



## **Wedding Policy**

**St. John's Episcopal Church  
Pascagoula, Mississippi**

## **St. John's Contacts**

<b>To schedule a wedding:</b>	Fr. Tom Fanning	601-278-6093
Wedding Guild Coordinator:	Mary Bet Evans	228-218-6873
Parish Administrator:	Jenn Johnson	228-762-1705
Organist/Choirmaster:	Hope Shotts	228-264-0177
Flower Guild Coordinator:	Stacey Baumhauer	228-327-0273

### **Priest**

The Reverend Thomas H. Fanning  
*Rector*

**St. John's Episcopal Church**  
**3507 Pine Street**  
**Pascagoula, MS 39567-3117**

**228-762-1705**

[www.sjecpm.org](http://www.sjecpm.org)

## **THE CELEBRATION AND BLESSING OF A MARRIAGE**

The Episcopal Church holds that marriage is created by mutual consent of heart, mind, and will; a physical, spiritual, and mystical union of a man and a woman; a public covenant of lifelong intention; a holy sacrament instituted by God.

The church describes matrimony as “holy” because a man and woman are set apart in a covenant relationship signifying Christ’s intimate union with his Church. In the sacrament of Holy Matrimony, the woman and man enter into a life-long union, make their vows before God and the Church, and ask for the grace and blessing of God and for the support of the parish faith community to help them fulfill their vows. Husbands and wives seek, with God’s help, to love, honor, comfort, forgive and be faithful to one another, reflecting the relationship between Christ and his Church.

Because of this understanding of marriage, the Episcopal Church views the marriage liturgy as an act of worship of God.

The Celebration and Blessing of a Marriage is first and foremost a service of Christian worship. Thus in the planning of the service many of the same principles and guidelines affecting all other services of worship in the church come into play. It is helpful to all concerned to be thoroughly familiar with the liturgy as it appears in the Book of Common Prayer, pp. 423-432. Special attention should be paid to the options and choices outlined in the rubrics (italicized directions) of the service, and to the general introductory comments found on p. 422. Part of the premarital counseling with the priest will involve a detailed study of the service, in order that the bride and groom may be comfortable making decisions about the lessons, music, and other elements of the liturgy that are left to their discretion. The information given herein is designed to begin that process.

## GETTING STARTED

The following is the order for scheduling a wedding at St. John's.

1. Before any plans are finalized or a wedding date can be scheduled on St. John's calendar, the couple should first contact **Fr. Tom Fanning, Rector**, to determine eligibility for marriage at St. John's.
2. If the Rector determines that the couple meets the initial requirements, the couple should then contact the Rector to schedule an appointment for approval. 228-762-1705 ext. 11
3. Once approved by the Rector, the couple should contact the Wedding Guild Coordinator, Mary Bet Evans, to discuss requirements and details and should also make arrangements for pre-marital counseling either with the Rector or approved counselor.
4. Pre-marital counseling includes the following; **a minimum of four sessions. All counseling must be completed two months prior to the wedding date.** During the course of this process, the Rector will make a final decision whether or not to proceed with the marriage at St. John's under the guidelines and Canons of the Episcopal Church of the Diocese of Mississippi. No date can be set, nor should any announcement be made nor banns published until the Rector's consent has been given.
5. The couple then makes an appointment with St. John's organist or the organists appointed substitute.

## ELIGIBILITY

The Episcopal Church requires that at least one of the two persons be a baptized Christian. In addition, St. John's requires that at least

one of the two parties be an *active member* of St. John's or an *active member* of another Episcopal Church in the town in which they reside.

An *active member* is defined as one who, for the previous 12 months, has been faithful in corporate worship, unless for good cause prevented, has been faithful in contributing time, and talent, and has demonstrated an annual financial commitment for the work and ministries of the church.

A letter from an Episcopal priest in the town in which one member of the couple resides stating that the person is an active member of that particular church and is in regular attendance at the Eucharist should be sent to St. John's priest responsible for the couple's pre-marital counseling prior to their first session.

## **THE CHURCH'S LAWS: REQUIREMENTS FOR REMARRIAGE IN THE CHURCH**

All requirements outlined in this Wedding Policy, especially those concerning baptism and active membership, apply to those couples seeking remarriage just as they do for all other couples.

In addition, the following Church Laws require:

1. **Time Between Divorce and Remarriage:** A full year from the date of the divorce decree must have passed before the proposed date of remarriage can take place.
  
2. **Divorce Decree:** A certified copy of the divorce decree(s), with copies of any settled agreements, and a signed Declaration of Intention must be maintained on file by the priest, and so certified to the Bishop. Copies of the certified divorce decree(s) and any settled agreements should be brought to the first pre-marital counseling session.

3. **Premarital Counseling:** A period of premarital counseling is required, during which issues relating to the prior marriage or marriages are addressed.
4. **Bishop's Approval:** Upon successful completion of counseling, the priest will write a letter to the Bishop requesting approval of the marriage application. This letter must be sent to the Bishop no less than 60 days prior to the proposed date of the wedding.
5. **Letter from the Divorced Party or Parties:** In addition to the letter from the priest, the divorced party/parties must write a letter to the Bishop declaring the reasons for the marriage and why he/she wishes to be married in the Church. This letter should be brought to the first pre-marital counseling session.
6. **Marriage Announcement:** It is the Bishop's expectation that no announcement of the marriage be made until the Bishop's consent has been granted.
7. **Follow-Up Counseling:** The Bishop requires a follow-up counseling session 6 months after the remarriage.
8. **No Remarriage after the Third Marriage:** The Bishop will not approve any application beyond the third marriage.
9. **When Additional Episcopal Consent is Required:** If the proposed marriage is to be solemnized in a jurisdiction other than the one in which the consent has been given, the consent shall be affirmed by the Bishop of that jurisdiction.
10. **Clergy May Decline to Officiate:** "It shall be within the discretion of any Member of the Clergy of this Church to decline to solemnize any marriage." (ECUSA Title I, Canon 18, Sec. 4)

## **PRE-MARITAL COUNSELING**

St. John's requires that the parties shall be instructed as to the nature of Holy Matrimony. This pre-marital instruction will be conducted by St. John's Clergy or, in extenuating circumstances, by

another Episcopal priest or qualified therapist designated by and approved by the Rector. This pre-marital instruction covers a considerable number of subjects and is the responsibility of the priest who solemnizes the marriage.

## **OTHER/VISITING CLERGY**

If the couple wishes for a member of the clergy from another parish to assist in the liturgy, they must first get approval from the Rector of St. John's. If the request is approved, St. John's priest will invite the visiting clergy person to assist. St. John's priest will be responsible for the liturgy and will serve in the liturgy as the chief celebrant if there is a Eucharist, and in other appropriate ways if there is no Eucharist.

## **ADVANCED NOTICE**

Since weddings at St. John's are liturgies of the faith community, they involve the participation of many different people with different functions, and adequate advanced notice is essential. St. John's needs arrangements made as far in advance as possible in order to ensure against scheduling conflicts. Advanced notice of several months is the rule rather than the exception.

## **PROHIBITED DATES**

Because of the Church's solemn preparation for the celebration of the Easter Paschal Mystery, weddings are not scheduled during Lent. In addition, St. John's does not schedule weddings during the last two weeks of Advent, on Christmas Eve and Day, New Year's Eve and Day, Easter Eve and Day, Thanksgiving Day, Sundays, and any other holiday St. John's elects to recognize by closing its offices.

## **TIME OF THE WEDDING**

The time of the wedding may be as early as 11:00 a.m., but no later than 6:00 pm. There may be no more than one wedding scheduled on any day.

## **CLERGY HONORARIA**

*The Celebration and Blessing of a Marriage* is one of the sacraments of the Church and is part of the normal ministry of every priest. Just as with any other area of ministry, the clergy do not charge “fees” for carrying out their duties in the life of the parish. However, it has become the norm that families of the bride and/or groom contribute a “thank offering,” or honorarium, to the priest in charge of the service. Customarily this offering has come to be regarded as the groom’s responsibility. If the groom is not a member of the parish, the bride should convey these guidelines to him and his family for their information.

A suggested range would be from \$150-\$250, plus any incurred travel expenses. Again, in special circumstances or in cases of financial hardship these amounts might not apply. Please feel free to discuss this honorarium with your priest who, above all else, desires to serve you in the wedding ministry of the Church.

## **THE FINAL RESPONSIBILITY FOR THE SERVICE**

As in all St. John’s liturgies, the officiating priest is charged by Canon Law with the final responsibility for determining the appropriateness of all arrangements and details. The wedding



rehearsal and ceremony are conducted by the priest, who is assisted by members of the Wedding Guild.

## **THE WEDDING GUILD**

The Wedding Guild is responsible for assisting the priest in all of the mechanical arrangements for a wedding. Members of the Wedding Guild are volunteer parishioners who are competent and happy to advise the bride on all matters pertaining to weddings, especially as they relate to the customs and rules of St. John's.

**Outside wedding consultants are not permitted.**

## **MUSIC FOR THE WEDDING**

St. John's is always available for weddings without music, but when music is desired, the organist of St. John's is engaged.

The wedding liturgy is, first of all, an act of worship of God and a church service of festival proportions. The music must remain subordinate on this occasion to the liturgical requirements of the Prayer Book and must be of the same nature as used for corporate worship at Sunday services.

In accordance with the judgment of the Standing Commission on Church Music of the Episcopal Church and other leading church musicians throughout the country, St. John's does not allow the use of secular lyrics and/or popular music. The music should be appropriate to the solemnity of the occasion, and texts sung must be theological or biblical in content. Music is provided only at those points in the service designated by the rubrics in the *1979 Book of Common Prayer*. *The Lord's Prayer* is said by the congregation as an act of worship and is not sung. A vocalist, small choir or instrumentalists, if desired, can be used elsewhere in the wedding

service. All arrangements are to be made through the organist/choirmaster.

If a soloist, choir, and/or other instrumentalists are asked to participate in the service, it is the responsibility of the bride or the soloist/group to contact the organist for a rehearsal prior to the wedding day.

The organist or associate will assist the couple in selecting the music. If for some reason St. John's organist or the organist associate is not available and another musician is employed, St. John's organist must approve the musician, the music chosen, and any other musical participants, i.e. soloists, choristers, instrumentalists, etc. The final decision on the appropriateness of music resides with the officiating priest in consultation with the organist in planning and approving the music for weddings. The parish organist functions as the Rector's designated deputy in the matters of music.

## **THE ACOLYTE(S)**

The acolytes for the wedding service will be acolytes who are currently serving as acolytes at St. John's on Sunday mornings.

## **THE WEDDING PARTY**

It is necessary that all members of the wedding party attend the rehearsal. Flower girls and ring bearers should be at least four years old. If the child is unable to perform his or her actions when called upon to do so the wedding guild member has the right to not allow the child to participate. All children who are participating as flower girls or ring bearers will have to be present at the rehearsal. All younger children will only walk down the aisle before the bride and be joined at the side door with a member of the family who is well known to the child and then be seated in reserve seats for the child and adult.

## **NUMBER OF ATTENDANTS IN THE WEDDING PARTY**

St. John's has limited space for bridal and groom attendants to be seated during a wedding in the chancel area of the worship space. They will be seated in the choir. Therefore St. John's can only accommodate eighteen attendants in the choir area; that is, 9 bridesmaids and 9 groomsmen. We can, however, add two chairs on the rail side of the choir loft where an additional two attendants may sit during the service. Therefore, there is a maximum of 10 bridesmaids and 10 groomsmen that St. John's can accommodate during a wedding service.

It is generally the custom for a bride to have a maid of honor or matron of honor accompany her and the groom to have a best man accompany him. St. John's can accommodate both of these individuals who will sit with the bride and groom near the organ. The space will only allow for four individuals to be seated by the organ.

Therefore, only twenty two individuals can be invited to be attendants at a wedding at St. John's as part of the bridal party. A number less than twenty two is certainly appropriate and in many ways will be more manageable on the day of the wedding.

We do realize that this policy may limit the couple's expectations for the size of the bridal party but there are other ways that individuals who are close to the bride and groom can participate; male ushers, readers – three separate readers can participate, and bringing up the elements for communion - three individuals can bring the elements forward. The wedding guild is willing and able to work with the couple on ways to include all who need to be included in this special event in the couple's lives.

## **DECORATIONS IN ST. JOHN'S WORSHIP SPACE**

The couple may choose any floral designer they wish; however, the choice of floral designer must first be approved by the Flower Guild Coordinator prior to making any commitment or signing any contract with the florist.

All flowers and/or decorations in St. John's proper must be approved by the Flower Guild Coordinator. Other flowers worn or carried by members of the wedding party are left to the discretion of the couple.

All floral arrangements, candles, and other decorations for all weddings at St. John's are in the charge of the Flower Guild. Floral designers not familiar with St. John's guidelines and who have not previously provided floral arrangements for a wedding at St. John's must contact the Flower Guild Coordinator.

The Episcopal Church values simplicity in the presentation of flowers at a wedding. As the central symbol of our faith, the altar and cross are the focal points for all services. Accordingly, flower arrangements should enhance, not overwhelm the altar or cross.

All decorations for St. John's and flowers for the wedding party must be in place at St. John's at least three hours before the ceremony.

The wedding flowers used in the chancel or in the chapel must remain for Sunday liturgies. The flowers will be designated in the Sunday Service bulletin "in thanksgiving for the marriage of \_\_\_\_\_." All other decorations must be removed immediately following the ceremony.

Anyone marrying during the twelve days of Christmas is expected to make a \$100.00 contribution toward the church decorations. These decorations are arranged on Christmas Eve and are not altered during Christmastide.

A. In the worship space, the Chancel and the Chapel

1. Flowers on the retable behind the altar may be arranged in the church containers (St. John's provides several different brass containers that may be picked up ahead of time.) If the bride does not wish to use the church containers, the florist must contact the Flower Guild Coordinator for approval of substitute containers. Only two arrangements may be placed on the retable. Artificial flowers are not permitted. No flowers, vines, etc. should trail below the base of the container or be attached to the cross.
2. Potted plants or free standing floral arrangements are not allowed.

3. Only candles, as used for Sunday services and provided by St. John's, are permitted on the altar.
4. The "unity candle" is not used in the Episcopal Church, nor are any other candles permitted.
5. Candles may be used in the windows and pew torches may be used with small ribbons on the torches.
6. Pew markers, either of flowers, greenery, and/or ribbon, may be used; however, under no condition shall decorations be higher than six inches above the pew or attached to the pews or other furniture by pinning, gluing, nailing, or taping.
8. No decorations are permitted around or on the Baptismal Font or the processional cross.
9. No decorations are permitted around or on the Paschal Candle except during Eastertide.
10. No flower petals may be strewn.
11. No wedding runner may be used.
12. Flowers may only be placed in the following areas:
  - Retable behind the altar
  - Chapel Altar
  - Flower Stand near the chapel altar
  - Small arrangements in the windows of the nave with a candle
  - An arrangement may be placed in the narthex
  - Flower arrangements may be placed on the outside of the doors of the narthex.

B. In other Areas - Greenery and/or ribbons may be used on the wrought iron stair rails outside the church, but must be loosely draped so as not to impede use of the rails.

C. No decorations or flowers may be placed in the organ pipe area and or hanging from the ceiling or rafters.

## **THE SERVICE BULLETIN**

St. John's requires the printing of a wedding service bulletin containing the order of service with the page numbers from the *Book of Common Prayer* and the *Hymnal 1982*. A service bulletin is helpful

for members of the congregation who are not familiar with the Episcopal liturgy.

St. John's will print the entire service in a booklet for a \$100.00 fee on the regular service bulletin paper. For this to happen, the couple must provide all information to the parish administrator Marie Sweeney **four weeks prior to the service**. If the couple chooses to use a different type of paper for the bulletin, the couple is responsible for purchasing that paper and bringing it to the parish office four weeks prior to the service.

If the couple chooses to use an outside printer the couple must bring a proof copy of the service bulletin to the parish office **six weeks before the date of the service to be approved by the Rector**. If the bulletin does not agree with what the Rector approves then the bulletin will not be used at the service. Bulletins printed by an outside printer will have to be delivered to the parish office one week before the service.

## **PHOTOGRAPHY AND VIDEOGRAPHY**

The couple may choose any photographer they wish; however, the choice of photographer must first be approved by the Wedding Coordinator prior to making any commitment or signing a contract with the photographer. After approval of the Wedding Coordinator is granted, the couple should provide the photographer with a copy of the photography and videography guidelines outlined in this Wedding Policy. The Wedding Guild Coordinator is available to recommend photographers if needed.

St. John's recommends that some photos be taken before the marriage service with the wedding party arriving at least two hours before the time of the wedding, but the photographer must finish shooting inside St. John's at least one hour before the service begins. Out of consideration for guests waiting at the reception, if photos are to be taken after the service, the photographer must conclude all photographs on the premises within 30 minutes of the end of the service. If a photo of the priest and acolytes is desired, it should be the first picture taken after the wedding.

Because of the dignity of a wedding as a service of worship, no flash photography is permitted during the service. Available-light photographs may be taken during the wedding, but the photographer must remain in the rear of the church and use a camera with an unpronounced shutter sound. One flash picture (and only one) may be taken from the rear of the church as the couple leaves St. John's. No photos or videos may be taken by guests in the pews.

A video tape of the wedding may be made from the back of the center aisle. TV monitors, lights and cabling of any kind may not be used. Microphones on the wedding party are not allowed.

It is the responsibility of the bridal couple to inform family and friends as to the rules of St. John's Church concerning photography during the service.

St. John's reserves the right to use any wedding photographs in its possession, whether taken by authorized St. John's personnel or submitted to St. John's by the wedding party, for promotional or other purposes.

Photographers, Florists, Caterers, or other visitors who do not comply with the St. John's wedding policies will be asked to leave the building immediately and will not be permitted to return.

## **THE MARRIAGE LICENSE**

The marriage license is issued by the Circuit Clerk in the county where the bride resides. To receive a license, both parties must apply in person. Proof of age, such as birth certificates, driver's licenses, or passports must be presented. Cash is required to obtain a license. Those under the age of 21 must also have parental consent.

The marriage license will be given to the officiating priest before the rehearsal begins. The license will be given to the couple at the reception and the parish administrator will send the license to the county of origin after the wedding.

## **THE HOLY EUCHARIST**

A nuptial celebration of the Holy Eucharist is suggested as a part of the wedding liturgy. It is most fitting for the marriage couple's first act to be that of offering their marriage in thanksgiving at The Lord's Table and sharing in the Sacrament of Christ's Body and Blood. Since, in the Episcopal Church, Holy Communion is open to all baptized persons who desire to receive the sacrament, it is not appropriate for only the couple to receive.

## **THE WEDDING REHEARSAL**

Wedding rehearsals are scheduled at 5:00 p.m. on the evening before the wedding. All members of the wedding party are expected to attend and to be on time, as the rehearsal involves many individuals. If there is a dinner, it should always be after the rehearsal.

At St John's, brides participate fully in the rehearsal.

No "stand-in brides" are allowed.

The officiating priest conducts the rehearsal with assistance from the Wedding Guild.

Consuming alcoholic beverages prior to the rehearsal or the wedding ceremony is inappropriate for all members of the wedding party and may lead to a cancellation of the ceremony at the discretion of the officiant. Your cooperation will keep all of us from this unfortunate situation.

## **THE WEDDING DAY**

All members of the wedding party should arrive at St. John's not less than one hour before the scheduled time for the wedding unless photographs are being taken prior to the wedding.



Women in the wedding party may use the choir room. Men in the wedding party may use the nursery or parish hall. A Wedding Guild member will be attending these areas.

**Prior to the wedding there will be no drinking of alcoholic beverages in these areas or on any of St. John's premises. Smoking is NOT permitted anywhere on the church property.**

St. John's recommends that no food be served prior to the wedding; however, if, because of the time of the wedding, food is needed for the wedding party, the bridal party is responsible for clean-up in these areas. Ice water is provided by St. John's for the bridal party.

The Wedding Guild will assist the wedding party prior to and throughout the service.

In liturgical worship, members of the congregation are participants in the service. The congregation, as well as the bridal party, stands during most of the service to witness and support the vows being made by the bride and groom. Standing is the historic posture assumed by witnesses at a marriage.

Immediately following the liturgy, all possessions of the wedding party must be removed from the building, and all areas are to be left as they were found. St. John's assumes no responsibility for lost or stolen items.

## **REHEARSAL DINNERS AND RECEPTIONS AT ST. JOHN'S**

The Parish Hall and garth are available for wedding receptions for a fee. (See Fee Schedule on page 20.)

These facilities must be reserved well in advance by contacting St. John's Parish Administrator. In order to prepare for the following day's ministries, the reception should not extend past 10:00 p.m.

The caterer, along with the bride, must contact the Wedding Guild Coordinator to approve the reception plans and to acquaint the parties with the facilities.

Specific guidelines are detailed below.

If the caterer desires use of any of the above items, St. John's Sexton, at the caterer's instructions, will set up before the reception and remove the items after the reception. Other than acting as supervisor over the utilization of church property, the sexton is present for informational and security purposes only. It should be understood that the church staff is not available to assist with the reception.

The bride's family furnishes the flowers and decorations, cakes and any other food, beverages, napkins and serving pieces. Under no conditions shall decorations be attached to the walls or woodwork by pinning, gluing, nailing, or taping.

St. John's has no objection to live music; however, the types of music and the noise level should be tasteful and moderate. A piano is available upon request.

Following the rehearsal dinner or the reception, it is the responsibility of the caterer and the bride's family to leave the kitchen, Parish Hall and courtyards clean and straight. All trash should be sealed in plastic trash bags and given to the Sexton for disposal.

## **ALCOHOLIC BEVERAGES**

Alcoholic beverages are permitted within the following guidelines:

1. No alcoholic beverage may be offered or consumed on St. John's property until the reception. Alcohol is not permitted on the church property (including the parking lot) during wedding rehearsals and weddings. The Clergy, Wardens and Wedding Coordinator reserve the right to exclude from the wedding or wedding-related event any persons who appear to be intoxicated. It is the responsibility of the bride and groom and/or

- their families to see that all members of the wedding party observe this guideline.
2. A non-alcoholic alternative beverage **MUST** be offered. It, too, should be equally accessible, attractively displayed and in an obvious, visible place in the Parish Hall and/or courtyard/garth area.
  3. Any beverage which contains alcohol should always be clearly identified as such. This policy also applies to any food (such as fruit compotes, desserts, etc.) where the alcohol has not been “cooked out.”
  4. Alcoholic beverages may be served directly from the bottles if the bottles are wrapped in white napkins served by a bartender or served by a bartender from behind properly dressed tables. Bottles left in windows, on the floor, etc., will not be permitted. If the reception is to include more than 50 guests, two professional bartenders should be engaged to serve. (One bartender for every 50 guests) Unopened bottles should be stored in the kitchen or under skirted tables and out of sight unless they are needed. The setting up of any type of “fountain” is against St. John’s policy.
  5. Alcoholic beverages cannot be sold without a license; doing so is a violation of Mississippi State law. All other applicable Federal, State and local ordinances, including those governing the serving of alcoholic beverages to minors, must be observed. At no time shall persons under the age of 21 years be allowed to possess, consume or serve alcoholic beverages of any kind on church property or at church functions other than during celebration of the Eucharist.
  6. Care must be taken to ensure that responsible persons are in control of the serving of alcoholic beverages. The group or organization sponsoring the activity or event at which alcoholic beverages are served must assume responsibility for providing alternative transportation for anyone whose driving might be impaired.

## **RICE, BIRD SEED, CONFETTI, and FLOWER PETALS**

**Bird Seed is the only item that may be tossed on the bride and groom** on the grounds of St. John’s. This policy is to ensure the

safety of the guests leaving St. John's, as well as that of the wedding party.

## FEES

The following fees are established to cover the use of the church and the services of the Organist and Sexton. ***A \$500 check made payable to St. John's will have to be received by the parish administrator before the church can be booked and premarital sessions will begin. This fee is to cover the organist and sexton fees.*** In the event the wedding is cancelled, all fees will be refunded.

Wedding fees are divided into two categories, depending on whether or not the participants are active members of St. John's Church.

An active member is defined as one who, for the previous 12 months, has been faithful in corporate worship, unless for good cause prevented, has been faithful in contributing time and talent, and has demonstrated an annual financial commitment for the work and ministries of the church.

Where costs are of serious concern, the Rector will be happy to discuss the matter with the couple.

### Wedding Fees

- A. For Active Members of St. John's Church:
- |          |                                     |   |
|----------|-------------------------------------|---|
| \$300.00 | Organist (consultation and playing) | Paid before Wedding<br>Date is on St. John's Calendar |
| \$50.00  | Organist (consultation only)        |   |
| \$200.00 | Sexton Fee for Wedding only         | Paid before Wedding<br>Date is on St. John's Calendar |
| \$100.00 | Wedding Booklet if desired          |   |

- B. For Inactive Members of St. John's (Those not meeting requirements stated previously) or Non-Members (Episcopalians who are members of another parish.)

\$500.00	Church or Chapel (sextons and utilities)
\$300.00	Organist (consultation and playing)
\$50.00	Organist (consultation only)
\$200.00	Sexton Fee for wedding only

Although not required, as stated previously, an honorarium for the clergy is often offered. A suggested range is \$150-\$250. More information about clergy honoraria is found on page 8.

## **Rehearsal Dinner and/or Reception Fees**

For couples desiring to have a rehearsal dinner or a reception at St. John's the fees are as follows:

\$500.00 Use of Parish Hall, courtyards and kitchen (includes 3 hours of utility costs, supplies, sexton's services, and security)

### **Other Possible Expenses**

\$50.00 Per hour fee for additional Sexton availability (over 3 hours). It should be understood that, other than acting as a supervisor over the utilization of church property, the sexton is present for informational purposes only after the wedding has taken place.

**Nursery Availability:** It is the wish at St. John's that all those attending your wedding have a very meaningful and holy experience. With this in mind, we will make the nursery available, staffed by our nursery attendant, Pam Eaves, if you wish. The fee for this service is \$25.00 per hour and is the responsibility of the bride/ bride's family. This fee may be given to the Wedding Coordinator, Mary Bet Evans, at the rehearsal. (Please let Mary Bet know ASAP if you would like this service so that she can make plans with Pam.)

Cost of repair(s) for any damages incurred.

### **Payment Schedule**

Checks for the clergy's honoraria should be made directly to the officiating priest and are customarily presented to him/her on the night of the rehearsal.

Checks for all other expenses should be made payable to St. John's and given to Mary Bet Evans on the night of the rehearsal before the wedding rehearsal begins.

A detailed statement for any damages incurred will be sent to the couple as soon as the cost of making the repairs has been assessed. Payment for these damages and any other additional unforeseen expenses should be made immediately upon receipt of statement.