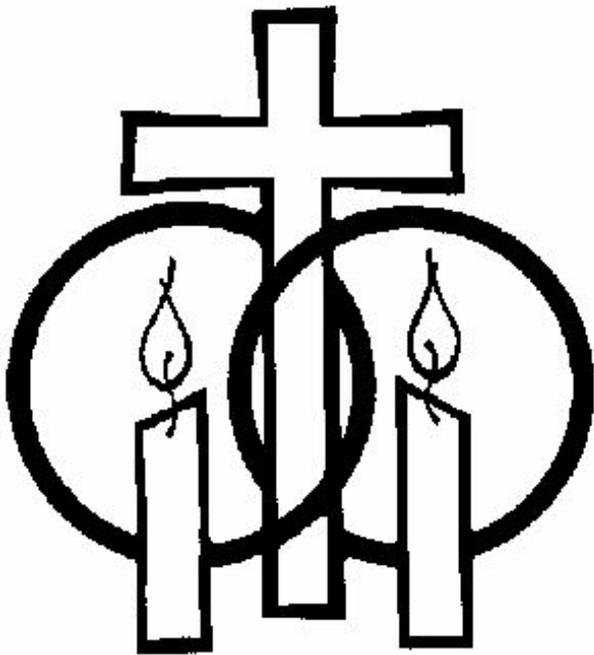


The Celebration of Marriage  
and  
Wedding Guidelines  
of  
*Grace Episcopal Church*



# The Celebration of Marriage And Wedding Guidelines

## **From the Rector**

My Dear Friends in Christ,

A Christian wedding is a joyous event which leads to a happy, lifelong marriage.

We at Grace Episcopal Church are eager to assist those who are contemplating marriage. Thoughtful preparation through planning and counseling not only brings your wedding day to glorious fruition but creates the foundation on which future lives are built. God's love, which dwells within you, is strengthened through celebratory worship and joyous fellowship.

Please read this booklet carefully, and feel comfortable in asking any questions. All plans and arrangements must be made with the Rector or Church Wedding Consultant before they are final.

Your Brother in Christ,  
The Reverend Charles R. Uhlik

## **Holy Matrimony**

Holy Matrimony is a sacrament, a means of grace by which God blesses those who come before our Creator in love and joins them in a sacred covenant. First and foremost, weddings are worship within the Christian community. Grace Episcopal Church, as a building, has beauty and dignity. We seek to maintain those characteristics in each and every liturgy of worship. More importantly, however, we strive to strengthen and safeguard the Christian character of the marriage relationship. As a means toward these ends, we offer the following marriage guidelines.

## **Weddings in the Episcopal Church**

Because a wedding is a worship service, the Rector will be in charge and has final approval of the ceremony and conduct of the service. The liturgy for the Celebration and Blessing of a Marriage in The Book of Common Prayer (pages 423-432 and in the 2015 Revised Edition Supplement) includes scripture readings, prayers, and the exchange of vows. The service may also include a homily and celebration of Holy Eucharist, if so desired. The couple must be seeking a Christian marriage as taught by the Episcopal Church. Please read the marriage service in the Prayer Book carefully. You must agree that this is the service you want before deciding to marry at Grace Church.

At least one of the marriage partners must be a baptized Christian.

At least one of the marriage partners must be an active member of Grace Episcopal (faithful in attending regular corporate worship and financially supporting the congregation) or some other Christian community.

Both parties must be free under Kentucky law to marry and have met any other legal requirements.

Both parties must freely and without fraud or reservation consent to marriage. They must sign the "Declaration of Intention," in which they agree to enter into a covenant of marriage by making a life-long commitment to each other.

Approximately six months' notice should be given to allow for planning and pastoral preparation. A minimum of five premarital counseling sessions with the Rector or another qualified counselor are required.

## **Weddings at Grace Church**

### **The Clergy:**

The Rector will preside at all weddings. Guest clergy may be invited by the Rector to participate.

### **Church Wedding Consultant:**

The Church Wedding Consultant works in concert with the Rector to guide and assist the wedding couple, their wedding planner, parents, florists, photographer, videographer and musicians, to communicate with the church's Director of Music, Altar Guild, Sexton and Administrative Assistant, and to supervise the policies and procedures approved by the church. It is the Consultant's role to make certain all agreements, forms, deposits and payments are fulfilled and delivered.

If a wedding planner is not used, arrangements can be made with the Consultant to fulfill those duties at the rehearsal and on the day of the wedding. This agreement will be separate from the Consultant responsibilities, not associated with Grace Church and for an agreed-upon additional fee.

### **Setting the Date and Time:**

No public announcement of a specific wedding date should be made until arrangements with Grace Church have been finalized and initial marriage counseling has been initiated. Weddings are usually scheduled on Saturdays and may not take place during Lent or on certain Holy Days. A \$300 non-refundable deposit is required to secure the date.

### **Marriage License:**

No marriage can take place without a marriage license. The license is to be delivered to the Rector no later than the day before the wedding.

### **The Church:**

About 400 people can be seated comfortably in the nave of Grace Episcopal Church.

The church and parish buildings may be open and available to members of the wedding party prior to the ceremony as arranged with the Consultant. Dressing areas are available.

The Parish Hall and kitchen may be reserved for the reception.

The wedding party is expected to treat the Church with respect. It is a place of prayer, and an attitude of reverence for the presence of God is expected.

Food and drink are not allowed in the nave.

Liability and Property Damage Insurance coverage is required to use the building.

*Please see the Wedding Fees (in back of booklet) and Facility Use Guidelines and Property Request form for additional information.*

### **Service Programs:**

The parish provides only a limited service bulletin for the ceremony at a nominal cost. If you wish something more, you may discuss arrangements with the Consultant. The Rector must approve all printed material.

The following sentence must be placed in the wedding program: ***“In order to maintain reverence in worship, please turn off all devices and refrain from any photography.”***

### **Music:**

The Consultant will contact the Grace Church Director of Music to confirm the date. The Director will coordinate and assist with the selection of appropriate music for the sacrament. All music must be consistent with the traditions of the Episcopal Church. Instrumentalists and soloists must be invited by the Director of Music and must function strictly at his discretion and in accordance with these guidelines.

### **Flowers and Decorations:**

Marriage at Grace Episcopal is a worship service; therefore flowers and decorations are to be in keeping with the liturgy and customs of the Church.

Flowers in the chancel are limited to arrangements on the gradine (never taller than the arms of the cross) and the church’s pair of standing vases positioned near the pulpit and lectern. No bows may be attached to floral arrangements. Only fresh flowers are to be used. Liners for the church vases may be picked up 2 days prior to the wedding during office hours (9:00 a.m. to 4:00 p.m.). **The Florist will be responsible for the installations and take down of all floral decorations. The take down must be completed no later than one hour after the ceremony has concluded.**

Altar flower arrangements only may be left for the Sunday service,

provided that the date has not been previously designated, and may be recognized as a thank offering from the bride and groom. Otherwise, after the service, the Altar Guild will remove the flowers from the chancel and give to the wedding party.

Outside floral decorations at the entrance to the church may be used, with approval and must be removed by the florist during the take down following the marriage ceremony.

Two sets of candelabrum in the chancel are available.

The church has “reserved” markers that may be used on the families’ pews. Ribbons or flowers may be hung from the pew ends, but no tacks or tape may be used.

A Unity Candle is not a custom of Grace Church and is not allowed.

An aisle runner is not allowed.

No furniture may be moved without approval and without the supervision of church staff.

No rice, confetti or sparklers may be used. Acceptable send-off items (for outside use only) include bird seed, bubbles, and flower petals.

**Photography and Videography:**

Photographs and videos are important mementos of a wedding, and you are welcome to take as many pictures as you wish (with flash) before and after the ceremony.

It is strongly suggested that photographs be taken prior to the ceremony.

**NO PHOTOGRAPHS, PROFESSIONAL OR AMATEUR, MAY BE TAKEN DURING THE SERVICE (after the procession and before the recessional).**

Professional photographs may be taken as the wedding party processes down the aisle and as the bride and groom return from the altar. The photographer, however, is not to stand in the aisle or in the chancel area.

Time exposures may be taken by a professional photographer from the rear of the church, and then only if there is no noise or other distraction.

A video camera may be used at one specific place as coordinated by the Wedding Consultant.

**The Rehearsal:**

The rehearsal is to take place in the church, usually the day or evening before the wedding. It will last about one hour, if all the members of the wedding party are present and prompt. If not already delivered, the marriage license is to be given to the Rector.

**No Smoking, Alcohol or Drugs:**

Smoking is prohibited on the church property and in the building.

No alcohol or drugs are to be consumed on the premises, and proper behavior is to be expected.

The Rector reserves the right to cancel the ceremony should there be any violation. All fees will be forfeited.

**Spiritual Life:**

It is expected that the couple will attend regular Sunday worship at Grace Episcopal Church or another Christian church from the time of their first consultation with the Rector. You might also like to include the following prayer in your daily devotions as you approach your wedding day.

*O gracious and everliving God, you have created us in your image: Look mercifully upon us as we prepare to exchange the marriage vows in your Church and assist us with your grace, that with true fidelity and steadfast love we may honor and keep the promises and vows we shall make; through Jesus Christ our Savior, who lives and reigns with you in the unity of the Holy Spirit, one God, for ever and ever. Amen.* (Adapted from the marriage service in the Book of Common Prayer, page 425.)

**Wedding Fees:**

No fee is required for the use of the church for members, and no fee is expected by the clergy for services of ministry. However, it is customary to make a donation to the “Church Discretionary Fund” used by the Rector to help the needy and disenfranchised, in appreciation for his/her time and concern.

Please see the “Wedding Fees” section in back of booklet for suggested donation amounts.

All fees are to be written in separate checks to each individual for their ministry and service to the wedding party. **Fees are to be delivered to the church ten days prior to the wedding.**

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### Wedding Fees

#### Non Member Wedding Fees:

- \$300 Non-refundable Deposit to hold the wedding date
- \$1,500 Use of Church (\$500 Security Deposit *included in the use of the church*)
- \$250 Church Wedding Consultant (required)
- \$250 Church Director of Music (required); additional fees may apply
- \$75 Church Altar Guild
- \$75 Church Parish Administrator (for printing of bulletins, if needed)
- \$500 Use of Parish Hall and Kitchen for reception
- \$250 Use of Fletcher Hall and Kitchen for reception
- \$150 Church Sexton if Parish Hall or Fletcher Hall are used
- \$75 Church Sexton for the rehearsal (required)
- \$75 Church Sexton for the wedding day (required)
- A donation to the “Church Discretionary Fund” to help the needy is appreciated. **Remainder of the total fee due 10 days prior to the wedding day.**

#### Inactive/Former Member Wedding Fees:

- \$300 Non-refundable Deposit to hold the wedding date
- \$1,250 Use of Church (\$500 Security Deposit *included in the use of the church*)
- \$250 Church Wedding Consultant (required)
- \$250 Church Director of Music (required); additional fees may apply
- \$75 Church Altar Guild
- \$75 Church Parish Administrator (for printing of bulletins, if needed)
- \$500 Use of Parish Hall and Kitchen for reception
- \$250 Use of Fletcher Hall and Kitchen for reception
- \$150 Church Sexton if Parish Hall or Fletcher Hall are used

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- \$75 Church Sexton for the rehearsal (required)
- \$75 Church Sexton for the wedding day (required)
- A donation to the “Church Discretionary Fund” to help the needy is appreciated. **Remainder of the total fee due 10 days prior to the wedding day.**

**Active Member** Wedding Fees:

- \$300 Non-refundable Deposit to hold the wedding date
- \$250 Church Wedding Consultant (required)
- \$250 Church Director of Music (required); additional fees may apply
- \$75 Church Altar Guild
- \$75 Church Parish Administrator (for printing of bulletins, if needed)
- \$150 Church Sexton if Parish Hall or Fletcher Hall are used
- \$75 Church Sexton for the rehearsal (required)
- \$75 Church Sexton for the wedding day (required)
- A donation to the “Church Discretionary Fund” to help the needy is appreciated. **Remainder of the total fee due 10 days prior to the wedding day.**

**Staff**

The Rev. Charles Uhlik, Rector	(270) 443-1363
Jim Patton, Director of Music	(270) 564-9093
Anthony Hunter, Wedding Consultant	(270) 839-1238
Kimberly Stevens, Parish Administrator	(270) 443-1363
Blaine Hebert, Sexton	(270) 443-1363
Elayne Zellmer, Altar Guild Directress	(270) 442-2166