

Weddings and Receptions

at the Hope Pavillion



A Guide to Custom & Practice

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Weddings Are Worship

In the Episcopal Church, a wedding is an act of worship. This truth undergirds every aspect of how we understand and plan weddings at St. Francis in the Field Episcopal Church. Weddings are worship in at least three ways:

- **God is present.** The difference between a church wedding and any other isn't just the location. It's the acknowledgment that God is present and active in forging this lifelong covenant. At St. Luke's, God is the primary guest at any wedding and is, therefore, accorded the highest respect.
- **Marriage is a sacrament.** Marriage is one of the most concrete windows we have into God's ability to unite people in love, hope, and reconciliation. For this reason, the couple are the true ministers at a wedding, as they are the ones proclaiming the covenant being made, and it is in their lives that the sacrament is lived out. Those who have no intention of regular involvement and support in the life of the Church should seek to be married in a different setting.
- **It's not all about you.** While your wedding is very much about you, it's not *all* about you. It's also about the people gathered around you, the generations that came before you, those who will come after you, and—most of all—the God who loves you and has brought you together.

Because weddings are worship, all weddings at St. Francis in the Field Episcopal Church are performed in accordance with *The Book of Common Prayer* and the canons and traditions of the Episcopal Church. Some customs you've seen in movies, television, or at other weddings—even in other churches may not be permitted at St. Francis in the Field Episcopal Church. This Wedding Customary is designed to guide you in planning your wedding at St. Francis in the Field Episcopal Church and to offer explanations about customs we observe. Please read it thoroughly. If you have questions as to the permissibility of anything, it is always best to check with the Rector of St. Francis in the Field Episcopal Church before making plans.

Thank you for considering St. Francis in the Field Episcopal Church as the location of your wedding. God bless you as you make your plans.

The Rev. Justin Yawn
Rector

Planning Your Wedding at St. Francis in the Field Episcopal Church

First Steps

Your first action upon engagement is to contact the church office to set up an appointment with the Rector. While it is wise to “pencil in” your preferred date with the Parish Administrator at that time, no *official* announcements, plans, or reservations may be made until the Rector has met with the couple. This initial meeting must include both members of the couple unless one is unavailable due to extreme geographical distance. One parent of each of the affianced may also be present at this initial meeting if both members of the couple agree to their presence. To contact the church office, call (904) 615-2130.

Please bring your calendar to this meeting. At this time, the Rector and couple will discuss:

- Guidelines for weddings at St. Francis in the Field Episcopal Church
- The shape and purpose of the service
- Premarital counseling
- The date of the wedding
- Facilities to be reserved
- The timeline of responsibilities for the couple

Who May Be Married at St. Francis in the Field Episcopal Church?

While our marriage liturgy is offered primarily for members of St. Francis in the Field Episcopal Church, or children and/or grandchildren of members of St. Francis in the Field Episcopal Church, one need not be a member of our church to receive the benefits of Christian marriage as we understand and offer them. We are not a wedding chapel, *per se*, but anyone in search of a worshipful Christian marriage ceremony may inquire about the possibilities. All weddings in the sanctuary must have a clergy from St. Francis Episcopal Church present and are conducted accordance with the Episcopal *Book of Common Prayer*.

Parish Membership

In order to be married at St. Francis one of the following conditions must be met:

1. At least one member of the couple must be a baptized Christian who is an active, attending, and pledging member of St. Francis in the Field Episcopal Church for at least six (6) months **prior** to submitting a request, and is in on-going Christian formation.
2. Couples living outside of Ponte Vedra who are active, attending, and pledging members of another Episcopal parish will be considered upon written request from the Rector of their parish to the Rector of St. Francis. In these cases, an additional non-member fee of \$1,000 is assessed.

Baptism

In accordance with Church canon law, at least one member of the couple must be a baptized Christian. Those who have no real intention of regular involvement in the life of St. Francis Episcopal Church (or a church in the town in which they live) should seek another setting for their wedding.

Selecting a Date & Time

Lent & Holy Week

Weddings are not performed during the forty days of Lent (i.e. Ash Wednesday through Easter Day). In an exceptional circumstance, such as imminent overseas deployment of one of the affianced, a very simple service with no decorations, restrained music, and limited ceremonial may be possible during Lent at the pastoral discretion of the Rector. Weddings never occur during Holy Week.

Day of the Week

Custom prefers Saturday weddings, but other days of the week may also be appropriate. For practical reasons, Sunday weddings are discouraged unless the couple desires a simple blessing as part of the standard morning worship service. Weddings on major holiday weekends are also discouraged. Only one wedding may be scheduled per day at St. Francis Episcopal Church.

Time of Day

Weddings may be scheduled for any convenient time of day that does not conflict with existing commitments. Saturday weddings may not begin later than 5:30 p.m.

Premarital Counseling

Rationale

By canon law, the Episcopal Church requires premarital counseling for all couples. Statistics show that couples who receive premarital counseling tend to experience healthier marriages and lower divorce rates. The primary objective is to equip couples with valuable tools for a healthy marriage. Although it is rare, Church canon law grants the Rector the right to decline the solemnization of any marriage.

Who Performs the Counseling

The Rector of St. Francis Episcopal Church is equipped to offer premarital counseling in the case of most first-time marriages but may, in certain circumstances, refer the couple to a licensed family therapist or counselor. If referred, the couple may incur counseling fees, which should be understood as a necessary component of their wedding budgeting process. The couple is solely responsible for all fees, scheduling, and follow-through with the referred therapist or counselor.

Topics Covered

Over the course of 5 to 6 sessions, topics may include: Marriage as a sacrament, extended families and friendships, living together, fighting fair, money matters, sexual intimacy, and the gift of children. When offered by the Rector, counseling typically follows the book *The Marriage Journey: Preparations and Provisions for Life Together* by Grenz and Glover. The couple is encouraged to purchase a copy.

Counselor's Statement of Completion

When referred to an outside therapist or counselor, the Rector requires a written statement of completion at least six weeks prior to the wedding.

Marriage License

Legal Necessity

A marriage license is the instrument that conveys to clergy the authority of the state to officiate at the ceremony. Without a marriage license, the priest cannot proceed; it is illegal. Arrangements for the marriage license are the couple's responsibility. State law requires that each couple obtain a marriage license from the State of Florida at least 72 hours, and no more than 30 days, prior to the wedding. This license may be obtained from the St. John's County Courthouse (904) 819-3600 or (<https://stjohnsclerk.com/> or from other Counties within the State of Florida.

Inspection at Rehearsal

The marriage license must be presented to the priest for inspection at the time of the rehearsal. Without it, the rehearsal will not go forward. It is the responsibility of the priest to complete and mail the license to the appropriate authorities after the ceremony.

Couples Not Residing in the Jacksonville Area

Timeliness

If one or both parties live a considerable distance from Austin, the priest is often willing to perform the ceremony, but all premarital responsibilities must still be met. Timeliness is essential given the complications of geographical distance.

Premarital Counseling

Premarital counseling is a mandatory requirement given by Church canon law, so the Rector cannot agree to solemnize the marriage of any couple who cannot fulfill that requirement. The Rector is happy to assist the couple in locating a suitable premarital counselor in their locale, but timely enrollment in counseling is the sole responsibility of the couple. The counselor must submit a written statement of completion to the Rector at least six weeks prior to the wedding.

Remarriage of Divorced Persons

Bishop's Consent

In cases wherein one or both parties have been divorced from a spouse who is still living, the Episcopal Church requires the Rector to petition the Bishop for consent prior to planning the wedding. The couple does not need the Bishop's permission to be married; rather, the Rector must have the Bishop's permission to officiate.

Additional Steps

The petition process for remarriage involves extra steps and requires more preparation. Couples must work with the Rector to plan well ahead of the wedding date. In order, the steps of the petition process include:

- Early submission of all divorce decrees to the Rector
- Additional premarital counseling by a licensed counselor wherein the divorced person(s) discuss the previous relationship(s) and reasons for the divorce
- Receipt by mail of the counselor's written evaluation
- Submission by mail of the Rector's written petition to the Bishop, including a form to be completed by the couple
- Receipt by mail of the Bishop's written consent

One Year After Divorce

Unless there are extreme extenuating circumstances, at least one year must elapse between the date of the final divorce decree and the date of the proposed wedding.

Multiple Divorces

Only under the rarest of circumstances is it possible for a priest to receive consent to officiate at a third marriage, and such permission is by no means assured. The Bishop does not give consent for priests to officiate at weddings where one or both of the parties has been divorced four or more times.

The Wedding Ceremony

Officiant(s)

Rector

The Rector is normatively the officiant for all weddings at St. Francis Episcopal Church. Other priests on staff at St. Francis Episcopal Church may officiate a wedding by appointment of the Rector. With the permission of the Rector, Episcopal clergy from other churches within the Diocese of Florida (and from outside the Diocese with the permission of the Bishop of Florida) may be invited to assist at a wedding.

Non-Episcopal Clergy

A clergy person from another Christian denomination may be invited to assist at the invitation of the Rector except the

In cases of interfaith marriages (marriages involving a Christian and a non-Christian), it is possible to include a religious leader from another faith. It should be noted, however, that such arrangements are often complicated and require considerably more advanced notice. Not all religious leaders in other faiths are willing to participate in interfaith weddings.

Service Format

The Book of Common Prayer

All weddings at St. Francis Episcopal Church conform strictly to *The Book of Common Prayer*. Couples are strongly encouraged to familiarize themselves with the wedding ceremony, found on pages 422-432. Except where the BCP provides for choices and flexibility, nothing may be added or deleted from the service. Marriage vows may not be written or edited. Practices such as unity candles, while perhaps customary in other churches, are not permitted at weddings at St. Francis Episcopal Church.

Holy Eucharist

Holy Eucharist (i.e., Communion, the Lord's Supper) is a meaningful way for Christians to mark the beginning of their married lives and is the preferred liturgical setting for weddings at St. Francis Episcopal Church. The couple should decide whether to incorporate Holy Eucharist in conversation with the Rector and in consideration of the couple's predominant faith background.

Communion Available to All

If Holy Eucharist is planned as a part of the ceremony, it will be available to all guests who are baptized and desire to receive the Sacrament. The Episcopal Church does not limit Communion to the couple or to the wedding party. Our experience has been that it is quite possible to invite wedding guests to the Holy Table without embarrassment or coercion.

Location of Ceremony

St. Francis Episcopal Church v. Other Venues

The most appropriate location for Christian weddings is in the church. With adequate planning, however, the Rector may officiate at other venues as long as the couple still desires a Christian wedding in accordance with the Episcopal *Book of Common Prayer*. If held at another church, the Rector will likely need to seek permission to officiate there. If held outside the Jacksonville area, the couple is asked to provide appropriately for the clergy's lodging and travel and family where appropriate.

Facilities Available at St. Francis in the Field Episcopal Church

Sanctuary

Weddings at St. Francis Episcopal Church are typically performed in the main sanctuary, which seats up to 250 guests. Guest lists often balloon as plans unfold; please be realistic when you reserve your worship space. No furniture may be added or removed.

Outdoor Weddings

Outdoor weddings are performed at St. Francis Episcopal Church at Hope Pavilion. This venue provides great flexibility for a delightful outdoor ceremony in the coastal woods of Northeast Florida. Please do not hesitate to reach out to the parish administrator at paula@stfrancispvb.org

Wedding Coordinator

St. Francis in the Field Episcopal Church will provide a church-appointed Wedding Coordinator specially trained by the Rector to assist the wedding party with lineup, processions, etc. The church-appointed Wedding Coordinator comes to the rehearsal and the ceremony to assist in lining up the bridal party, training the ushers, and providing cues for entry. Outside consultants or wedding coordinators—whether paid or volunteer—are unnecessary and hold no authority in decisions concerning the rehearsal or the ceremony. If you hire an outside consultant or coordinator for the purpose of your reception, etc., she or he must understand that inside the sanctuary she or he is merely a guest. Please trust the priest and his team with the integrity of your service.

Other Liturgical Ministers

If your wedding does *not* include Holy Eucharist, the priest will be the only liturgical minister involved. If Holy Eucharist is included, a number of additional liturgical ministers may be required for the service to be performed correctly. These additional ministers may include:

- Minimum of 1 Eucharistic Minister
- Minimum of 2 Ushers

Only persons who have been approved by the priest will be asked to perform these functions. Couples who are current members and have personal relationships with the many lay ministers at St. Francis in the Field Episcopal Church may request specific people to fill these roles, utilizing the Planning Form on pages 19-20.

Music

Musicians

The Rector delegates the responsibility of all wedding music to St. Francis' Director of Music, who coordinates and plans music for all weddings. If the couple prefers additional instrumentation such as guitar, horns or strings, St. Francis' Director of Music will try to recruit this role. There is no guarantee.

Appropriate Music

It is important to remember that a wedding is first and foremost a worship service. There is much wonderful music appropriate for a wedding reception that is not suitable for worship. Selections from movies, Broadway shows, or popular culture typically are not suitable for worship. The Rector will be the final judge as to the appropriate nature of all selections. Appointments to discuss wedding music with the Director of Music may be made by calling the church office at 904.615.2130.

Guest Musicians

Couples occasionally desire a friend or family member to provide special music, such as a solo, as part of the liturgy.

Requests of this nature must be coordinated with the Organist, who will meet with the soloist well ahead of time and will have final authority in determining permissibility.

Choir

St. Francis Episcopal Church Choir is not typically involved in weddings given the demands on people's schedules and the difficulty in assembling a full representation outside of Sundays.

Flowers and Decorations

Appropriate Restraint

St. Francis in the Field Episcopal Church sanctuary is a beautifully appointed building in its own right, making elegant simplicity the best approach in planning floral decorations. St. Francis' Floral Guild is responsible for the two large flower arrangements at the altar for all weddings. The altar will be vested in white, and altar flowers should be predominantly white. The Floral Guild will try to include any accent color choices. The altar flowers will remain for Sunday services as your gift to the church and will be acknowledged in the Sunday bulletin.

Flower Placement

Flowers are limited to the altar area only, with two primary arrangements on either side of the altar. Floral pew markers are permitted; arrangements on the walls are not. Tacks, nails, tape, and balloons may not be used anywhere on the premises.

Cushion & Runners

Two kneeling cushions are provided at St. Francis in the Field for all weddings. Because of the danger of tripping, the use of a “runner” in the aisle is not permitted.

Rice, Bird Seed, etc.

Please ensure that wedding guests do not throw rice, confetti, flower petals, birdseed or the like in the buildings or on the grounds at any time.

Scripture Readings

The Book of Common Prayer provides several options for appropriate Scripture readings, listed below. Other scriptures from the Bible may also be used in consultation with the Rector; readings from sources other than the Bible are not permitted. St. Francis in the Field Episcopal Church utilizes the NRSV translation.

If your wedding does *not* include Holy Eucharist, choose one or two readings. For weddings *with* Holy Eucharist, choose three, one of which must be from the Gospels. Please designate one reader per reading who can project well and read clearly and slowly. Your readers will be expected to rehearse the reading at the rehearsal. **The priest will read the Gospel.**

Old Testament

- Gen. 1:26-28
- Gen. 2:4-9, 15-24
- Song of Solomon 2:10-13; 8:6-7
- Tobit 8:5b-8 (*found in the apocrypha*)

New Testament

- 1 Cor. 13:1-13
- Eph. 3:14-19
- Eph. 5:1-2, 21-33
- Col. 3:12-17
- 1 John 4:7-16

Gospel

- Mat. 5:1-10
- Mat. 5:13-16
- Mat. 7:21, 24-29
- Mark 10:6-9, 13-16
- John 15:9-12

Photography & Videography

Photography

At St. Francis in the Field Episcopal Church, we want your wedding to be joyful, holy, and without distractions. With that in mind, flash photography by any photographer—whether professional or amateur—is prohibited during the service after guests have arrived.

Flash photographs may be taken before and after the ceremony. Photographs taken prior to the ceremony must be concluded 30 minutes before the ceremony's start time. Photographs taken after the ceremony should be limited to the wedding party and families, and must be concluded 30 minutes after the ceremony ends.

Available light photographs may be taken during the service. At St. Francis in the Field Episcopal Church, photographers may setup up along the outside aisles or shoot from the back of the sanctuary. They may not shoot from the center aisle or in front of the pews.

A letter detailing these restrictions will be provided for your photographer's signed agreement to abide by these policies of St. Francis in the Field Episcopal Church.

Videography

St. Francis in the Field Episcopal Church will retain control of all video and sound equipment, and at no time may anyone outside the staff of the church modify settings or plug into church equipment.

St. Francis in the Field Episcopal Church allows for no more than two videographers in the church for a service, and videography equipment should be placed in a way that does not obstruct traffic. Videographers may set up along the outside aisles or shoot from the back of the church. They may not shoot from the center aisle or in front of the pews, and they may not change position once the service begins.

Dress & Decorum

Photographers and videographers should dress and function in a manner that minimizes distraction.

Policy Agreements

The couple is to submit the names and contact information of the photographer and/or videographer to the church office via the Planning Form on pages 19-20 so a copy of St. Francis in the Field Episcopal Church policy can be mailed to them. It is the couple's responsibility to review these instructions with their photographer and/or videographer so there are no misunderstandings at the time of the wedding. Photographers and videographers are guests of St. Francis in the Field Episcopal Church and are expected to observe the rules and customs of the church. They are encouraged to keep their equipment with them at all times; St. Francis in the Field Episcopal Church is not responsible for loss or damage.

Printed Programs

Programs

The priest must give final approval of the program proof, regardless of where or how it is printed. Programs should be brought to the rehearsal.

Samples of Programs

You may request St. Francis in the Field Episcopal Church to provide samples of programs showing the order of service for weddings. Requests must be made at least six weeks prior to the ceremony to allow time to send the final program prior to printing for the priest's approval no later than three weeks before the ceremony.

The Rehearsal

Rehearsal Time

The time for the wedding rehearsal should be determined in consultation with the priest. Rehearsals are scheduled on the evening preceding the wedding. No rehearsal will be scheduled to begin after 5:30 p.m.

Rehearsal Leader

The priest conducts the rehearsal with the aid of the church-appointed Wedding Coordinator. Outside consultants or wedding coordinators—whether paid or volunteer—hold no authority in decisions concerning the rehearsal or the ceremony. They are, of course, welcome to attend to the couple's needs before and after the wedding, but inside the sanctuary they are merely guests.

Stand-Ins

Both members of the couple are required to be full and active participants in the rehearsal. The purpose of the rehearsal is to give participants a "feel" for the liturgy and the space in which it is conducted, so the use of stand-ins for either member of the couple is not permitted.

Full Participation

All persons associated with the wedding—readers, ushers, wedding party, musicians, etc.—are required to be present at the rehearsal and to rehearse their parts. Every effort will be made to start and end the rehearsal on time. The rehearsal cannot begin until the priest has seen the marriage license. Photographs may be taken during the rehearsal in the nave; they may not be taken from behind the altar rail.

Intoxication

If any member of the wedding party, including the couple, appears to be intoxicated at the rehearsal, he or she will be excused from the premises by the priest.

The Wedding Day

Arrival

The wedding party should arrange to arrive at the church no earlier than two hours prior and no later than 30 minutes prior to the scheduled start of the ceremony. All doors are unlocked two hours before the service unless otherwise requested via the Planning Form on pages 19-20. Specially designated rooms are made available to the wedding party for their comfort before the ceremony. Alcohol is not permitted in these rooms during this time.

Seating Guests

The church-appointed Wedding Coordinator will instruct ushers at the rehearsal. Generally, members of the wedding party acting as ushers are expected to be in the back of the church 30 minutes prior to the start of the ceremony. They are expected to begin seating the guests as soon as they arrive.

Line-Up

The church-appointed Wedding Coordinator will assemble the wedding party and space them properly for the procession.

Intoxication

If any member of the wedding party, including the couple, appears to be intoxicated at the wedding, he or she will be excused from the premises by the Rector without exception.

Alcohol Policy & Smoking

Hard liquor is forbidden on church property. Smoking is not allowed inside any building at St. Francis in the Field Episcopal Church.

Fee Schedule

Fees and Deposits

The following fees are due in the church office no later than six weeks before the date of the ceremony, accompanied by the forms on pages 19-21. Payment may be dropped off in person or mailed to St. Francis in the Field Episcopal Church, 895 Palm Valley Road Ponte Vedra Beach, FL 32081. Fees may be combined into one check, payable to St. Francis in the Field Episcopal Church, with the couple's names in the memo line.

General Wedding Fee: \$500

The General Wedding Fee covers overhead, staff and administrative costs incurred by the church. This fee applies to all weddings at St. Francis in the Field Episcopal Church, including those of members. Non-members are assessed an additional \$1,000.

Organist's Fee: \$350 base

The Organist receives a fee as weddings are an additional duty not covered under the regular contract. The base fee is \$350. Discuss with the Organist to determine the number of pieces desired, whether additional consultations are required, and other options.

Church Fee Schedule

Church Wedding Fees Facility & Staff		\$ 500
Altar Flowers		\$ 250
Additional/Optional Fees		
Non-member fee	+	\$ 1000
Organist TBD		
Sound board technician (required for vocalist)		\$ 100
Additional musicians TBD		
Additional flowers TBD (Consult with a commercial florist for bouquets, boutonnieres, corsages.)		
Wedding Service Bulletins TBD (Consult with a printer - cost depends on style and number of programs printed.)		

Please Note:

- The non-member fee is assessed for couples who are not members of St. Francis in the Field. See page 4.
- Clergy payment is not included in the above fees. It is customary to offer an honorarium to the presiding priest. See below.
- Final payment must be received no later than six weeks prior to the wedding.

Priest: \$250-\$400 (Members) \$350-\$500 (Non-members)

The Priest is not paid for performing his sacramental duty. However, many couples wish to honor the Priest's time with an honorarium given the amount of work involved in planning and executing a successful wedding. Such work includes, among other things: premarital counseling, planning sessions, paperwork and proofreading, and typically two weekend evenings away from spouse and children.

Timeline & Checklist

The following timeline is not exhaustive but will give you a good sense of the responsibilities involved in arranging your wedding at St. Francis in the Field Episcopal Church. Please utilize the information below in conjunction with the instructions found in this customary.

Immediately upon Engagement

Make Appointment with Rector

Your *first* action upon engagement is to set up an appointment with the Rector. To contact the church office, call (904) 615-2130. Please bring your calendar to this initial meeting.

[Submit Divorce Decree(s) to the Rector]

This applies only to those who have been divorced from a spouse who is still living.

3 Months Prior

Begin premarital counseling

Premarital counseling is required by Church canon law and is typically performed by the priest. There are usually six sessions. Those previously divorced should begin counseling earlier as more sessions and paperwork are required.

2 Months Prior

Decide if Ceremony Will Include Communion

This is an important decision that should be made in consultation with the priest and in consideration of the predominant faith backgrounds of the couple.

Contact St. Francis in the Field Director of Music

St. Francis in the Field Episcopal Church Director of Music has first right of refusal for playing at all weddings. The Director of Music will work with you to ensure that selections are in keeping with St. Francis in the Field Episcopal Church worship standards.

Contact St. Francis in the Field Episcopal Church Floral Guild Coordinator

Floral arrangements must be in keeping with St. Francis in the Field Episcopal Church floral standards. The Floral Coordinator can assist you in making floral plans.

6 Weeks Prior

Pay All Fees & Deposits

See Fee Schedule on page 15.

Provide Forms to Parish Administrator

A significant amount of internal paperwork and administration is involved in preparing weddings in the Episcopal Church. Please submit the form on pages 19-21 in a timely manner to allow the Parish Administrator ample time to process them.

[Submit Counselor's Evaluation to Priest]

When referred to an outside therapist or counselor, the priest requires a written statement of completion at least six weeks prior to the wedding.

3 Weeks Prior

Obtain Marriage License

The marriage license may be obtained at any county courthouse in Florida. Contact the St. John's County Courthouse (904) 819-3600 or <https://stjohnsclerk.com/> or any of the other Counties within the State of Florida.

Proofread & Approve Program

Before sending the program to be printed, the priest must approve the final copy no later than 3 weeks prior to the ceremony.

Day of Rehearsal

Present marriage license to priest for inspection. Bring programs to the rehearsal.

Day of Wedding

Doors are unlocked 2 hours prior to ceremony, unless otherwise requested via the Planning Form on pages 19-20.

Helpful Contacts

Parish Administrator

St. Francis in the Field Episcopal Church 895
Palm Valley Road Ponte Vedra Beach FL, 32081
PHONE: (904) 615-2130
EMAIL paula@stfrancispvb.org

Rector

The Rev. Justin Yawn
(904) 615-2130
justin@stfrancispvb.org

Planning Form

The following three pages must be completed and submitted to the church office with all applicable fees **no later** than six weeks prior to the ceremony. Please cut these pages from the book.

Couple's Full Names & Date of Birth:

Couple's Faith Backgrounds:

Couple's Permanent Mailing Address:

Wedding Location: _____

Wedding Date: _____ **Time:** _____

Rehearsal Date: _____ **Time:** _____

Number of Guests Invited: _____

Attendants: Please list the full names of all attendants (e.g. bridesmaids, groomsmen) as they will be listed in the program.

Parents' Full Names & Hometowns:

Bride's Father: _____

Bride's Mother: _____

Groom's Father: _____

Groom's Mother: _____

Holy Eucharist: Do you wish to include Holy Eucharist (Communion) as part of the ceremony? Yes No

Music & Flowers: Have you coordinated all appropriate details with St. Francis in the Field Episcopal Church Organist and Floral Coordinator? Yes No

Doors Open: Do you wish the doors to the facilities to be unlocked
 1 2 hours prior to the ceremony?

Lay Ministers: If you are a current member, list the names of any lay ministers you would especially like to participate (acolytes, Eucharistic minister, ushers etc.):

Outside Florist's Name & Address: _____

Photographer's Name & Address: _____

Videographer's Name & Address: _____

Readings: For a wedding *without* Holy Eucharist, choose one or two readings. For a wedding *with* Holy Eucharist, choose three, one of which must be from a Gospel.

Old Testament: Gen. 1:26-28 Gen. 2:4-9, 15-24
 Song of Solomon 2:10-13; 8:6-7 Tobit 8:5b-8

New Testament: 1 Cor. 13:1-13 Eph. 3:14-19
 Eph. 5:1-2, 21-33 Col. 3:12-17 1 John 4:7-16

Gospel: Mat. 5:1-10 Mat. 5:13-16 Mat. 7:21, 24-29
 Mark 10:6-9, 13-16 John 15:9-12

Readers' Full Names: _____

Applicable Fees: We have included the following fees with this Planning Form:

- \$750 Church Wedding & Altar Flower Fee
- \$1000 Non-member Fee
- \$350 Organist's Fee (Plus any additions)
- \$100 Sound Tech (If needed)
- \$ _____ (Any other addition)
- \$ _____ Honorarium for Priest

Declaration of Intention

All couples married in the Episcopal Church are required to sign the following Declaration of Intention.

We understand the teaching of the church that God's purpose for our marriage is for our mutual joy, for the help and comfort we will give to each other in prosperity and adversity, and, when it is God's will, for the gift and heritage of children and their nurture in the knowledge and love of God. We also understand that our marriage is to be unconditional, mutual, exclusive, faithful, and lifelong, and we engage to make the utmost effort to accept these gifts and fulfill these duties, with the help of God and the support of our community.

Signature: _____ Date: _____

Signature: _____ Date: _____

Acknowledgment of Policies

We have received, read, understand, and agree to the policies for weddings at St. Francis in the Field Episcopal Church as outlined in the Wedding Customary.

Signature: _____ Date: _____

Signature: _____ Date: _____