

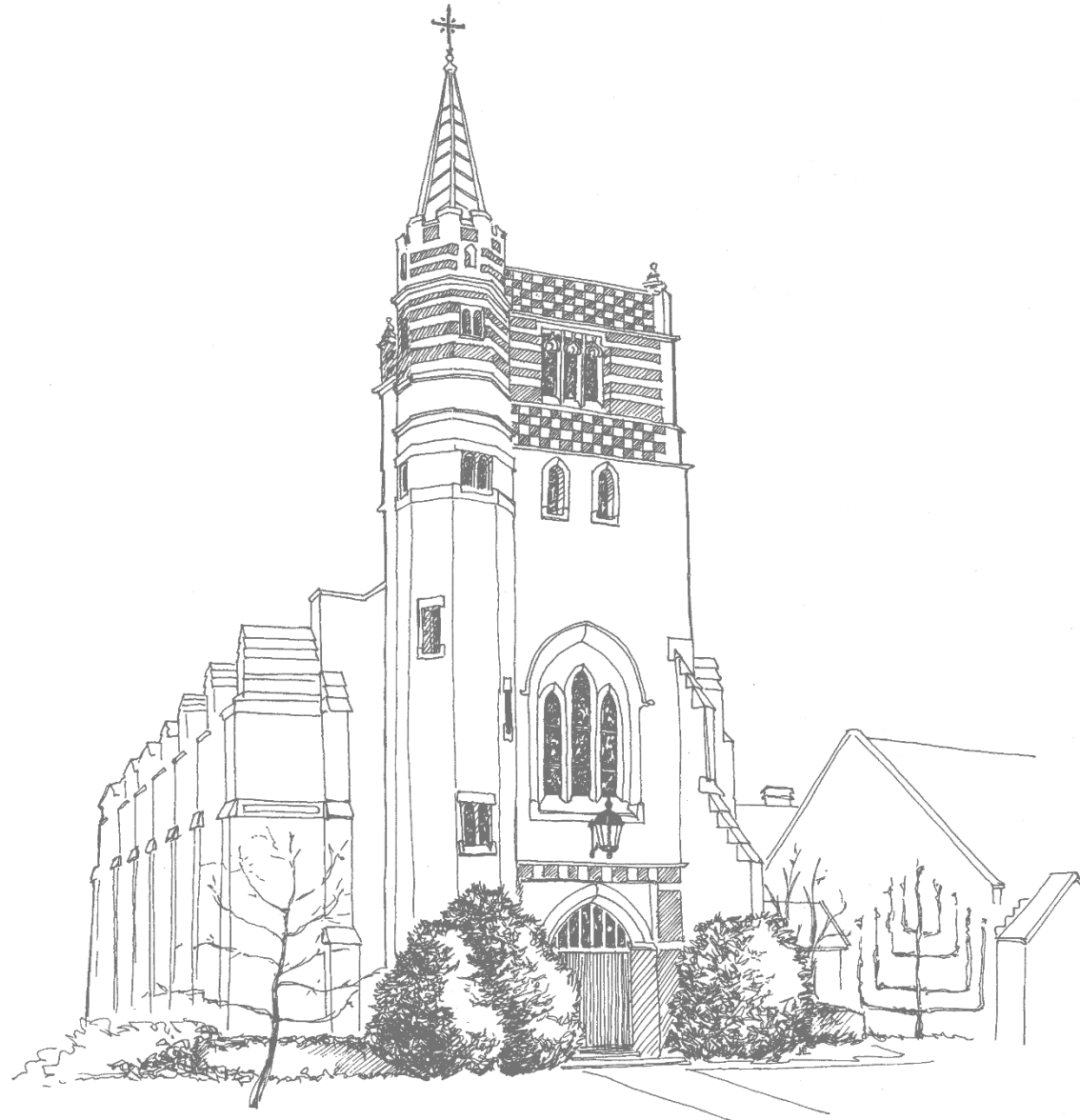
# Wedding Policies and Guidelines



THE PARISH OF THE  
EPIPHANY

A welcoming Episcopal community

70 Church Street  
Winchester, Massachusetts 01890  
781.729.1922  
[www.3crowns.org](http://www.3crowns.org)



*Local Florists who have worked  
with Epiphany*

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*Welcome*

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The Parish of the Epiphany is available for wedding services for members of the church and their families.

Please read through the information below and if you would like to begin the planning process for your wedding please contact the Parish Office at 781.729.1922, and arrange for an appointment with the clergy.

In addition to the wedding ceremony, the Parish of the Epiphany is pleased to rent our hall space, Hadley Hall, for wedding receptions or other functions associated with your wedding. For more information please contact the Parish Office.

Pondview Florist  
16 Mount Vernon Street  
Winchester, MA 01890  
781.729.8255

Mahoney's Garden Center  
242 Cambridge Street  
Winchester, MA 01890  
781.729.5900

Stems Florist  
17 Waterfield Road  
Winchester, MA 01890  
781.729.5020

Please note that application for remarriage does not automatically ensure acceptance by the Bishop. The Rector invites your further inquiry for clarification or additional information on this subject.

### *Additional Information*

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#### RECEPTIONS

Hadley Hall, the Parish's main function hall, may be used for a reception following the service, if available on the date and time requested, for an additional fee. (Please contact the Parish Administrator for information.)

#### WHEELCHAIR ACCESS

The entrance to the Church on Central Street is wheelchair accessible. There is also a wheelchair-accessible entrance on the kitchen side of Hadley Hall. Please inform the Sexton in advance if special arrangements are necessary.

#### DELIVERIES

Deliveries of flowers or catering items must be coordinated with the Parish Office by calling 781.729.1922.

#### PARISH CONTACTS

The Rector, *the Reverend Nicholas Myers*  
The Parish Administrator, *Sarah Twiss*  
Director of Music & Organist, *Craig Benner*  
Sexton, *Brian Curreri*  
The Parish of the Epiphany Office

781.729.1922

## *Planning your wedding at the Parish of the Epiphany*

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#### NOTIFY THE RECTOR FIRST

All arrangements for your wedding at the Parish of the Epiphany begin with notifying the Rector or officiating minister. It is important for you *not* to make any further wedding plans until you have talked with him about your wedding. It is suggested that you schedule an appointment with the officiating minister, to meet one another, to discuss your plans, to discuss and confirm a possible date for your wedding and to ascertain that a projected marriage is in compliance with the Laws of the State and the Canons of the Church and is not contrary to the obvious dictates of common sense. A few simple questions during the course of the first meeting are normally sufficient to ascertain that everything will be in order as far as the Church's regulations and those of the State are concerned.

Normally, there are no difficulties about complying with the State and Church regulations. Many of the things which the Rector or officiating minister is compelled to ascertain are usually obvious, such as, that the parties are sufficient age, not close blood relatives, people in proper health.

After your initial consultation with the officiating minister and a date has been set, you will be asked to fill out a wedding application and submit a wedding fee sheet.

## BAPTISM REQUIREMENT

At least one of the persons to be married must have received Holy Baptism. The Episcopal Church accepts the baptism of any Christian tradition which baptizes in the Name of the Father, Son and Holy Spirit.

## PREMARITAL COUNSELING WITH THE CLERGY

The Canons of the Episcopal Church provide that, prior to marriage, the priest shall meet with the couple for a minimum of four hours, generally meeting for three or four sessions. During these sessions the priest will discuss arrangements for the service, the meaning of the content of the service and its relevance to married life, communication, and practical aspects of marriage.

## ASSISTING AND VISITING CLERGY

Please discuss arrangements with the Rector before inviting another clergyperson to participate in the liturgy.

## CONSIDER HOLY COMMUNION

The Prayer Book suggests including Holy Communion with the Service of Holy Matrimony. Please discuss this with the clergy person officiating at your service.

## FLOWERS, CANDLES AND OTHER ALTAR GUILD REQUESTS

Arrangements for decorating the Church are made in conjunction with the Altar Guild and Flower Guild of the Parish of the Epiphany. After your initial consultation with the priest, and the date has been set, you will be asked to submit a Wedding Fee sheet. Please see the attached sheet for more information and costs.

## *Concerning Remarriage*

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In cases when one or both parties requesting marriage in the Episcopal Church has had a prior marriage which ended in divorce, the couple must first meet with the Rector to determine whether he/she will support their request. It is the duty of the rector or officiating minister to

- a.) satisfy himself or herself, by appropriate evidence that the prior marriage has been annulled or dissolved by final judgment or decree of a civil court of competent jurisdiction;
- b.) insure the well-being of any children of the prior marriage; and
- c.) consult with and obtain the consent of the Bishop to the proposed marriage. He/ She must then receive permission from the Bishop of the Diocese of Massachusetts to perform the ceremony. Please discuss with the rector or officiating minister the requirements of the Bishop, so that you may be fully informed regarding his/her expectations.

In all cases it is the duty of the Rector or officiating minister to see that marriages are in full compliance with the laws of the State of Massachusetts and to ascertain that it is the intent of those desiring the Church's Blessing to live together in Christian harmony.

While all of this may sound very formal and legalistic, the underlying concern is a pastoral concern that the issues which led to the dissolution of the previous marriage do not come back to haunt the newly married couple. These are serious issues for all of us and it will be important to allow at least a six month period of time between the first interview with the Rector and the proposed date for the wedding.

## ORGANIST

Rehearsal and Ceremony:	\$500.00
Ceremony only:	\$350.00
Soloist/ Instrumentalist	\$200.00-\$300.00

Additional music should be arranged in consultation with the organist, 781.729.1922

## SEXTON

Rehearsal and Wedding:	\$200.00
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All weddings involving outside clergy require the presence of our Sexton at both the rehearsal and wedding.

## CLERGY

There is a \$400.00 fee for the services of the priest. Your gift will be directed to support an outreach ministry of that clergy-person's choosing.

ALTAR GUILD	\$150.00
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## OPTIONAL REQUESTS

Candles (Pillar Sconces):	\$150.00
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## CONTACT INFORMATION:

Altar Guild:	Josephine Devlin 781.438.7828
Flower Guild:	Leslie Aitken 617.484.8044

## HADLEY HALL

Cost of Hadley Hall and kitchen (separate form).

## DECORATING RULES

Bearing in mind that the Altar Guild will be happy to discuss in detail your plans for decoration, please do remember some general rules.

1. No attachments may be made to walls, ceilings, or beams of the church, and no sub-structures, such as lattice works, may be installed.
2. Nothing should be placed in such a way as to obscure the Altar.
3. The essential beauty of the Church as the House of God should be maintained at all times and decorations should not be so spectacular as to distract attention from the wedding itself and the bridal couple.
4. Messy decorating procedures such as scattering rose petals in the aisle, throwing confetti or rice are not allowed.

## FLOWERS

If you wish to put flowers on the Altar, or in the church, please discuss your intentions with a member of the Flower Guild. There are some restrictions on flower arrangements regarding height and placement. Flowers used to decorate the church are generally left at the church and used for the Sunday morning services, and then for distribution to the sick and home bound. Requests that the flowers be given to sick friends or shut-ins of the bride and groom, who cannot attend the service can be made. Please discuss with the Flower Guild.

## PREPARING A BULLETIN FOR THE LITURGY

The order of service generally follows The Celebration and Blessing of a Marriage Service in The Book of Common Prayer. The service should be discussed with the clergy person officiating at the service. Decisions regarding readings, hymns, psalms and other particulars to the service are made at this time. If desired a program can be made describing the order of service.

The bulletin may also include a listing of the wedding party, information regarding the reception, and any other special inclusions the couple may wish to add. Programs are printed on the Parish of the Epiphany's stationary.

All special program requests, for example custom paper, custom printing, photo inclusions, are prepared by and provided by the couple. For information on program preparation please contact the Parish Administrator.

Please note that when a bride and groom are using the church space and providing their own outside clergy they are responsible for providing their own program.

## SEATING

The chapel comfortably seats 35 persons and the church can accommodate 400 people.

## MUSIC

Music for the wedding service is planned by the bride and groom in consultation with organist. The Director of Music and Organist is a source for the selection of music and will have many helpful suggestions. The bridal couple may

## Wedding Day!

In scheduling the hour of the wedding, it may be helpful to know that an Episcopal wedding service takes about 25 minutes without Holy Communion and about 40 minutes with Holy Communion. This may be significant when figuring out the time of arrival at the place where the wedding reception is to be held. It is important to note however that the length of the service can increase with your music selections, and the number of attendees. Ushers should plan to be at the church, ready to play their important part in greeting the guests 30 minutes before the scheduled start of the wedding. The groom and best man should meet in the Rector's Study or the Acolyte Room 30 minutes ahead of time as well. The bride and her entourage will want to observe the same kind of timing - 30 minutes ahead of time. There is nothing "cute" or "fashionable" about being late for your wedding. It is only courteous and appropriate for members of the wedding party to be prompt.

## Wedding Fees

**Building Use Fee:** \$500.00 waived for active parish members.

**Altar Guild Fee:** \$150.00

A representative of the Altar Guild is involved with all weddings and wedding rehearsals. Their duties include attending, preparing the altar, and assisting the clergy. All questions regarding the Altar Guild should be directed to Josephine Devlin, 781.438.7828.

5. At the end of the service, the clergy are glad to go back to the Altar and pose for pictures recreating the wedding ceremony. If you wish to do this, please notify the Rector before the service.
6. The ushers should observe guests bringing in cameras and ask the guests not to take flash pictures during the service. (The Sexton has been instructed to approach any guests taking pictures during the service and ask them to desist and the attention of the ushers in this matter will avoid this embarrassment).
7. Please speak to the officiating minister if you wish to have a videotape made of your wedding. If you have someone do it, we must discuss arrangements with the camera operator.

#### ARRANGING FOR A MARRIAGE LICENSE

For details on obtaining a marriage license, please contact your Town Hall. Note that the original license is mailed back to the Town Hall. In order to receive a copy of the license, the couple must return to the Town Hall after the license has been filed following the service.

#### WEDDING CONSULTANTS

It is for you to determine whether you wish to hire a wedding consultant to assist with making arrangements for the wedding. Wedding consultants can be very helpful and when they are present, we welcome this contribution to the smooth running of the wedding. However, please understand that the direction of the service at the Church is completely the responsibility of the officiating minister. This means that the minister will not only officiate at the service, but also direct all aspects of the rehearsal as well.

come with requests and/or ideas for specific music, but they should certainly feel no obligation to do so. Holy Matrimony is a service of the church, and the music needs to be appropriate for such an event. If a particular piece would be appropriate for Sunday morning worship, it would be appropriate for a wedding. The reverse also holds true. As a consequence, it is our firm policy not to use “secular” or “popular” music in weddings. By this we mean songs from movies or currently popular songs such as those heard on TV, radio, and elsewhere. These selections may be used effectively at the wedding reception, but not in the service.

We are often asked about wedding marches. Please understand that the wedding procession need not “march” down the aisle. It is enough that the processional music have a feeling of movement and a mood of dignity and joy. A variety of trumpet tunes from the Renaissance and Baroque periods work well in our experience.

You can contact the Parish Administrator to schedule an appointment with the Director of Music and Organist, 781.729.1922.

#### INSTRUMENTALISTS AND/OR SOLOISTS

Any soloists (professionals, family, or friends) must be discussed with the Director of Music and Organist. He maintains a list of musicians available for weddings and will be happy to help you decide who will best suit your needs.

#### MUSICIAN RELATED FEES

The organist’s fee is \$350.00 for the ceremony and an additional \$150.00 for the rehearsal.

When an instrumental or vocal soloist is hired the fee for each soloist is between \$200.00 to \$300.00.

Normally, the Parish organist is asked to play at all services of the church. If you desire a guest organist to play, please discuss the matter with the priest who is officiating at your wedding before issuing an invitation. In order to be approved, an organist must be a competent musician, willing to abide by the Canons of the Church Music of the Episcopal Church, and be able to be present at both the service and the rehearsal.

#### ARRANGEMENTS FOR OUR SEXTON

The Sexton must be in attendance the day of the wedding to arrange for the opening and closing of the Church and to provide assistance to the guests and wedding party during the service.

All weddings involving outside clergy require the presence of our Sexton at both the rehearsal and wedding.

Weddings are outside the range of services for which the Sexton is normally compensated. The Sexton should therefore be compensated \$200.00 for the wedding and rehearsal.

#### SHOWERING THE COUPLE

The Parish of the Epiphany earnestly requests that nothing be used in showering the bridal couple. If something is to be thrown at the bride and groom as they leave the church, only birdseed is permitted. Using bubbles to “shower” the couple is also an option.

#### PARKING

Parking for guests is available on the streets surrounding the Church.

#### PLANNING FOR THE REHEARSAL

A rehearsal gives all involved the opportunity to practice, which will allow the wedding service to be carried out without undue stage fright and confusion. Ordinarily, the rehearsal is conducted the day before the wedding. The rehearsal itself generally takes about an hour. You should also allow approximately fifteen minutes more for the bride, the groom, the best man, and the maid of honor to go to the Parish Office and sign the necessary papers after the rest of the party is finished. Persons needed for the rehearsal are: bride and groom, best man, maid/matron of honor, bridesmaids, ushers, father of the bride (or whoever is to “give” her in marriage), mothers of both the bride and groom, and readers, if any. It is important that all participants be present and ready for the rehearsal five minutes before the scheduled starting time.

#### PHOTOGRAPHY AND VIDEOTAPING

The use of an established local photographer is generally preferred. Please have your photographer understand that the following rules must be observed.

1. The photographer must meet with the priest before the service.
2. No flash pictures are to be taken during the service.
3. The photographer may take some exposures from the back of the Church, but he/she is not to wander about other parts of the Church taking pictures during the course of the service with or without flash.
4. At the end of the service, the photographer may take a flash picture of the bridal couple leaving the service when they are about halfway down the aisle.