

WEDDING POLICY OF ST. MARTHA'S EPISCOPAL CHURCH

The congregation of St. Martha's Episcopal Church welcomes you and prays God's blessing upon your pending marriage. We look forward to the possibility of being of service to you during this exciting process. This policy is intended to give you the information necessary to make this occasion a meaningful one and assure that the wedding and surrounding tasks run smoothly.

PLANNING:

Interested person:

1. Contact Administrative Assistant/Church Office;
2. By Canon Law, a **thirty (30) day notice** is required for a marriage to be held in the Episcopal Church;
3. Inquire about the policies and procedures of St. Martha's Episcopal Church;
4. Identify potential date(s) for wedding, including related events (rehearsals, ceremony and reception);
5. Receive packet of information, application, form of agreement and policies. *See attached form of agreement.*
6. A \$50 non-refundable deposit is required to secure your wedding dates. The check is due when the date is confirmed by the Administrative Assistant. The check must be payable to St. Martha's Episcopal Church and must be delivered to the Administrative Assistant or the Rector.
7. The Administrative Assistant will be your general contact person for facility usage.
8. If after reading these policies you desire to be married in St. Martha's Episcopal Church, please call the church office to schedule an appointment with the minister and/or Office staff, who will show you the facilities and make additional arrangements with you.

Administrative Assistant:

1. Share "**Requirements for persons desiring to be married at St. Martha's**" (*see below*);
2. Provide a packet of information, application, and policies;
3. Check the Church calendar;
4. Schedule an appointment with the Rector. **No announcement should be made until it has been cleared with the Rector; and**

5. Open file for wedding. *See attached checklist*

REQUIREMENTS for persons desiring to be married at St. Martha's:

1. At least one of the persons must be **baptized**. Baptism in any church which uses water and the name of the Trinity is recognized.
2. If either of the persons desiring to be married is **divorced**, counsel with the Rector must be sought. Following this counseling, a letter must be sent to the Bishop seeking his approval for the wedding. This must be secured before announcements or invitations are printed. One year is strongly recommended as the period of time before remarriage occurs.
3. Canon Law in The Episcopal Church requires **premarital counseling sessions**. Both parties must be available for these sessions. These sessions will enable the Rector to become better acquainted with you and determine the suitability of having your marriage blessed in and by this Church.. Present evidence before the wedding date of having completed premarital counseling with a minister or a qualified counselor, if approved by the Rector.
4. A **license** from the State of Delaware must be obtained no more than **thirty (30) days** prior to the wedding. Without this license, the clergy cannot perform the wedding. It will be requested at the rehearsal.
5. At least one of the parties must have a close connection to St. Martha's at the time of application.
6. If **Holy Eucharist** is desired in conjunction with the marriage service, this may be done either in the context of the wedding service with the entire congregation invited to receive or privately (earlier in the day of the wedding) with only the couple and invited friends attending.
7. **Guest ministers** are sometimes invited to assist the Rector in the service. If the couple has a relative or friend they wish to have participate, the following procedure should be followed: (1) Consult first with the Rector at St. Martha's before asking the guest minister; (2) Obtain consent and give him/her the guest's name and mailing address; (3) The Rector will then issue a formal invitation to the guest minister.
8. Regardless of anything else involved, final approval of all details and arrangements for all services in the church rests with the Rector.

FACILITIES: The foyer, sanctuary, fellowship hall, rest rooms, and kitchen are the facilities normally used. The piano, organ, sound system, tables, and chairs are examples of equipment normally used.

1. For weddings or rehearsals scheduled after 5:00 p.m. on Saturdays, responsibility for cleaning and set up immediately afterwards must be borne by the wedding families.

2. **No items including rice, bird seed, or flower petals may be thrown/used.**
3. If cars are decorated by the family and friends, the couple should arrange to remove any debris from the parking lot.

CARE AND USE OF THE FACILITIES DURING THE WEDDING AND RECEPTION:

1. Smoking is not permitted anywhere in the facility.
2. The church furniture in the sanctuary may only be moved under the supervision of staff members. The wedding party is responsible for returning the furniture to the original location after the wedding.
4. No tape is to be placed on any walls or furniture anywhere in the facility. You can choose to use sticky tac if you wish.
5. Parking restrictions of the Town of Bethany Beach must be followed or arrangements made through the Town Hall.
6. If candles are to be used they must be dripless candles.
7. The church tables and chairs may be used by the wedding party. Extra chairs and tables can be brought in by the wedding party. Set up and clean-up is the responsibility of the wedding party.
8. The church does not provide flowers, decorations, tablecloths, punch bowls, tableware, or other such equipment. These are the responsibility of the wedding party.
9. The kitchen is a catering kitchen only. No cooking or preparation of food may be done on the premises. However, food or drink may be served; this may occur only in those rooms having kitchen facilities or those specifically permitted in the Agreement. The kitchen must be cleaned afterwards by the wedding party.

REHEARSAL:

1. The Rehearsal for your wedding is normally held at 5:00 p.m. the evening prior to the wedding. It begins promptly at 5 p.m. and lasts about 45 minutes.
2. The persons to be involved (all members of the wedding party including bride, groom, attendants, ushers, and parents) should be present.
3. The Music Director will also be present at this rehearsal. If there is to be a rehearsal dinner, it should follow the rehearsal.
4. Please be on time for the rehearsal, and bring the Marriage License with you at this time.

5. The Rector will conduct the rehearsal.

ALL FEES must be paid at the time of the rehearsal. Please refer to the section entitled “Fees” for this information.

RECEPTION:

1. St. Martha’s does not provide a catering service for wedding receptions. However, the multi-purpose space located by the kitchen area may be used if it is available. It should be reserved at the time the calendar date for the wedding is reserved.
2. No hard liquor may be served at receptions at St. Martha’s; however, wine, beer, and champagne are permissible as long as alternative, non-alcoholic beverages are prominently provided.
3. **SEE ALCOHOL POLICY. This policy must be accepted by time confirmation of date for wedding is made.**

PHOTOGRAPHS:

1. Taking of pictures is permitted before and after the service. Limited, discreet picture taking is permitted during the service. Guests and professional photographers should be advised of this guideline.
2. Photographic sessions should be arranged with the Rector for a time before or after the service. It is preferred that photographic sessions are held before the service to avoid delaying the reception. Photographic sessions after service are expected to last no longer than **30 minutes**.
3. Professional photographers **must** clear all photography with the Rector beforehand.
4. Videotaping is permitted under special arrangements with the Rector.

RECEIVING LINE AND GUEST REGISTER:

1. Many couples wish to have guests registered as they enter the church. A book stand near the entrance will be provided for this if desired. Guests may, of course, be registered at the reception.
2. Many couples prefer to have a receiving line form at the rear of the church following the service so that guests may greet the bridal party as they exit, continuing on to the reception while photographs are being made after the service.
3. The receiving line may be outside of the church or in the entry.
4. **No items including rice, bird seed, or flower petals may be thrown/used.**

FLOWERS AND DECORATIONS:

1. St. Martha's is a beautiful setting for a wedding. Flowers and other church arrangements should be worked out with the Flower Committee.
2. The florist engaged by the couple should contact the church Flower Committee assigned for instructions for allowable decorations and timing.
3. None of the church or altar appointments may be moved by photographers, florists, or others without specific permission from the clergy.
4. No one, other than the clergy or Flower Committee is permitted in the sanctuary prior to, during, or after the ceremony.
5. Live or dried flower arrangements are permitted in the sanctuary; however, there should be no bows or ribbons on the vases.
6. If the wedding is a late Friday or Saturday affair, the couple might wish to arrange for the flowers to serve also as the Sunday flowers for the church. The Flower Committee should be notified and work this out together. If such arrangements are not made, the couple should take the flowers with them.
7. Boutonnieres are never needed for clergy, the Music Director or soloists as they will be wearing vestments.
8. Arrangements and plans for decoration must be coordinated with the Facilities Administrator least one month prior to the reception.

MUSIC:

1. The Director of Music is utilized at all weddings requiring organ music. The services of other Music Directors/organists may be used only with the permission and approval of the Music Director. If the services of another Music Director/organist will be used, the guest Music Director/organist will be asked to meet with the Music Director to discuss the use of the instrument.
2. The couple must contact the Music Director to make an appointment to discuss the music for the wedding soon after the first meeting with the clergy. The Music Director will consult with the couple about the music and be present at the rehearsal to rehearse with any soloists.
3. The Episcopal Church has specific guidelines and customs concerning the music of its service. Bear in mind that some music considered to be "traditional" for weddings is actually secular or too light for the sacred nature of the wedding ceremony. Popular and/or sentimental music and texts are not appropriate for weddings in the Episcopal Church.

4. At the time of the music appointment, the Music Director will provide the couple with a list of appropriate organ and solo literature. The choices for the prelude can be made by the Music Director with suggestions from the couple for particular sacred pieces which they might like. The choices of music for the processional and recessional can be chosen by the Music Director or by the couple from this list.
5. If the couple desires to have a soloist, solos may be sung during the prelude, within the ceremony between the reading of the lessons, or at the offertory (if the wedding includes Holy Eucharist). The soloist should plan to rehearse with the Music Director before the rehearsal. The Music Director will provide a soloist from the church for an additional fee payable to the soloist if the couple does not supply one.
6. If an appointment to discuss the music has not been made within **2 weeks** of the wedding, the Music Director will choose all the music.

WEDDING BULLETINS:

A bulletin listing the music, order of service, names of the wedding party and a short personal message may be printed via request to the Rector and Administrative Assistant at least two (2) weeks prior to the wedding. The Administrative Assistant will provide an estimate of such cost.

CLEANING SERVICE/ALTAR GUILD

Cleaning services are always required. The controlling factor is that our church must be neat and clean for services on Sunday, which begin at 8:00 a.m. For this reason, we prefer that Saturday weddings be in the morning or afternoon so as to lessen the difficulties caused the Cleaning Service/Altar Guild members in preparing for the Sunday services.

AGREEMENT/ ADDENDUM TO FACILITY USE AGREEMENT

We have read the **WEDDING, FACILITY USE, FEE SCHEDULE, AND ALCOHOL POLICIES OF ST. MARTHA'S EPISCOPAL CHURCH** and agree to abide by them.

Full Name: _____

Signature: _____

Home Phone: _____ Cell phone: _____

Mailing address: _____

Email address: _____

Dated: _____

Full Name: _____

Signature: _____

Home Phone: _____ Cell phone: _____

Mailing address: _____

Email address: _____

Dated: _____

Wedding Plans:

Day, Date and time of Wedding: _____

Day, Date and time of Rehearsal: _____

Reception at Church: _____ Estimated Number: _____ Time of Reception: _____

*****FOR CHURCH USE ONLY*****

Wedding Policy provided on _____ by: _____

Alcohol Policy provided on _____ by: _____

Facilities Use Policy provided on _____ by: _____

Fee Schedule provided on _____ by: _____

Application received on _____ by: _____

Deposit Received: \$_____ on _____ by: _____

Approval by Rector: _____ Date: _____

Wedding scheduled for: _____

Rehearsal scheduled for: _____

Notice provided to Director of Music on: _____ by: _____

Notice provided to Flower Committee on: _____ by: _____

Notice provided to Altar Guild on: _____ by: _____

Notice provided to Cleaning Service on: _____ by: _____

Proof of insurance (for use of Parish Hall/reception) on: _____ by: _____

Payment received for:

Director of Music on: _____ by: _____

Soloist on: _____ by: _____

received for:

Building: _____ by: _____

Clergy: _____ by: _____

Bulletin: _____ by: _____