



Grace Church of West Feliciana Parish

A loving congregation seeking unity with God and each other in Christ

Guidelines for Weddings at Grace Church

Revised on 9 May 2019

Introduction

Christian marriage is a sacrament of the Church, “in which the woman and man enter into a life-long union, make their vows before God and the Church, and receive the grace and blessing of God to help them fulfill their vows” (*Book of Common Prayer*, p. 861). Grace Church offers brides and grooms a wedding ceremony of dignity and beautiful simplicity according to the rites of the Episcopal Church. These guidelines and suggestions are offered to make each wedding a happy and personal ceremony, within *the liturgical guidelines of the Book of Common Prayer and the traditions of Grace Church*.

Weddings in Grace Church are reserved for members of Grace Church and their immediate families.

The Engaged Couple's responsibilities

In accordance with the Canons of the Episcopal Church, a request to be married in the church must be made of the Priest as far in advance of the contemplated date as possible, and in any case, no less than 30 days prior to the contemplated date. There are several reasons for this:

- ❖ Any couple may contract a civil marriage so long as their intentions conform to the laws of the state. By contrast, a marriage solemnized in the church is a marriage which seeks the blessing of the Church and the participation of family and fellow-members of the Body of Christ. *The solemnization of such a marriage is the result of a process of preparation.*
- ❖ Before a priest may solemnize a marriage in the Episcopal Church, the canons require that the priest shall have ascertained:
 - That both parties have the right to contract a marriage according to the laws of the State.

- That both parties understand that Holy Matrimony is a physical and spiritual union of a man and a woman, entered into within the community of faith, by mutual consent of heart, mind, and will, and with intent that it be lifelong.
 - That both parties freely and knowingly consent to such marriage, without fraud, coercion, mistake as to identity of a partner, or mental reservation.
 - That at least one of the parties has received Holy Baptism.
 - That both parties have been instructed as to the nature, meaning, and purposes of Holy Matrimony by the Member of the Clergy, or that they have both received such instruction from persons known by the Member of the Clergy to be competent and responsible. (*Constitution & Canons of the Episcopal Church*, Title I, Canon 18)
- ❖ It is always within the discretion of any Member of the Clergy of this Church to decline to solemnize any marriage.
 - ❖ In addition, the contemplated marriage date must be available on the parish church calendar, as well as on the Rector's personal calendar. Please be aware that no weddings will be performed between Ash Wednesday and Easter Sunday, a penitential season in the church called "Lent."

These reasons indicate that the invitation to and the request for the Church to be involved in the solemnization of a marriage, and the process of preparation for it, entail care, reflection, and time. As the liturgy for the Celebration and Blessing of a Marriage says, "marriage is not to be entered into unadvisedly or lightly, but reverently, deliberately, and in accordance with purposes for which it was instituted by God" (*Book of Common Prayer*, p. 423).

Therefore, please do not "set" a date, nor communicate a contemplated date to family members and friends, for a wedding at Grace Church until after the Rector has agreed that you may do so.

The process of pre-marital preparation at Grace Church will usually involve 6 meetings, each lasting an hour to an hour and a half. The first meeting takes place between the Church's Wedding Coordinator, the Priest, and the Couple. After this meeting, the Couple will fill out a "Church Request Form." The Parish Administrator will then reserve the dates on the Church Calendar, if these dates are available. The Couple will receive a written notification of the reservation. This letter marks the beginning of the Marriage Preparation Sessions.

These sessions are usually scheduled from two weeks to a month apart. *The purpose of these sessions is preparation for marriage.* Preparation for the wedding will, of course, also be discussed, but the primary purpose is to help the couple prepare mentally and spiritually for the marriage that will be solemnized at the wedding.

The Rector is the final authority on all arrangements for a Grace Church wedding, and should be consulted before any definite plans are made. ***Please Note: These guidelines***

are to be followed even if the ceremony is performed by a priest other than the Rector of Grace Church.

After the first meeting with the Rector and Wedding Coordinator, a tentative date may be placed on the Parish Church calendar. The purpose of the tentative date is to indicate a couple's priority for that date, for the rehearsal, and for the use of the parish hall for either or both the Rehearsal Dinner and Reception. If another request is received for the same tentative date, as well as for a set date, the first couple will have scheduling priority in terms of Service, Rehearsal, and building use. ***Note: Lent is not an appropriate season for weddings.***

The Liturgy

The Liturgy for all weddings at Grace Church will be the Celebration and Blessing of a Marriage as set forth in The Book of Common Prayer (1979). No other services will be allowed. The Book of Common Prayer intends that the Marriage be conducted within the context of the Holy Eucharist. In this context, the new husband and wife offer themselves, their marriage, and the rest of their lives to the Father, through the Son, in the Spirit, and the congregation, as their fellow members in the Body of Christ, share together with them in this sacrifice of praise and thanksgiving.

Other, non-liturgical and non-scriptural ceremonies, such as "Unity Candle" or "The Mother's Rose", are not appropriate in the context of the Marriage Rite in the *Book of Common Prayer*. If desired, these elements may be planned as a part of the reception after the wedding. The Couple is free to contact the Church's Wedding Coordinator for more information about this.

The wedding liturgy begins with a procession up the main aisle from the back of the church, preferably led by a crucifer (cross-bearer). The groom and male attendants may walk with the clergy, preceding the female attendants and bride, or they may process in as couples. Specific decisions for the Liturgy, such as how various persons will process and where they will sit, will be discussed prior to the wedding, and addressed once again at the Rehearsal.

Wedding Music

1. The selection of wedding music is a very important part of the wedding plans. The music is an integral part of the worship service and therefore should be chosen liturgically. The choice of music for the wedding should be made in consultation with the Parish Organist and the Rector. Once your date has been approved, you should contact the Organist. If you need the number, please contact us at the office 225-635-4065.

2. A wide variety of music is available and acceptable, but likewise there are some types of music which have been traditionally deemed inappropriate for Christian worship. The best place to begin is with the authorized worship music found in the 1982 Hymnal. Other

music for weddings must be either overtly religious in character, or that which has been found to be complimentary to services of Christian worship. Music that is too "popular", sentimental, operatic, or from a context inconsistent with the aims and principles of Christian worship will not be allowed. To this end, Wagner's "Bridal Chorus" from Lohengrin or Mendelssohn's "Wedding March" from A Midsummer Night's Dream are not to be used.

3. In judging whether music is actually sacred in character, please know that the Rector and the Organist will give the matter their most serious consideration, but the final decision must be the Rector's.

4. As noted above, the use of hymns found in the Episcopal Hymnal 1982 is strongly encouraged. Selecting favorite hymns to be sung by the congregation, at various points in the liturgy adds a distinctively personal note to the ceremony and is a splendid way of emphasizing the sacred rather than the secular character of the occasion. Hymns also serve to involve the congregation in the worship experience, so that those who come to the wedding are more than spectators.

5. Vocal music may occur before the actual ceremony; however, once the liturgy has begun, only such music as would be used in a regular church service should be used. [*Please note:* The Lord's Prayer is a distinctly congregational item in the marriage rite. Under no circumstances will it be sung as a solo as an alternative to the whole congregation saying or singing the prayer together.] If the bride and groom are considering a soloist, (instrumental or vocal) this aspect of the music must be discussed with the Rector and Organist BEFORE any final arrangements are made.

6. Instruments such as trumpet, oboe, flute, harp or string quartet are very acceptable but should first be cleared through the Rector and Organist.

7. A vested choir, though not often seen at weddings, adds much beauty and dignity to a liturgy. A bride and groom interested in having a choir sing at the wedding should discuss this with the Rector and Parish Organist early in the wedding planning process.

The Organist

The Historic 1860 Pilcher tracker organ is to be used only by the Grace Church Organist, or someone that the Rector and Organist have approved and authorized. You should contact the Organist as soon as your date has been approved to make arrangements for the music. The fee must be paid at the Rehearsal, and the Church's Wedding Coordinator is tasked with the responsibility of collecting all fees and honorariums at this time.

Decorations

When decorating the Church for a wedding, respect should be given for the Grace Church tradition of dignity and simplicity in the worship of God. The primary purpose for decorations within a church on any occasion is to give God glory. They are expressions of

our joy and our thankfulness. Unfortunately they are all too often used to "glorify" the occasion or to attempt to impress the congregation. The guidelines which follow will assist brides and grooms in appropriate and tasteful decoration of the Grace Church.

1. Please remember that as in all matters of worship, the Rector is the final authority. This is true as well for the decorations in Grace Church. Check with the Rector well in advance of the date of the wedding and certainly before making any arrangements with a florist or wedding consultant.
2. Two bouquets of flowers or greenery on the altar are all that should be put within the sanctuary. No artificial decorations or greenery may be used. Flower arrangements on the Altar should draw the attention of the view to the Altar Cross, not away from it. Generally they should not be higher than the Altar Cross, and should certainly not be in front of the Cross.
3. Arrangements of flowers, plants, etc. in the chancel or nave are to be kept to a minimum. It would be inappropriate for anyone's wedding decorations to be bigger or fancier than those used to celebrate Easter or Christmas in the church. Most people agree that Grace Church is already so beautiful that the building does not require massive displays of flowers in order to "look good". Instead the flowers are used to draw the attention of the congregation to the places of important activity: i.e. the Altar, and the Chancel steps.

Only church-owned vases may be used on the Altar.

Please note: Floral arrangements, once placed on the Altar are to be left on the Altar. Once they are given over to God's worship, they should not be removed from the worship space.

5. Candles are not to be used in decorations because of obvious fire hazards. Only the Altar candles, 7-branch Candelabra, and the Paschal Candle may be lit. (*Please note the point made above concerning the inappropriateness of a "Unity Candle"*).
6. The Altar Guild is responsible for setting out and removing Altar flowers, festal linens, Altar Hangings, and candles. No one except an Altar Guild member is allowed behind the communion rail unless invited by the Rector or Altar Guild member.
7. No tacks, glue, tape, etc. may be used on church furniture, ***nor may Grace Church furniture be moved to accommodate decorations.*** This includes the movement of pews, baptismal fount, Easter Cross, Paschal candle, Lectern, or any other liturgical equipment.
8. All decorations with the exception of the Altar flowers must be removed by 6:00 a.m. the morning following the ceremony. Naturally, the Bride and Groom are responsible for seeing that the Church is cleaned prior to the next service.
9. Sometimes wedding consultants bring food and drinks for the wedding party's consumption while getting ready for the service. Under ***NO*** circumstance are food and drinks allowed in the Church, the Bell Tower, the Entry Parlor, or any other location

within the church building. These refreshments are encouraged, **BUT** they must be placed in Jackson Hall.

Wedding Photographs

Christian marriage is a sacrament and your wedding is a religious service. Therefore, NO pictures are to be taken during the ceremony, unless the photographer has been trained by the Clergy, and the clergy approves an exception to this rule. Please inform family and friends of this. Pictures may be taken during the processions, but only if the Photographer can do so unobtrusively and without distracting the congregation. Pictures may be taken before or after the ceremony. The Priest will be happy to "stage" photos after the Church has been cleared of worshippers. The Photographer is to identify him or herself to the Rector before the service. When it is desired that a Wedding be video-taped, be advised that no additional lights may be used, and that only stationary cameras, at the rear of the Nave, or out of view of the congregation and in the vicinity of the organ, will be permitted.

Rehearsal

The Rector and Wedding Coordinator are in charge of the rehearsal, which will begin promptly at the appointed hour of 5:30 pm on the day before the wedding, or on a day mutually agreed upon between the couple and the priest. Significant liturgical and ceremonial matters should be discussed with the Priest during the pre-marital preparation process, so that careful thought can be given to each detail of the liturgy. The Rehearsal itself offers little time to try and make significant changes.

It is important that every member of the wedding party be present on time for the Rehearsal. It usually takes about one hour, so please be prompt. Delays in starting the Rehearsal may adversely impact the schedule of post-Rehearsal events. Please speak with members of your wedding party before hand to impress this point upon them.

Save any celebrating until after the rehearsal so everyone will get full benefit from the rehearsal and instruction. Abstain from any alcohol intake until the reception.

The organist will not normally attend the Rehearsal, except for guest organists who should do so, so they may become familiarized with our instruments before the actual wedding. Wedding day is not a good day to practice on a 1860 historic instrument.

Clergy Attendance at Wedding Rehearsal

Please understand in advance that it is not customary for clergy to attend rehearsal dinners or wedding receptions. This is entirely up to the clergy, based on and dependent upon his or her schedule. Do not be insulted if we are unable to attend. Invite us in person and accept our decision gracefully. We are extremely busy and are unable to attend all functions.

Wedding Day Protocol

To insure an orderly and reverent wedding service, it is forbidden that alcoholic beverages be served or consumed on church property prior to the start of the wedding service. Please remind all members of the wedding party of this.

No rice, confetti, flower petals or other items may be thrown in or around the church.

It has long been a custom of Grace Church to have the Church bell rung at the beginning and conclusion of the service. The bride and groom are invited to ask a stout-armed relative or friend to ring out this joyous peal.

Wedding Coordinator

Your wedding coordinator for Grace Church will be your liaison between the church and you. The coordinator will meet with you approximately three times: Your initial meet-and-greet with the Celebrant, once “mid-term” before the wedding to review the Wedding Service Form, and, finally, at the rehearsal. You may call the coordinator any time you have any questions and, on occasion, you may need an additional meeting with the Coordinator. Should an outside wedding professional be used, that person must contact the Church Wedding Coordinator to ensure a smooth preparation process, in accordance with Grace’s rules and doctrine. Remember that all wedding plans must be approved by the Celebrant first.

The Wedding Coordinator will arrange with the Altar Guild for services needed to set-up and clean-up the altar for the Church service. The Couple is invited to find two acolytes and a crucifer among family members. They must be baptized Christians, ages, 8 and up, and able to carry the heavy cross and torches.. The Priest, Coordinator, or Acolyte Master will be glad to train your acolytes at the wedding rehearsal.

The Coordinator may assist you in your communications with our Director of Music, but we encourage you to call the Director as soon as possible with the prospective date of your service. The selection of all music for the service is the responsibility of the couple.

The Coordinator may lead the wedding rehearsal at some designated time prior to the wedding. The celebrant usually attends the rehearsal, but, it may be necessary from time to time to have the Coordinator oversee the rehearsal in the absence of the Celebrant. The Coordinator will work hard to ensure your wedding day ceremony will be beautiful and stress free.

On the day of the wedding, the Coordinator will open the church and parish hall 1.5 hours before the ceremony for florists, caterers, and the wedding party dressing. If additional time is needed, please let the Coordinator know. The Coordinator will assist with the preparation of the wedding party and will help the party assemble, line up in order, and begin the Church procession at the appointed time.

Lastly, please bear in mind that our Wedding Coordinator is a volunteer who gives of her time and talents to ensure you will have a memorable and holy experience. Please treat the Coordinator with respect and appreciation. And, please know that whenever the Coordinator gives a “No” answer to a request, it is usually because it violates Grace Churches policies and procedures or Episcopal Church guidelines.

Serving Liquor in Jackson Hall

The Wedding Reception is not a Church event, but, rather, a social event for the couple and their family and friends. For this reason, Grace Church assumes no liability for any issues resulting from the consumption of alcohol at receptions. The serving of beer and wine has long been allowed in moderation at all wedding receptions. The serving of hard liquor requires that the catering company or the couple purchase a liability insurance for the event. These are inexpensive and will cover you in case of any incidents. Additionally, we require that the catering company provide at least one licensed bartender to oversee liquor consumption. If the reception is not catered by a professional, the family must provide a licensed bartender at their cost. Failure to obtain insurance or hire a licensed bartender might result in a withdrawal of permission to serve hard liquor at your reception. We must have copies of these licenses on file prior to the start of the event.

Marriage Licenses, Wedding Planning Guide, Wedding Party Form

Please know that it is the responsibility of the couple to submit Marriage Licenses to the Parish Administrator at least two full business days before the Wedding Rehearsal. Grace is not allowed to perform marriage ceremonies without appropriate licenses. The Parish Administrator will file these licenses with the Clerk of Court on the first business day following the wedding.

Likewise, it is the responsibility of the couple to submit Wedding Planning Guides, and Wedding Party Forms to the Parish Administrator or Wedding Coordinator at least two weeks before the Wedding Rehearsal. This information is fundamental to the development of wedding bulletins for the service. These forms can be found on our website: www.gracechurchwfp.org, under tab “News and Events.”

Miscellaneous

Acolytes and crucifers (of any age over 8 years), *if desired*, should be selected by the bride and groom. They must come to the rehearsal for training, if they are not normally Grace Church acolytes.

Seating capacity of the church is approximately 300 – 350 adults.

Fees and expenses

- a. Church Building: No fee, donation to “Grace Church” is appreciated
- b. Jackson Hall: Hall Rental: \$250.00 and a deposit of \$250, which will be fully refundable within two weeks following the service. Any costs associated with the cleaning of the

Church or Jackson Hall after the service will be deducted from this deposit. If additional costs are incurred, the couple will be billed by the Church. Please avoid this by leaving the Church, and all buildings, clean and ready for services the next day. A Jackson Hall use fee may be assessed by Vestry at any point, and the couple will be informed prior to the use of the building. Deposit and rental fee are due when you confirm your date with the Rector and Parish Administrator.

- c. Please know that couples are NOT **REQUIRED** to have music at their weddings or to use our Church Organist. You can contract with your own musician. If you choose our Organist, his fee is \$ 300. Write check directly to the Organist and hand to Parish Administrator when you turn in your marriage license.
- d. Additional vocalists or instrumentalists are not required, but, if couples choose to have them, these should be arranged by the Couple. Please write the checks to them directly and hand to Parish Administrator when you turn in your marriage license.
- e. Altar Guild: \$50, write check to Grace Church, memo "Altar Guild" and hand to Parish Administrator when you turn in your marriage license.
- f. Chalice-bearer, lay reader, or acolyte: a hearty "thank-you" is enough.
- g. Celebrant: a stipend is customary, in the \$200-400 range, at the discretion of the couple. Write the check directly to the priest and hand to Parish Administrator when you turn in your marriage license.

Conclusion

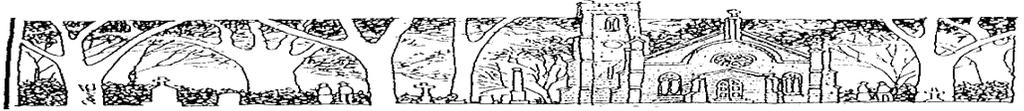
We hope that these rules and suggestions, based as they are on Canon Law, simple good taste, theology, and experience, will answer any questions you and the planners of your wedding might have. If, however, you have questions not covered above, we will be glad to answer them, just call us. Please address all questions to the Rector, Organist, Wedding Coordinator, or Altar Guild member, as most appropriate.

Our only goal in formulating these guidelines is to assure each and every Bride and Groom a beautiful, memorable, and holy wedding.

The Rev. Roman Roldan
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225-635-4065

Carol Stamey
Grace Wedding Coordinator
225-278-3257

Meg Kendrick
Parish Administrator
225-635-4065



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We acknowledge that we have received and read the Wedding Guidelines for Grace Church of West Feliciana Parish. Furthermore, our signature below indicates that we will agree to follow all policies and procedures and pay fees as outlined in the Wedding Guidelines. A copy of this agreement will be kept on file at the church and a copy will be provided for the couple.

_____ Date: _____

_____ Date: _____