St. Andrew's Episcopal Church

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Wedding Procedures and Customary

Dear Friends,

Congratulations on your engagement! Marriage is a sacrament of the Church, which means it is an action through which we receive and give grace. The ceremony is, of course, only the beginning, but it's an important beginning, a time of celebration and commitment.

Planning a wedding can be a daunting task. There's always so much to do. At St. Andrew's we want to help make the planning a little bit easier with this handbook. Inside you will find information explaining wedding procedures and practices in the Episcopal Church. Policies from the diocese and the church are found here as well. In addition, you will find checklists and a timeline to assist you as you plan.

Please feel free to contact the church office if you have any questions.

The Rev. Dr. Susan Pigott+
Rector, St. Andrew's Episcopal Church

Wedding Checklist Procedures

1. Securing the Calendar Date and Time
   Sign a copy of this checklist
   Sign the Declaration of Intention
   Sign the Holy Matrimony Application
   Agree to Facility Use Policy
   Set dates for pre-marital counseling with priest
      Session 1 _____
      Session 2 _____
      Session 3 _____
      Session 4 _____

2. At least 90 days prior to your wedding
   Complete online survey prior to pre-marital counseling
   Meet with Priest at least four times

3. At least 60 days prior to your wedding
   Submit Application for Judgment for Re-marriage to Bishop (if applicable)
   Submit copies of *each* civil decree of divorce or annulment
   Contact Ms. Karen Fuss, Organist to plan for your music (email: kfussnm93@gmail.com; phone: (575) 626-2229); Please read Guidelines on Music
   Complete as much of the Ceremony Information as possible. Once music is finalized set a meeting with the priest to finalize the Ceremony Form

4. At least 30 days prior to your wedding:
   Signed agreement(s) from your photographer/videographer
   (If applicable) signed agreement from wedding planner
   Check submitted to St. Andrew's to cover all fees (including use of Parish Hall)

5. At least five working days prior to your wedding (submit to church office):
   State of New Mexico Marriage License

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

_____ _____ _____

Signature of Bride/Groom Signature of Bride/Groom Date

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.

_____ _____

Signature Signature

Date _____

Holy Matrimony Application

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St. Andrew's Episcopal Church
505 North Pennsylvania Ave.
Roswell, NM 88201

Date of Application: _____

Groom's full name: _____
Address of current residence: _____
Phone Number _____ Email: _____
Baptized? Y N What denomination? _____
Confirmed Y N What denomination? _____
Name of church you presently attend: _____
Affiliation with St. Andrew's Member; Parent(s) are members; Planning to become a member; Not planning to become a member; Unsure/undecided Member of another church
Age: _____ Date and place of birth: _____
Father's full name: _____
Mother's name: _____
Is this your first marriage (second, third)? _____
Date(s) of previous marriage(s): _____
Date(s) of divorce decree(s): _____

Bride's full name: _____
Address of current residence: _____
Phone Number _____ Email: _____
Baptized? Y N What denomination? _____
Confirmed Y N What denomination? _____
Name of church you presently attend: _____
Affiliation with St. Andrew's Member; Parent(s) are members; Planning to become a member; Not planning to become a member; Unsure/undecided Member of another church
Age: _____ Date and place of birth: _____
Father's full name: _____
Mother's name: _____
Is this your first marriage (second, third)? _____
Date(s) of previous marriage(s): _____
Date(s) of divorce decree(s): _____

Date of marriage ceremony: _____ Hour: _____
Permanent address after wedding: _____

Ceremony Information

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.*

Approximately how many guests are expected? _____

Double ring ceremony Aisle Torches
Single ring

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 have Eucharist, there will need to be a Eucharistic Minister to assist in distribution. The minister will be a licensed person from St. Andrew's.

No Eucharist

The Parish Office creates the wedding bulletins following our form.

Wedding Party

Attendants for Bride/Groom (6 Max)	Attendants for Bride/Groom (6 Max)
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 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 applies to those present at the wedding. 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
Groom's Grandparents #1		
Groom's Grandparents #2		
Bride's Grandparents #3		
Bride's Grandparents #4		
Groom's Mother w/ Father or Step-Father		
Bride's Step-Mother (*if applicable*)		
Bride's Mother w/escort or Step-Father (*if applicable*)		

Additional Information

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

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 _____

Videographer _____ 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?

All the parents of the couple.
Just the bride's escort (often the father or step-father)
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."

Readings

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 (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 (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? _____

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 (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 Epistle? _____

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 two or three attendants each will move to the altar area.

Rings, and the blessing thereof, are optional.

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

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.
I present to you John and Jane Doe.
I present to you the newest married couple in the world.

Signed Agreement for Photographer/Videographer

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. 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 must 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. **No flash photography is permitted during the liturgy.**
- 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 will proceed to the Hunker 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 the church office if you have any questions.

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

_____ _____
Signature of Bride or Groom Date

_____ _____
Signature of Photographer Date

_____ _____
Signature of Videographer Date

This form must be signed and submitted for each wedding at St. Andrew'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.

Signed Agreement for Wedding Planner

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. 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 she 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 verger 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 verger *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 the church office.

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