

ST. DAVID'S EPISCOPAL CHURCH

Procedures Regarding The Celebration and Blessing of Marriage



July 2016 Wedding Book

Dear Friends,

We welcome you to St. David's Church. It is with particular joy that we welcome those who feel called to be married at St. David's. This wedding customary is designed to answer questions and articulate our policies and procedures.

It is our hope that your planning and preparation are filled with joy. We wish to make your celebration a confirmation and strengthening of your love, and to prepare you for married life together.

We expect at least one member of the couple to be an active member of St. David's, through regular attendance, involvement in Christian formation, and an annual pledge of financial support.

Please know that you will be held in the prayers of St. David's parish at the time of your marriage.

May God's richest blessings be upon you now and always.

A handwritten signature in black ink, appearing to read 'Chuck Treadwell', followed by a small cross symbol.

The Reverend Chuck Treadwell
Rector

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Beginning the Process

Please read this entire booklet carefully. It will answer most of your questions. The next step is to submit the *Request to be Married* form (the last page of this booklet) to our Wedding Coordinator. Your request will be shared with clergy.

Couples who wish to be married must meet or speak with a St. David's priest before a date may be officially placed on the parish calendar. **Only the clergy of St. David's may schedule a wedding.** At this time, the officiating priest will discuss the couple's request to be married, answer questions, set out the preparation process, and clarify Church teachings regarding Christian marriage.

If either of the couple has been previously divorced, specific requirements of the Church must be met before an Episcopal priest may celebrate a Marriage. This includes submission of a remarriage petition to the Bishop.

Episcopal canon law requires a minimum of 30 days notice before a wedding can be solemnized. Weddings may be scheduled at any time of the year except during Lent. Only one wedding may be scheduled at St David's on any one day. Evening weddings may begin no later than 6:00 p.m.

The couple must meet with St. David's clergy at least 90 days in advance of their intended wedding date. The wedding date is not confirmed until it is on the priest's schedule and church master calendar. In the case of a remarriage 60 days are required to send the remarriage petition to the Bishop, and the wedding date is not confirmed until the Bishop's response is received.

Parish Membership

In order to be married at St David's 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. David's for at least six (6) months prior to submitting a request, and is in on-going Christian formation.
2. Couples living outside of Austin 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. David's. In these cases, an additional non-member fee of \$1,000 is assessed.

The Wedding Liturgy

At St. David's weddings conform to the liturgy for The Celebration and Blessing of a Marriage found on page 423 of the 1979 Book of Common Prayer, and other authorized marriage liturgies of the Episcopal Church.

State of Texas Requirements

State law requires that each couple obtain a marriage license from the State of Texas. This license may be obtained from the Travis County Courthouse (www.traviscountyclerk.org or 512-854-9188), or from other Counties within the State of Texas. Priests of this Church may not legally perform a wedding without this license. The wedding license must be presented to St. David's wedding coordinator at the wedding rehearsal. Once the license is issued, the wedding service cannot take place within the first seventy-two hours, but must be performed within thirty days.

Wedding Coordination

St. David's has a Wedding Coordinator to assist the couple with the planning of their wedding ceremony from the day the wedding is put on the church calendar to the day of the wedding. She will advise the couple about altar flowers, ceremony music, readings and prayers, liturgy, photography, parking, parish wedding fees, and other details. The Wedding Coordinator works closely with the couple and officiating priest, and will be present at both the rehearsal and wedding ceremony.

Marriage is a Sacrament, and St. David's is neither a vendor nor a venue. As the wedding service is planned, communication must come directly from the couple or their families, not outside event/wedding coordinators.

Wedding Service Bulletin

The church will produce a simple wedding service bulletin for an additional fee. If you are producing your own programs, the text must be reviewed and approved by the officiating priest prior to the printing of the bulletins. A final draft must be sent to the Wedding Coordinator no later than two weeks before your wedding. Please include text which requests that guests refrain from taking photographs to preserve the sanctity of the wedding service.

Wedding Music

Wedding music should be sacred, and reflect a Christian understanding of marriage. See Appendix A for a list of suggested options; digital files of these selections are available. You may also choose anything from *The Hymnal* 1982 and other approved Episcopal hymnals. Popular music should be saved for the reception.

When the organ is to be used, the Wedding Coordinator will arrange an organist for a fee. See Appendix B for details. We can recommend other musicians (vocalists, strings, trumpet, guitar, etc.) upon request. Other musicians may be employed for additional fees and prior approval of our Music Department. Recordings may not be played. Please contact our Wedding Coordinator for further guidance on ceremony music.

Wedding Flowers

The Episcopal Church considers weddings to be a solemn and sacred rite. Flowers and other decorations must be kept in their appropriate liturgical place. We want the flowers to help make your wedding ceremony a beautiful experience for you.

The Historic Church will be vested in white hangings. Flowers on the altar are your gift to the church, and remain for Sunday services. The Sunday bulletin will include a notation that the flowers are given in celebration of your marriage, and you will be remembered in the Prayers of the People. Following Sunday services, the Altar Guild will take the flowers to members of the congregation who are ill or living in nursing homes here in Austin. This practice of taking the Altar flowers to “shut-ins” brings the joy of your wedding to many people who are not able to attend Church.

We require that Westbank Flower Market, our preferred florist, be used for Altar flowers. They know the specifics of our space, are familiar with what will work best on the altar, and will work with your colors

Floral markers may be used to designate family pews, but may not be attached by tape or any other sticky substance. We do not strew flower petals. You or your florist will be responsible for removing pew markers and any vases/containers brought to St. David's. Please direct any questions to the Wedding Coordinator.

Wedding Photos

A wedding is a worship service and must be treated with due reverence. Our guidelines are as follows:

1. Photographs can be taken **prior to the service** and/or **following the service**. They must be completed **thirty minutes** before the service is to begin. No more than **thirty minutes** will be allowed for photographs following the service.
2. Wedding photographs may not be posed inside the altar rail.
3. During the procession, recession, and ceremony the photographer must stand **behind** the last pew in which guests are seated to take all photographs. Flash

photography may be used during the procession and recession only. **No flash photography** is permitted during the wedding service.

4. A second photographer may also take photographs from one stationary location inside the chancel (usually behind the pulpit.)
5. Silent equipment may be used in one location (either time-exposure and/or videotape) with the approval of the officiant and the wedding coordinator.
6. No furniture in the church may be moved.
7. Photographers must contact the Wedding Coordinator within two weeks of the ceremony to confirm understanding of the guidelines, and ask any questions.

Wedding Video

A wedding is a worship service and must be treated with due reverence. The guidelines at St. David's Episcopal Church are as follows:

1. Silent, stationary equipment may be set up in unobtrusive, pre-approved location(s), with the permission of the officiant.
2. All equipment must be set up thirty minutes before the service is to begin
3. No lights or headsets may be used
4. Any additional microphones or sound
5. No furniture in the church may be moved
6. If the videographer has any questions, he or she is to contact the officiant.
7. Videographers must contact the Wedding Coordinator within two weeks of the ceremony to confirm understanding of the guidelines, and ask any questions.

Wedding Rehearsal

The rehearsal is a preparation for the marriage service and is normally held the day before the ceremony. Your officiating priest will be in charge of the rehearsal, with the assistance of our Wedding Coordinator. The priest may also ask the couple to arrange a walk-through prior to the rehearsal. All members of the wedding party (including wedding party, ushers, readers, family members to be seated, etc.) are asked to attend the wedding rehearsal.

Should you work with an outside wedding coordinator, please know that while they are welcome to attend and assist if asked, the wedding rehearsal is run by the priest.

The couple is expected to bring their marriage license, wedding programs, and final payment to the rehearsal. Rehearsals usually begin between 5:00 & 6:00 PM to allow time to complete the rehearsal before the wedding party's rehearsal dinner.

Rehearsal Dinner and Wedding Reception

If you are interested in holding your rehearsal dinner or reception at St. David's please contact our Director of Special Events at LisaKay@stdave.org as early as possible.

Special Points

Couples are required to participate in pre-marital counseling. We have a list of recommended counselors, or you may discuss alternative options with your presiding priest.

In the wedding bulletin, we request that guests refrain from photography, and turn pagers and cell phones off or on "silent" mode.

All wedding participants and guests should wait until the reception to consume alcohol.

No rice, confetti, bird seed, flower petals, or other materials may be thrown inside the Church or on the Church grounds.

Please dispose of trash & recycling, and remove hangers, garment bags, vases, food, jewelry boxes, etc. from dressing areas before leaving the church.

Parking is always free to visitors and members of St David's. Please ask the Wedding Coordinator regarding parking procedures for the garage.

Appendix A – Wedding Music

Please listen to the CD before selecting your music. The Bridal March from Lohengrin and the Wedding March from A Midsummer's Night's Dream are not played at St. David's at the Rector's request.

Music Title	Composer	Hymns – from the 1982 Hymnal	
1. Trumpet Voluntary in D	Jeremiah Clarke	1. Joyful, Joyful We Adore Thee	376
2. Trumpet Tune in D	Henry Purcell	2. All Creatures of Our God and King	400
3. <i>Rondeau</i> from Premiere Suite	Jean Moutet	3. Love Divine, All Loves	657
4. March	Henry Purcell	4. Holy, Holy, Holy	362
5. Hornpipe from <u>Water Music</u>	G. F. Handel	5. When in Our Music	420
6. <i>Allegro vivace</i> , Suite in D, 1st Movt.	G. F. Handel	6. Praise My Soul the King	410
7. <i>Allegro vivace</i> , Suite in D, 2nd Movt.	G. F. Handel		
8. March I, Suite in D	G. F. Handel		
9. March II, Suite in D	G. F. Handel		
10. <i>Maestoso</i> from Heroic Music	Georg Telemann		
11. <i>Con bravura</i> from Heroic Music	Georg Telemann		
12. Trumpet March	J. B. Lully		
13. Trumpet Aria	Henry Purcell		
14. Trumpet Voluntary	John Stanley		
15. Sinfonia	Henry Purcell		
16. March	J. S. Bach		
17. <i>Finale</i> from Royal Fireworks Suite	G. F. Handel		
18. Psalm 19	B. Marcello		
19. <i>La Marche</i>	G. F. Handel		
20. Prelude to <i>Te Deum</i>	M. Charpentier		
21. <i>Rigaudon</i>	André Campré		
22. The Emperor's Fanfare	Antonio Soler		
23. Jesu, Joy of Man's Desiring	J. S. Bach		
24. Crown Imperial March	William Walton		

ORGAN SELECTIONS:

1. <i>Toccata</i> from Fifth Organ Symphony	Charles Widor
2. Prelude in Classic Style	Gordon Young
3. Prelude No. 1 in C Major	J. S. Bach
4. <i>Berceuse</i>	Louis Vierne
5. Now Thank We All Our God	S. Karg-Elert
6. Sheep May Safely Graze	J. S. Bach
7. <i>Allegro</i> from Organ Concerto No. 8	G. F. Handel
8. <i>Sinfonia</i>	G. F. Handel

Appendix B – Fee Schedule

Historic Church Wedding Fees

Facility & Staff	\$ 850
Wedding Coordinator	\$ 500
Altar Flowers	\$ 150
Total	\$1500

Bethell Hall Wedding Fees

Facility & Staff	\$ 850
Wedding Coordinator	\$ 500
Altar Flowers	\$ 90
Total	\$1440

Additional/Optional Fees

Non-member fee	\$1000
Organist	\$ 400 <i>(Includes Ceremony & Rehearsal)</i>
Additional musicians	TBD
Additional flowers	TBD
Wedding Service Bulletins	TBD <i>(Cost depends on number of programs printed.)</i>
Cleaning Fee	TBD <i>(If excessive mess/ items left in dressing areas or church.)</i>

Please Note:

- The non-member fee is assessed for couples who are not members of St. David's.
- Clergy payment is not included in the above fees. It is customary to offer an honorarium to the presiding priest. Please ask for guidance if you have questions.
- Additional musicians, flowers, or programs printed by St. David's will change the fee structure. Please consult the Wedding Coordinator with questions.
- Final payment must be received no later than the rehearsal.

ST. DAVID'S EPISCOPAL CHURCH

301 E 8th Street † 8th & San Jacinto † Austin, TX 78701
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REQUEST TO BE MARRIED AT ST. DAVID'S CHURCH

Congratulations! To facilitate planning during this exciting time, please complete this form and return it to the Wedding Coordinator in person, by mail, or via e-mail to amanda@stdave.org. Your request will be given to your requested clergy person.

Only the clergy of St. David's may schedule a wedding.

Name: _____ Today's date: _____

Phone Numbers H: _____ W: _____ C: _____

E-mail Address: _____

Mailing Address: _____

Name of your fiancé(e): _____

Are you or your fiancé(e) members of St. David's Episcopal Church? YES NO

If yes, how long? _____

If no, please list any family members who are members of St. David's Episcopal Church. If no family are church members, please let us know why you have selected St. David's:

Please let us know if either has been previously married (who, dates of marriage & divorce) or NONE:

It is required that at least one member of the couple be a baptized Christian who is an active, attending, pledging member of St. David's for at least six (6) months prior to submitting a request.

Active, attending, pledging members of other Episcopal churches may be considered upon written request from the Rector of their parish to the Rector of St. David's. In these cases, an additional non-member fee is assessed.

Desired date to be married if request is approved: _____

I am requesting use of the:

Historic Church (seats 425) Bethell Hall (seats 250) Grace Chapel (seats 30)

Requested St. David's Priest's: _____

If you wish to have an Episcopal priest not on staff at St. David's preside at your wedding, he or she must contact our Rector in writing to personally request the use of the church. Requests may be faxed (512-472-6101) or mailed (address above) to the attention of the Rev. Chuck Treadwell. Requests should refer to your desired wedding date, identify which priest is providing preparation for the marriage, and be submitted at least 45 days prior to the wedding.