

Wedding Guide

**Emmanuel Episcopal Parish
of
Orcas Island**

P.O. Box 8, Eastsound WA 98245

Church Office hours and telephone:

Tuesday through Friday from 9 a.m. to 1 p.m.

360-376-2352

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WEDDING PLANNING GUIDE

Emmanuel Episcopal Parish

HOLY MATRIMONY

Holy Matrimony is the union of husband and wife in heart, body and mind, intended by God for their mutual joy; for the help and comfort given one another in prosperity and adversity; and, when it is God's will, for the procreation of children and their nurture in the knowledge and love of the Lord.

The Episcopal Church requires that at least one of the parties be baptized, that there be at least two adult witnesses and that the marriage conforms to the civil law and in accordance with the Canons of this Church. The Episcopal Church's Book of Common Prayer is the standard by which marriage ceremonies are conducted at Emmanuel Episcopal Parish.

DECLARATION OF INTENT

Each couple intending marriage in the Episcopal Church is required to sign a copy of the following declaration:

"We, _____ and _____,

desiring to receive the blessing of Holy Matrimony in the Church, do solemnly declare that we hold marriage to be a lifelong union of husband and wife as it is set forth in the liturgical forms authorized by this Church. We believe it is for the purpose of mutual fellowship, encouragement and understanding, for the procreation (if it may be) of children, and their physical and spiritual nurture, and for the safeguarding and benefit of society, and we do engage ourselves so far as in us lies, to make our utmost effort to establish this relationship and to seek God's help thereto."

DIVORCE AND RE-MARRIAGE

The Episcopal Church teaches that marriage is, by intention, lifelong and each couple signs a declaration of intention which affirms this teaching. However, it must be acknowledged that divorce does occur, in spite of the best and most solemn intentions. The Church regards divorce very seriously and encourages married persons to do all they possibly can to effect healing and reconciliation before divorce. When divorce does occur, the Church seeks to provide pastoral care to assist each of the parties during a most difficult and painful time of their lives.

The Church allows re-marriage after divorce but in such cases the period of premarital preparation with the clergy may be a little longer. Written permission from the Diocesan Bishop must be obtained by the priest before the priest is allowed to solemnize the marriage. The request for the priest to officiate must be made to the Bishop not less than thirty days before the marriage.

PREPARATION FOR THE MARRIAGE

The period of the Engagement is meant to be a time of planning, preparation and growing together. In the Episcopal Church, the clergy is required to explore with the couple the nature, meaning and purpose of Holy Matrimony. The time of preparation is typically a time when the couple and the priest come to know one another quite well, learning to work together in community with a common goal – the marriage itself and the life of the couple as a new family. The theology of the Church is discussed in detail, the Marriage Rite is carefully reviewed and planning for the service itself all occur in regular consultation with the clergy. Often, premarital seminars are suggested and certain books and video tapes may be recommended.

THE CLERGY

Bishop Craig Anderson of Emmanuel Episcopal Parish is available for consultation and advice during the entire time of preparation. It is our commitment to the couple that every effort will be made to help them prepare for this important event in their lives. Under the Episcopal Church Canons, no clergy other than parish staff will solemnize a marriage at Emmanuel Episcopal Parish without prior consent of the rector.

CHURCH RECORDS

The marriage will be recorded in the records of Emmanuel Episcopal Parish. These records are kept in the Parish and are a part of its history. Parish records are legally admissible in any United States court of law and are frequently used by those researching their family history.

THE MARRIAGE LICENSE

A Washington State marriage license is required for all weddings at Emmanuel Episcopal Parish, which may be obtained at any county courthouse in the State of Washington. An application for the license must be completed by both parties, the license is issued immediately and there is a three-day waiting period before the marriage may be solemnized. At Emmanuel Episcopal Parish, it is recommended that the license be obtained and delivered to the church office at least two weeks before the marriage. This allows sufficient time for the necessary documents to be prepared prior to the rehearsal and wedding liturgy.

ALTAR GUILD

The Altar Guild, by tradition, is charged with the responsibility of preparing the altar for the marriage. In addition, at Emmanuel Parish, the Wedding Coordinator will assist at the rehearsal and the wedding. She is assigned to each wedding and it is the responsibility of the couple to contact her for a meeting no later than four to six weeks prior to the wedding day. At that meeting, she will answer many of the questions about the church building, ushers, the procession, dressing areas and the need for a professional wedding coordinator during the rehearsal or the marriage itself. However, if one is desired, permission must be granted by the officiating clergy. Although the Wedding Coordinator may consult with the clergy and guild, he/she does not maintain the final authority. It is the responsibility of the wedding couple to contact the Wedding Coordinator no later than three months before the wedding date.

FEES

If you wish to be married at Emmanuel Episcopal Parish, the first step is to arrange an appointment with the Priest. That conference explores Christian marriage, the customs of the Episcopal Church, and the wedding policy of Emmanuel Episcopal Parish. The wedding date is set by mutual agreement with the couple and the church. At that time, the wedding fees are due to reserve the date on the church calendar. A Wedding Fees Disbursement form is also completed at this time. If the amount of the fees are a financial hardship for the couple, they should discuss this with the Priest at the initial conference.

An honorarium is a customary gift for the Priest officiating at the wedding. While any amount is appreciated, the suggested guideline is commensurate with the time spent together in counseling and preparation. A rule of thumb would be an amount commensurate with a counselor's hourly fee (usually a sliding scale based on the client's wage) times the number of meetings.

Traditionally, the honorarium is given to the priest by the best man at the rehearsal. Parish policy requests that it be in the form of a check made out to Emmanuel Episcopal Parish. It should not be made out directly to the priest.

FLOWERS

It is the responsibility of the bride and groom to contact a local florist and have them provide an altar flower arrangement. The altar arrangement is considered a gift to the church for the wedding in thanksgiving for the marriage and will remain on the altar for the Sunday services following. (The height of the altar floral arrangement may not exceed 16 inches.) The bride and groom may designate a dedication of the altar flowers and have it printed in the church bulleting by calling the church office.

Please note, the family is responsible for removal of any extra decorations that are not appropriate for a Sunday service (i.e. pew decorations, etc.) The use of tacks or tape on the pews is NOT allowed. The tossing of rose petals is not permitted inside the church nor is rice, birdseed, or confetti allowed on the church grounds. If rose petals, etc. are tossed outside the church, they must be removed by the wedding party after the service.

Aisle runner cloths are not available at the church.

MUSIC AT THE WEDDING

The Canons of the Episcopal Church specify that the music used in all worship should be an offering for the glory of God and as a help to the people in their worship. In addition, the traditions of the Church serve as a guideline as to the appropriateness of music selections. The Organist/Choirmaster of Emmanuel Episcopal Parish will provide consultation regarding the possible choice of music suitable within the limits of Church Canons and traditions. The final authority for music is with the clergy as advised by the Organist/Choirmaster. The couple should contact the Organist/Choirmaster at least a month before the marriage date to consult about the music. Arrangements for soloists and other musicians must be made in consultation with the Organist/Choirmaster. Appropriate music selections appear in Appendix A.

ALCOHOL

As a sign of respect for the church and the couple, the consumption of alcoholic beverages by members of the wedding party before the wedding is discouraged. Alcohol consumption is not permitted on the property (church, parish hall, parking areas, etc.) prior to the wedding by friends or members of the wedding party. Alcohol consumption (champagne and white wine) may be permitted by approval of the clergy during a wedding reception held in the parish hall.

SMOKING

Smoking is strictly prohibited within the buildings and on the church grounds.

PHOTOGRAPHY AT THE WEDDING

Photographs are an important part of most weddings and Emmanuel Episcopal Parish is a particularly beautiful church, which adds to the quality of photographs. Holy Matrimony is a Sacrament and flash pictures during the service are distracting and, therefore, inappropriate and prohibited during the wedding ceremony.

Videos of the wedding are allowed and the Wedding Coordinator will identify the station for the camera so that the recording is satisfactory to the couple and unobtrusive during the service. All photographs must be completed 45 minutes before the beginning of the service in consideration of arriving guests. The clergy is happy to assist any photographer in obtaining good pictures. Arrangements for photography and videographer are the responsibility of the wedding party.

WEDDING PROGRAMS

Wedding bulletins are arranged for and produced by the couple.

THE REHEARSAL

Most weddings require a rehearsal to provide an opportunity for all of the participants to learn their parts of the service. It is a time for the priest to meet the wedding party and to prepare them for the Marriage Liturgy. The time for the rehearsal is set in consultation with the priest and Wedding Coordinator and is usually the day before the marriage itself. Rehearsals at Emmanuel Episcopal Parish typically last less than an hour. If a rehearsal dinner is planned and the clergy and spouse are expected to attend, it is customary to send a written invitation.

POSTSCRIPT

The day of marriage is just the beginning of a new phase in the life of a couple: the start of a new life empowered by the grace of God. We do not take marriage lightly but as a sacred commitment between two persons made before their families, their friends, and God. It is our prayer that the life begun at Emmanuel Episcopal Parish will be a life lived in the knowledge of the love of God and a profound awareness of unending love. The Church celebrates the mutual love between man and woman and proclaims that God is the third person in every relationship. May the blessings of God be upon you always.

RECEPTIONS

The church parish hall can be rented for wedding receptions if the space is available. The Parish Administrator can provide information concerning rental of the parish hall. For more information, see the Fee Schedule Page.

WEDDING CONTACT/FEE INFORMATION

Deposit Fees

The mandatory deposit of \$500 is for the use of the church and is due at the church office at the time of the facility booking.

Use of the Church

\$500.00

Make check out to Emmanuel Episcopal Parish. Please note the seating capacity of the church is 120 persons.

Clergy

\$300.00 - 500.00

Contact Bishop Craig Anderson at telephone 360-376-2352. Although there is no mandatory fee for the Clergy's service, a voluntary honorarium is customary and appreciated. The honorarium is a donation to the Parish Discretionary Fund and is used for outreach for deserving causes.

Wedding Coordinator

\$100.00

Contact _____ at telephone _____.

The Altar Guild has the responsibility for the maintenance of the altar and for the preparation of the church for the wedding. The Wedding Coordinator meets with the couple prior to the wedding to participate in the planning and to help with coordinating the rehearsal and the wedding.

Sexton

\$100.00

Contact _____ at telephone _____.

The Sexton opens the church for the wedding party, makes certain the church is cleaned after the wedding, and provides security during the service itself. If the parish hall is used for the reception, the Sexton is available to open the building and make certain the parish hall has been cleaned following the wedding.

Organist
\$200.00

Contact _____ at telephone _____.

The Organist is available for consultation concerning music for the service and will provide a wide range of musical choices acceptable in the church. If a soloist is hired, the payment is in addition to the organist fee.

Use of the Parish Hall
\$1,100.00

The rental fee for the use of the Parish Hall for the wedding reception includes all day usage of the hall, including the kitchen.

A security deposit of \$500 is required, refundable if the facility is left in good condition.

Flowers

Cindy Morgan at The Nest Tel. 360-376-4580

Lindy Tuson Turner at Plantasia Tel. 360-376-4846

Caterers

Orcas Village Store Catering Tel. 360-376-8860

Bill Patterson Tel. 360-376-5080

Christina Orchid Tel. 360-376-2608

Reception Halls

Emmanuel Parish Hall Tel. 360-376-2352

Odd Fellows Hall Tel. 360-376-5640

Outlook Inn Tel. 360-376-2200

Photographers

Exposur Life Photography (Dustin Coy) Tel. 360-376-3936

CHECKLIST AND DUE DATES

1. Contact the Church Office to see if the date is available and pick up or have mailed this Wedding Guide booklet.

2. Contact Bishop Anderson to schedule the wedding or to get permission for someone else to perform the ceremony.

3. Pay the \$500 deposit fee to reserve the date on the church calendar.

4. Return the Information Sheets to the Church Office.

5. Three months before the wedding:

. Contact the Wedding Coordinator and the Organist.

. Contact a local florist to provide the altar flowers.

6. One month before the wedding:

.Pay any other fees: Organist, Parish Hall rental if used for reception, Sexton, and Wedding Coordinator.

7. Two weeks before the wedding:

Get marriage license paperwork to the Church Office.

.Make certain you have arranged for building access with the Sexton.

8. Day of Rehearsal/Wedding

Give honorarium to clergy.

The wedding couple or a designated person will be responsible for removal of ALL personal items before leaving the buildings. Any articles left behind will be discarded. The couple is also responsible for making certain that any gifts that arrive at the church are taken to the reception immediately following the ceremony.

APPENDIX A – MUSIC SUGGESTIONS

Air from Water Music Handel

Allegro from Water Music Handel

Arioso Bach

Canon in D Pachelbel

Hornpipe from Water Music Handel

Jesu, Joy of Man's Desiring Bach

La Rejouissance Handel

Ode to Joy Beethoven

Psalm 19 Marcello

Rigaudon Campra

Rondeau Mouret

Sheep May Safely Graze Bach

Sleepers Awake Bach

Trumpet Tune Purcell

Trumpet Tune in C Major Johnson

Trumpet Voluntary Stanley

Voluntary in D Major Boyce

Wedding March Mendelssohn

Wedding March Wagner

APPENDIX B - INFORMATION SHEET

Complete and return as soon as possible to:

Emmanuel Episcopal Parish, P.O. Box 8, Eastsound, WA 98245

Wedding Date _____ Time _____

Reception at _____

Rehearsal date _____ Time _____

No. of Attendants _____

Bride's Name

first middle last

Age _____ Date of birth _____

Bride's address _____

Email address _____

Telephone _____

home work

Occupation _____

Maiden? ___ Widow? ___ No. of this marriage? ___

Baptized? ___ Confirmed? ___ Communicant? ___

Denomination _____

Place of Birth: _____
city state

Parents: Father's name _____
and address _____

Mother's name _____

and address _____

Groom's Name

first middle last

Age _____ Date of birth _____

Groom's address _____

Email address _____

Telephone _____

home work

Occupation _____

Bachelor? ___ Widower? ___ No. of this marriage? ___

Baptized? ___ Confirmed? ___ Communicant? ___

Denomination _____

Place of Birth: _____

city state

Parents: Father's name _____

and address _____

Mother's name _____

and address _____

Witnesses _____
