planner, not the mother of the bride, etc.)** If you do decide to engage a wedding planner, please do make sure that person reads and signs the Wedding Planner Agreement (Form 5) so that they are aware of our policies and procedures. *You should review this agreement as well, so you are aware of all of the guidelines surrounding Wedding Planners who serve for weddings at St. Mary's.* Most importantly, any Wedding Planner, whether paid or volunteer, must not interfere in any way with the rehearsal or the ceremony. This includes "helping" by offering any suggestions. If the priest believes the Wedding Planner is being disruptive, they will be asked to leave.

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## Rehearsal and Wedding Day

### Regarding Alcohol/Substance Abuse

While marriage is an occasion to celebrate, under no circumstances is the abuse of alcoholic beverages or illegal drugs tolerated in the context of preparing for the ceremony. Evidence of alcohol or substance abuse by any member of the wedding party at the rehearsal or prior to the wedding could result in cancellation of the ceremony. A little champagne beforehand is fine, but the priest **will not** officiate if either person getting married appears to be under the influence of alcohol. This is your big day—you want to be sober when you make this commitment!

### The Rehearsal

A rehearsal is typically scheduled for the evening prior to the wedding. It will last approximately 30 minutes. This is your time with your priest and participants to rehearse the plans you have been making so that your ceremony will flow smoothly on the wedding day. Here are a few things to keep in mind:

- ❖ Your rehearsal will begin promptly, so we ask that all parties involved in the wedding ceremony be in place and ready to begin 15 minutes before your scheduled rehearsal time. Everyone who is involved with the liturgy needs to attend, including: the Couple, their parents who are attending, all Attendants, any Ring-Bearers or Flower Girls (if they under 5, the parent/guardian must attend as well), the ushers, anyone doing a reading, offering any sung or instrumental music, or assisting in any other way with the liturgy.
- ❖ As explained in the Wedding Planner Guidelines and Agreement, any wedding planner employed by the couple, whether paid or volunteer will not interfere with the guidance of the priest. This also applies to any family members or other guests.
- ❖ Among the ushers you select, please include at least one (and preferably two) who are not included in the wedding party so that they will be available to seat guests and help with other duties to be discussed at the time of rehearsal.

### Dressing Rooms

When you reserve the church for your wedding, we will also reserve dressing areas for your use for the two hours immediately preceding your ceremony. For opposite-sex couples, the downstairs classroom is usually reserved for the bride and bridesmaids and St. George's Chapel for the groom and groomsmen. For same-sex couples, they can decide whether all will get ready in the Guild Room or who would like to prepare in each room. Please appoint someone in your wedding party, or a friend, to make sure all personal items are removed from these rooms before the ceremony so things aren't left behind. The building is generally locked up after the wedding ends and so you may not be able to go back.

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## Wedding Day Schedule

| Time Before:          | What happens   |
|-----------------------|--|
| 2 hrs. before         | Sexton unlocks the building, unless alternate arrangements have been made with the parish office.            |
|                       | Couple arrives with attendants.  |
|                       | Flowers arrive. Photographer arrives.  |
|                       |  |
| 95 min. before        | If groom arrives later, this is a customary time.  |
|                       | Photos begin in Nave/Guild Room/Churchyard   |
|                       |  |
| 60 min. before        | Ushers arrive and meet with Priest to confirm duties.  |
|                       |  |
| 45 min. before        | Acolyte lights candles.  |
|                       | Staged photography in the worship area stops.  |
|                       | Guests begin arriving.   |
|                       |  |
| 30 min. before        | Prelude begins. Ushers immediately begin to seat guests.   |
|                       |  |
| 10 min. before        | Grandparents and other honored guests are seated   |
|                       | Parents and step-parents wait the hallway outside the Nave to be escorted to seats                           |
|                       | Couple and attendants go to their positions to be ready.   |
|                       |  |
| 5 min. before         | All ready to process in. Best man rings bell.  |
|                       | Parents and step-parents are seated.   |
|                       |  |
| 2 min. before wedding | Pre-service prayers are said.  |
|                       |  |
| Wedding begins        |  |
|                       |  |
| Exit Procession       | Ushers/attendants escort designated family members from pews after worship ministers exit the worship space. |
| 1 hour after          | Sexton locks the building, unless alternate arrangements have been made with the parish office.              |



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## Wedding Fees and Donations

### Parish Policies for Fees and Donations

St. Mary's incurs costs each time a wedding is performed, including custodial, administrative, and altar costs. There are lay volunteers who contribute significant time and energy to the liturgical service. Finally, our church is historic, so when those who are not active members desire to be married here, there is an expectation that a portion of what they give will include a donation to help us care for this historic and beautiful space.

There are generally three different groups of people who are invited, in appropriate ways, to offset some or all of those costs through various fees and donations

There is no charge to *active members* of St. Mary's Episcopal Church for any sacrament of the Church, including the Sacrament of Marriage. However, if music is desired as part of a wedding ceremony at St. Mary's Episcopal Church, a fee of \$225 will be charged for the services of our organist at both the rehearsal and ceremony. If the organist is desired for additional rehearsals (say, with guest musicians or vocalists), that fee is indicated below on a per hour basis. There are no suggested donations for either staff or lay ministries of the parish who will help with the service as *active members* already support our parish ministry. If *active members* would still like to make honorariums in thanksgiving for those staff, that is welcome but in no way required or expected.

For *Inactive Members* or the *Extended Family of Members*, there are various suggested donations for all of the people and ministries that will be a part of your day. These are opportunities for you to express gratitude as you have not generally financially supported our community on a regular basis.

*In-active members* may receive the services of the parish on a case-by case basis, as approved by the Rector. As those individuals have never financially supported the life of our parish, they are asked to pay the additional fees noted below in lieu of most of the suggested donations.



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*Items in italics are optional or as-needed.*

| Active Members of St. Mary's                      |              | Inactive & Extended Family                        |                | Non-Members                                       |                |
|---|--------------|---|----------------|---|----------------|
| Organist Fee                                      | \$225        | Organist Fee                                      | \$225          | Organist Fee                                      | \$225          |
| Premarital Counseling Survey                      | \$40         | Building Fee                                      | \$250          | Building Fee                                      | \$1,250        |
| <i>Organist, Additional Hourly Rate if needed</i> | \$75         | Priest's Honorarium                               | \$150          | Priest's Honorarium                               | \$250          |
| <i>Aisle Torches</i>                              | \$75         | Sexton  | \$150          | Sexton  | \$150          |
| <i>Schola of four singers</i>                     | \$200        | Premarital Counseling                             | \$200          | Premarital Counseling                             | \$200          |
| Other, specify:                                   |              | Acolyte   | \$50           | Acolyte   | \$50           |
|   |              | <i>Organist, Additional Hourly Rate if needed</i> | \$75           | <i>Organist, Additional Hourly Rate if needed</i> | \$75           |
|   |              | <i>Aisle Torches</i>                              | \$75           | <i>Aisle Torches</i>                              | \$75           |
|   |              | <i>Schola of four singers</i>                     | \$200          | <i>Schola of four singers</i>                     | \$200          |
|   |              | Other, specify:                                   |                | Other, specify:                                   |                |
| <b>TOTAL (required)</b>                           | <b>\$265</b> | <b>Total (required)</b>                           | <b>\$1,025</b> | <b>Total (required)</b>                           | <b>\$2,125</b> |

## Writing Your Check

All fees and/or donations may be paid in one check made payable to St. Mary's Episcopal Church. It is helpful to write the word "wedding" and the service date in the memo line. The check must be received one month prior to the wedding date.

## Additional Participants

Additional participants in the service, whether clergy, musicians, or other, must be approved in advance by the priest. St. Mary's employees will be paid from the total amount you give to the church.



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## Form 1

### DECLARATION OF INTENTION

We,

---

and

---

understand the teaching of the church that God's purpose for our marriage is for our mutual joy, for the help and comfort we will give to each other in prosperity and adversity, and, when it is God's will, for the gift and heritage of children and their nurture in the knowledge and love of God. We also understand that our marriage is to be unconditional, mutual, exclusive, faithful, and lifelong; and we engage to make the utmost effort to accept these gifts and fulfill these duties, with the help of God and the support of our community.

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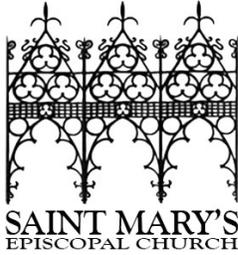
Signature

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Signature

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Date



# St. Mary's Episcopal Church

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## Form 2: Couple Information

### General Information

Anticipated Wedding Date \_\_\_\_\_ Wedding Time \_\_\_\_\_

*This means the building will be opened two hours before and closed one hour after. If you want the building opened earlier or closed later, that is only possible if the parish calendar permits and requires an additional \$25 per hour (measured only in full hour increments) to be added to the Sexton's honorarium*

The normal open and closing times will work.

Please instead open at \_\_\_\_\_.  Please instead close at \_\_\_\_\_.

Anticipated Rehearsal Date \_\_\_\_\_ Rehearsal Time \_\_\_\_\_

Officiant \_\_\_\_\_

Location of Wedding (if not at St. Mary's) \_\_\_\_\_

Assisting Clergy (if any) \_\_\_\_\_

### Rehearsal Dinner & Reception

*By scheduling a Wedding at St. Mary's, you have secured the priest for the wedding ceremony and the rehearsal. Some couples also like to invite him or her to attend the rehearsal dinner and/or the reception after the wedding. His feelings are not hurt if he is not invited—indeed, he's aware of the expense of the wedding and is happy to help you save money by not attending. However, if you would like to invite him to the rehearsal dinner and or the wedding reception, please indicate below. Depending upon your invitation, they will check their schedules and then let you know whether or not they are able to attend.*

I would like to invite the priest to the rehearsal dinner.

If invited, location & time: \_\_\_\_\_

I would like to invite the priest to the reception.

If invited, location & time: \_\_\_\_\_

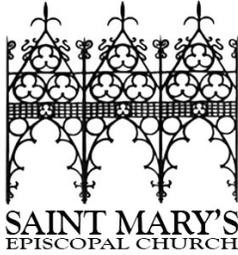
### Bride / Groom (please circle which)

Full name \_\_\_\_\_

Nickname/Goes by \_\_\_\_\_ Birth Date \_\_\_\_\_ Age \_\_\_\_\_

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E-Mail Address \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_

Number of this marriage (1st, 2nd, etc.) \_\_\_\_\_  Single  Widowed  Divorced

If divorced, date of final decree of divorce or annulment: \_\_\_\_\_

## Family History

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

Address \_\_\_\_\_

Mother's Full Name \_\_\_\_\_

Address \_\_\_\_\_

Step-parents \_\_\_\_\_

Siblings (with ages) \_\_\_\_\_

Children (with ages) \_\_\_\_\_

## Religious Background

Baptized?  yes  no Date \_\_\_\_\_ Denomination \_\_\_\_\_

Name and/or location of church \_\_\_\_\_

Confirmed?  yes  no Date \_\_\_\_\_ Denomination \_\_\_\_\_

Name and/or location of church \_\_\_\_\_

Affiliation with St. Mary's:  Parishioner since \_\_\_\_\_

Parent(s) are members

Planning to become a member

Not planning to become a member

Unsure / undecided

Member of another church: \_\_\_\_\_



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## Bride / Groom (please circle which)

Full name \_\_\_\_\_

Nickname/Goes by \_\_\_\_\_ Birth Date \_\_\_\_\_ Age \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_

Number of this marriage (1st, 2nd, etc.) \_\_\_\_\_  Single  Widowed  Divorced

If divorced, date of final decree of divorce or annulment: \_\_\_\_\_

## Family History

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

Address \_\_\_\_\_

Mother's Full Name \_\_\_\_\_

Address \_\_\_\_\_

Step-parents \_\_\_\_\_

Siblings (with ages) \_\_\_\_\_

Children (with ages) \_\_\_\_\_

## Religious Background

Baptized?  yes  no Date \_\_\_\_\_ Denomination \_\_\_\_\_

Name and/or location of church \_\_\_\_\_

Confirmed?  yes  no Date \_\_\_\_\_ Denomination \_\_\_\_\_

Name and/or location of church \_\_\_\_\_

Affiliation with St. Mary's:

Parishioner since \_\_\_\_\_

Parent(s) are members

Planning to become a member

Not planning to become a member

Unsure / undecided

Member of another church: \_\_\_\_\_

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## Form 3: Florist Agreement

Dear Florist,

We are delighted that you are arranging the flowers for the \_\_\_\_\_ wedding on \_\_\_\_\_. As a sacred space, we have several traditional guidelines for wedding ceremonies. As a historic space, we have several restrictions that are dictated by the architecture of the building, pews, and chancel. We would like to share these with you to ensure that the process of working together goes smoothly.

- ❖ Artificial flowers are prohibited.
- ❖ The floral arrangements for weddings at St. Mary's should be delivered in their own vases. If you would like to have altar flowers in the church vases, please call the church office to pick up vase liners. Nothing may be used that will obstruct the view of the altar cross or detract attention from it. No additional flowers may be placed anywhere other than the reredos behind the altar.
- ❖ Flowers or ribbons may not be hooked, taped, tacked, or nailed to any part of the exterior or interior of the church. Accordingly, neither the pulpit nor any other furniture may be draped or wrapped. At the discretion of the clergy, flowers or other decorations that do not comply with these guidelines will be removed prior to the service.
- ❖ Arrangements, including the bride's bouquet and other flowers, must be delivered to the church no later than 2 hours before the wedding. You are encouraged to call the Parish Office to confirm the time you intend to deliver, as the building is not open all the time.
- ❖ If flowers are arranged at the church, the person arranging is responsible for vacuuming and cleaning the area so that it is left in the condition it was found.
- ❖ Please call Fr. Everson at 913-484-2084 if you have any questions regarding these guidelines.

**I have read and agree to abide by all guidelines and restrictions regarding flowers and other decorations for wedding ceremonies at St. Mary's Episcopal Church.**

\_\_\_\_\_  
Signature of Bride or Groom

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Florist

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Florist

\_\_\_\_\_  
Phone Number

This form must be signed and submitted for each wedding at St. Mary's **no later than one month before the wedding date**. We appreciate your respect for our beliefs and traditions and look forward to working with you on future weddings and events.

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# St. Mary's Episcopal Church

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## Form 4: Photographer Agreement

Dear Photographer/Videographer,

We are delighted that you are photographing/videotaping the \_\_\_\_\_ wedding on \_\_\_\_\_. As a sacred space, we have several traditional guidelines for wedding ceremonies. As a historic space, we have several restrictions that are dictated by the architecture of the building, pews, and chancel. We would like to share these with you to ensure that the process of working together goes smoothly.

- ❖ Photographers should plan to arrive at the church no earlier than two hours before the wedding.
- ❖ All pre-ceremony formal photographs should be completed at least thirty minutes before the start of the service. Candid photographs in the Nave may be taken until the start of the service.
- ❖ During the procession, the photographer should be stationed in a reserved pew of the church. Please do not step into the aisle during the procession; the procession may not be stopped or delayed for any reason. Flash attachments are permitted during the procession.
- ❖ During the liturgy, photographs may be taken from **behind the last row of guests** and may be stationed in the aisle, behind that row. Many photographers choose to bring a lens for distance.
- ❖ Photographers may not enter the altar area at any point before, during, or after the service.
- ❖ All videotaping must also be conducted from a stationary position **behind the last row of guests**.
- ❖ Photographs may be taken of the couple as they leave the church down the aisle. Flash attachments are permitted during the exit procession. These may be taken from the rear or from a reserved pew near the front.
- ❖ After the exit procession, the couple should proceed to the Guild Room. The wedding party may reenter the church immediately following the exit procession for photographs in front of the altar. *The wedding ceremony itself will not be re-enacted.*
- ❖ Whether in the church or in the churchyard, the photography following the service may only last thirty minutes to avoid interference with other weddings and church activities.
- ❖ Please contact Father Charles at 913-484-2084 if you have any questions regarding these guidelines.

**I have read and understand all guidelines and restrictions regarding photography/videography for wedding ceremonies at St. Mary's.**

\_\_\_\_\_  
Signature of Bride or Groom

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Photographer/Videographer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Photographer/Videographer

\_\_\_\_\_  
Phone Number

This form must be signed and submitted for each wedding at St. Mary's **no later than one month before the wedding date**. We appreciate your respect for our beliefs and traditions and look forward to working with you on future weddings and events.

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# St. Mary's Episcopal Church

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## Form 5: Wedding Planner Agreement

Dear Wedding Planner,

We are delighted that you are assisting \_\_\_\_\_ with their wedding on \_\_\_\_\_. As a sacred space, we have several traditional guidelines for wedding ceremonies. As a historic space, we have several restrictions that are dictated by the architecture of the building, pews, and chancel. All of those guidelines and procedures are the duty of the Rector of the parish to uphold, assisted by any lay persons he may designate.

We are certain that your gifts as a Wedding Planner will be a profound help to the couple as they approach their wedding day and as they celebrate their nuptials. However, given the complexities of our liturgy and our historic space, we must insist that wedding planners do not participate in the wedding rehearsal or the wedding ceremony. The Rector works very hard with the couple to ensure all their decisions are made ahead of time—*not at the Rehearsal or on the day of the Wedding*. That way, when the rehearsal arrives, the couple can rest easy knowing he will ensure the wedding celebrated is the one that was prepared.

You are, of course, welcome to attend the Rehearsal and the Wedding Ceremony, if the couple invites you. However, your attendance will be that of a guest and solely to observe. If at any time the priest or the vergar determine that you are disrupting the rehearsal or the ceremony, you will be asked to leave. If you have questions during the ceremony or the rehearsal, you may ask the priest or the vergar *at a time they are not otherwise occupied leading the events of the day*. At no time may you interrupt the rehearsal itself or the ceremony itself.

Please know that we value your important work. For that reason, we do keep a record of wedding planners who have worked well with our parish in the past. We pass that list on to prospective couples as they prepare for their wedding.

If you have any questions surrounding these guidelines, Please contact Father Charles at 913-484-2084 if you have any questions regarding these guidelines.

**I have read and understand all guidelines and restrictions regarding a wedding planner for wedding ceremonies at St. Mary's.**

\_\_\_\_\_  
Signature of Bride or Groom

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Wedding Planner

\_\_\_\_\_  
Date

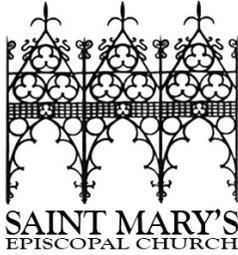
\_\_\_\_\_  
Name of Wedding Planner

\_\_\_\_\_  
Phone Number

This form must be signed and submitted for each wedding at St. Mary's **no later than one month before the wedding date**. We appreciate your respect for our beliefs and traditions and look forward to working with you on future weddings and events.

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## Form 6: Wedding Ceremony Information

### The Couple

Full Name of Bride/Groom \_\_\_\_\_

Full Name of Bride/Groom \_\_\_\_\_

Names to be used in wedding vows: "I, \_\_\_\_\_, take you, \_\_\_\_\_"

Last name(s) after marriage, if changing \_\_\_\_\_

Couple's address after marriage \_\_\_\_\_

Home phone \_\_\_\_\_ Cell \_\_\_\_\_

### Wedding Ceremony

*A wedding ceremony ranges in time from 25 minutes (no Eucharist and minimal music) to an hour (Eucharist with music). In general, each hymn or anthem will add about 5 minutes. Eucharist will add about 20 minutes. However, when deciding whether to have Eucharist, you are strongly encouraged to consider the tradition of the church and to ask whether **you** would find it meaningful. Not having it because you want to "keep things short," is a less than ideal decision on this important day!*

Approximately how many guests are expected? \_\_\_\_\_

Double ring ceremony

Incense

Aisle Torches (\$75)

Single ring

No Incense

No Aisle Torches

*In our tradition, Eucharist is a traditional part of the wedding liturgy and all your guests will be invited to come forward. All baptized Christians will be welcome to receive Communion. All others will be welcome to receive a blessing. In the announcements, the priest will explain the welcome and process.*

If you will have Eucharist, there will need to be Eucharistic Ministers to assist in distribution.

No Eucharist

Eucharistic Ministers from St. Mary's

Your own licensed Eucharistic Ministers: \_\_\_\_\_

***The parish office creates the wedding bulletins following our form.***

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## Wedding Party

|  |  |
|--|--|
| Attendants for Bride/Groom<br><i>8 Maximum</i> | Attendants for Bride/Groom<br><i>8 Maximum</i> |
| Attendant of Honor:                            | Attendant of Honor:                            |
| Attendant #1:                                  | Attendant #1:                                  |
| Attendant #2:                                  | Attendant #2:                                  |
| Attendant #3:                                  | Attendant #3:                                  |
| Attendant #4:                                  | Attendant #4:                                  |
| Attendant #5:                                  | Attendant #5:                                  |

Flower girl: \_\_\_\_\_ Age: \_\_\_\_\_

Flower girl parent/guardian if 5 yrs or younger: \_\_\_\_\_

Ring bearer: \_\_\_\_\_ Age: \_\_\_\_\_

Ring-bearer parent/guardian if 5 yrs or younger: \_\_\_\_\_

If used, will the Flower Girl & Ring-Bearer  Enter before attendants?  Enter before the bride?

*You must have at least one usher who is not in the bridal party. Two are recommended.*

Ushers: \_\_\_\_\_

## Family Members to be Specially Seated

Please list grandparents and parents in the order in which they will be seated. The following order is for if you have everyone present. Please leave blank any family members who will not be attending. A stepmother may be seated after the grandparents and before the mother. A stepfather may follow behind his wife when she is seated. *If this is an opposite-sex wedding, there is a general order for relations of bride and groom, as indicated below. If this is a same-sex wedding, the order can be whatever you determine. This section does not need to be filled out if no family members will be specially seated.*

| Relation | Name(s)                   | Seated by |
|----------|---------------------------|-----------|
| 1        | (Groom's) Grandparents #1 |           |
| 2        | (Groom's) Grandparents #2 |           |

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|   |  |
|---|--|
| 3 | (Bride's) Grandparents #3  |
| 4 | (Bride's) Grandparents #4  |
| 5 | (Groom's) Father w/ Step-Mother <i>(if applicable)</i>           |
| 6 | (Groom's) Mother w/ Father or Step-Father                        |
| 7 | (Bride's) Step-Mother <i>(if applicable)</i>                     |
| 8 | (Bride's) Mother w/ escort or Step-Father <i>(if applicable)</i> |

## Additional Information

Please note that agreements for all people listed below must be received by the Parish Office no later than one month out or your wedding may be cancelled.

Florist \_\_\_\_\_ Phone number \_\_\_\_\_

What would you like done with the flowers after the wedding?

- Donate for following Sunday, if open.       Someone will take them after the liturgy.

Photographer \_\_\_\_\_ Phone number \_\_\_\_\_

Wedding Planner \_\_\_\_\_ Phone number \_\_\_\_\_

## The Giving Away

- No giving away.  
 Yes, the couple or one person in the couple will be given away.

Five options for the language:

- "Who presents these two people to be married to each other?"  
 "Who gives these two people to be married to each other?"  
 "Who gives this woman to be married to this man?"  
 "Who presents this woman to be married to this man?"  
 "Who presents this woman and this man to be married to each other?"

Who will respond?

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- All the parents of the couple.
- Just the bride's escort (often the father or stepfather)
- The bride's parents (and step-parents)
- Other? Please specify \_\_\_\_\_

*According to the rubrics of the BCP, if there is a giving away, all will answer "I do."*

## The Old Testament

*Recommendations from the Old Testament*

- Genesis 1:26-28 (Male and female he created them)
- Genesis 2:4-9, 15-24 (A man cleaves to his wife and they become one flesh)
- Song of Solomon 2:10-13; 8:6-7 (Many waters cannot quench love)
- Tobit 8:5b-8 (That she and I may grow old together)
- Ruth 1:16-17<sup>[SEP]</sup> (Where you go, I will go)
- Ecclesiastes 4:9-12 (Two are better than one)
- 1 Samuel 18:1-4 (Jonathan's Covenant with David, Shorter Version)
- 1 Samuel 18:1b, 3; 20:16-17; 42a (Jonathan's Covenant with David, Longer Version)
- Micah 4:1-4<sup>[SEP]</sup> (The coming of God's justice and peace)

Other, please specify \_\_\_\_\_

No Old Testament Lesson

*Who will read the Old Testament lesson?* \_\_\_\_\_

## The Psalm

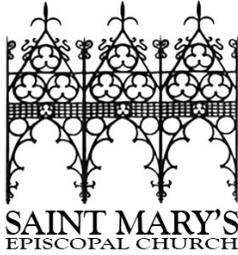
*The following are recommended by the BCP:*

- Psalm 67
- Psalm 127
- Psalm 128
- No Psalm
- Other, please specify \_\_\_\_\_

*How would you like the Psalm read?*

- Unison
- Responsively
- Sung (cantor)
- Sung (congregation)

*Who would you like to read/sing the Psalm?* \_\_\_\_\_



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## The Epistle

*Recommendations from the Epistles.*

- 1 Corinthians 12:31b-13:13 (Love is patient and kind)
- Ephesians 3:14-21 (The Father from whom every family is named)
- Ephesians 5:1-2, 21-33 (Walk in love, as Christ loved us)
- Colossians 3:12-17 (Love which binds everything together in harmony)
- 1 John 4:7-16 (Let us love one another for love is of God)
- Romans 12:9-18<sup>SEP</sup> (Bless those who persecute you)
- 2 Corinthians 5:17-20 (If anyone is in Christ, there is a new creation)
- 1 John 3:18-24 (The commandment of love)
- 1 John 4:7-16, 21 (God is love, and those who abide in love abide in God)
  
- Other, please specify \_\_\_\_\_
- No Epistle

*Who will read the lesson from the Epistles?* \_\_\_\_\_

## The Gospel

*Recommendations for the Gospel (required if there is Eucharist). It is read by the priest.*

- Matthew 5:1-10 or  Matthew 5:1-16 (The Beatitudes)
- Matthew 5:13-16 (You are the light... Let your light so shine)
- Matthew 7:21, 24-29 (Like a wise man who built his house upon the rock)
- Mark 10:6-9, 13-16 (They are no longer two but one)
- John 15:9-12 or  John 15:9-17 (Love one another as I have loved you)
- Mark 12:28-34 (The first commandment)
- Luke 6:32-38 (Love your enemies and do not judge others)
- John 17:1-2, 18-26 (The kingdom of God is among you)
  
- Other, please specify \_\_\_\_\_

- We would like the Apostles' Creed to be said following the homily. (Optional)

## The Marriage

The Marriage proper follows (BCP 427-428). The priest, couple, and generally no more than three attendants each (see the chart on page 2) will move to the altar area.

Rings, and the blessing thereof, are optional.

- Yes, we will exchange rings.
- No, we will not exchange rings.

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## The Exit

Some couples like to be presented.

We do not want to be presented.

We do want to be presented. Please specify wording (I present to you Mr. and Mrs. Doe, or I present to you John and Jane Doe, or I present to you the newest married couple in the world):

-----