



St. Francis Episcopal Church

Partner

Partner

____/____/____
Date of Wedding

St. Francis Wedding Policies

1. **Officiant**: The Rector or assisting clergy are responsible for the officiating of all services. St. Francis clergy normally perform all wedding services. If other clergy is requested, the Rector must approve their participation before plans are finalized.
2. **Appointments** for the required marriage counseling are arranged with the officiating priest. A minimum of six sessions will be completed prior to the wedding. Topics to be covered include the FOCCUS survey results. There is a \$20 fee (per couple) for the FOCCUS survey, due at the first session, to cover the cost of scoring the instrument.
3. **Liturgy**: All wedding ceremonies will be performed according to the Book of Common Prayer (BCP), the respective canons of the Episcopal Church, and the traditions of St. Francis Parish. There will be no deletions, additions, or substitutions outside those permitted by the rubrics of the BCP without prior consent of the Rector. Ceremonies will not be scheduled while other parish worship is taking place.
4. **Music**: All music must conform to the BCP's rubrics and the regulations authorized by the Episcopal Church. Since wedding music is a type of offering to God, discretion should be used when selecting music that is appropriate to the occasion. The parish organist will be given the first opportunity to provide accompaniment at our standard fee of \$150. If the parish organist is not available, it is the couple's responsibility to arrange for an organist and to coordinate their music selections well in advance and subject to the approval of the Priest.
5. **Wedding Coordinator**: While the priest has final authority to make and/or approve all decisions regarding the wedding, every wedding will have an appointed Wedding Coordinator — a person selected by the bride to coordinate and communicate with the priest regarding the various issues of planning and directing the rehearsal and wedding. In the event the bride does not appoint a Coordinator, the church will provide one for a fee of \$100.00.
6. **Flowers**: Unless otherwise coordinated, flowers are limited to two arrangements placed in the vases on either side of the lectern and pulpit. No ribbons, decorations, or

St. Francis Episcopal Church

flowers may be placed on the altar. Flowers or ribbons may be placed on the church pews along the center aisle (may not use tape to secure them).

7. Photography: Photographs may be taken in the Church before the ceremony (church must be cleared one-half hour before the wedding is to begin) or afterwards (post ceremony pictures should be completed within 30 minutes). No pictures may be taken within the chancel (altar area.) Photographs may be taken during the ceremony provided the photographer respects the sanctity of the occasion. Videotaping is permitted, however, video lights are discouraged due to their intrusive nature. Taped recording may be made provided the microphone is not a distraction or it is concealed.
8. Alcohol: It is understood that **no alcohol**, in any form, is permitted on Church property at any time (including the parking lot). If alcohol is detected, or any member of the wedding party is found to be intoxicated, the wedding will be cancelled immediately. *It is the responsibility of the Partners to inform each member of the wedding party regarding this policy.*
9. Building Use: The parish charges a fee of \$100 for weddings, to cover the cost of utilities and cleaning. There is no charge for the sacramental services of the Priest. Some couples may choose to make a modest donation to the parish Discretionary Fund, used to provide alms to poor and needy, as a thank offering for the work of parish volunteers, but such a donation is not required.
10. After the Service: As the wedding party leaves the building, nothing may be thrown (i.e. rice or confetti) in celebration inside the Church. Outside celebration preferences should be coordinated in advance and should be environmentally safe.
11. Receptions in the Parish Hall: Parish members may use the parish hall for reception following the wedding, with the following exceptions/provisions:
 - a) The parish hall is not available for receptions on Saturday night.
 - b) The wedding party is responsible to provide all food, beverage, paper products, table cloths, and decorations for their event, as well provide all food preparation, set-up, serving, and clean-up of the kitchen and hall. The parish does not provide volunteers to assist.
 - c) The wedding party will have full use of the kitchen and parish hall, with the understanding that no reception food, drink, decorations, or other items will be left in the kitchen refrigerators or on the counters, and that the hall, kitchen, and rest rooms will be returned to the condition in which they were found, no later than 24 hours following the event.
 - d) A refundable deposit of \$200.00 is required for use of the hall, to be paid when the keys are picked up from the Junior Warden, and returned when the keys are returned and the facilities found to be clean.

St. Francis Episcopal Church

- e) Receptions must conclude by 10:00PM
- f) No alcohol may be stored, served, or consumed on church property.

12. Payment of Fees: All fees and deposits (Organist, Building, Wedding Coordinator, and Parish Hall) must be paid in advance of the wedding date. In the event these costs create an undue hardship on the couple, they may be waived or amended at the sole discretion of the Rector, whose decision shall be final and binding.

13. Other: No policy letter is all-inclusive. Therefore nothing should be assumed, just because it is not written down. Experience shows that carefully planned ceremonies coordinated well in advance limit the possibility of unexpected complications. While every effort is made to update published policies, the Rector retains the right (as the sole approval authority) to amend any or all of the above stipulations.

We acknowledge that we have been made aware of the above policies and that unless otherwise coordinated with the parish Rector the wedding will be planned in accordance with them.

Signature

Signature

Date

Officiating Priest