

WEDDING GUIDELINES - THE SACRAMENT OF HOLY MATRIMONY

Revised 1/7/15

WEDDING CUSTOMS

Church wedding customs vary in detail from place to place. The guiding principle to remember is that a wedding is a worship service of the Church. The service is a sacramental rite, created by a man and a woman in the presence of witnesses, asking God to bless and sanctify their life together. At St. James, we will make every effort to have your wedding service be one of grace and beauty. As soon as you know that you are getting married, please call the church office and make an appointment with the Rector.

FINAL RESPONSIBILITY FOR THE SERVICE

As in all worship services of the Church, the Rector is charged by canon law with the final responsibility for determining the appropriateness of all details and arrangements in this parish. A fee for the Rector is not required. Honoraria voluntarily and freely offered in gratitude for the Rector's officiating is acceptable. One rule of thumb often suggested is that you pay the clergy the same amount you pay the organist. Should you choose to do this, the check should be made payable directly to the clergy.

THE WEDDING DIRECTOR/COORDINATOR

It is necessary to engage a wedding coordinator/director. The coordinator/director is responsible for meeting with **Elizabeth Smith**, the St. James Altar Guild representative. Elizabeth will advise on all matters pertaining to weddings as they relate to the customs and rules of this parish. She is also available to meet with the bride-to-be and/or her family and the coordinator/director prior to the wedding and is available as a consultant for pre-wedding questions. Please contact Elizabeth as soon as you book the church for the wedding. Her contact information is as follows:

Elizabeth Smith office 662-334-2735 home 662-332-2866 cell 662-822-3612
email - esmith@co.washington.ms.us

NOTE: The coordinator/director must be present at the rehearsal and wedding.

The coordinator/director is responsible for returning the church and all rooms used to the condition they were in prior to the wedding.

WEDDING MUSIC

The wedding ceremony is a festive, but also a sacred occasion. The parish organist/choirmaster's responsibility is to suggest, plan, and provide music that will match the beauty and character of the occasion and to adhere to customs and standards of music of the Episcopal/Anglican tradition and St. James', Greenville. Music is provided twenty to thirty minutes before to assist the congregation in observing the spirit of the service, between scripture readings, at communion (if applicable), and to close the rite/service. The prelude music is chosen at the discretion of the organist (requests will be considered.) Prelude music may be provided by the organist alone, instrumentalists alone, a combination of organ and instrumental music, and can include solo vocal music.

Solo vocal music is generally most appropriate as a part of the prelude music, but could also be used in the actual service with discretion. **Selection and hiring of instrumentalists and vocalists for the wedding service will be the responsibility of the organist as a part of the organist's contractual fees.**

Professional musicians will charge a contractual fee. The organist's base fee for planning and playing is **\$450.** to include:

- ^ a 30 - 45minute appointment for consultation about music in person on Monday-Friday at St. James' in Greenville and by phone and/or email
- ^ attendance at wedding rehearsal up to one (1) hour prior to event, usually the evening before
- ^ playing the selected music organ before, during, at the end of the marriage ceremony
- ^ travel/mileage to the rehearsals and ceremony (75 mile round trip each service)

Additional organist fees, **to be arranged and agreed upon in advance with the family/bride/groom:**

- ⤴ Hiring and rehearsing with each singer or wind instrumentalist (trumpet, flute) - \$25 per 30 min. rehearsal
- ⤴ Organizing and directing the St. James' choir, if requested and available is \$25.00 (in addition to donation*)

Other musician's fees generally range from \$100-250 each. **All musicians will be provided and hired by the church musician.** No additional musicians are required; organ alone is quite traditional and appropriate. Selection of music for vocal solo will be at the discretion of the organist/choirmaster (with support from priest) with consideration for possible requests the family may have. A contract with fee structure and total amount to be remitted to organist and to additional musicians will be provided after initial consultation, to be signed and binding by **organist, wedding representative, and rector/parish administrator. If the wedding were to be canceled or postponed by the week of the ceremony, courtesy fees may apply for some musicians, to be determined.**

Also, if the Parish choir is requested to sing, **a donation of \$100 to the St. James' Music program*** is requested. As the parish choir is a volunteer organization, this option may not always be possible. Selection of music for the choir will be at the discretion of the organist/choirmaster with consideration of possible requests the family may have. Music of a light, sentimental, or popular character is most appropriate for use at the wedding reception rather than as a part of the service. Texts for any vocal/choral music must be scriptural or of a sacred nature. Popular "romantic" and "love" songs are not used.

The traditional "Wedding Marches" of Wagner and Mendelssohn are also not permitted, by tradition and due to the secular origins of this music. The organist will suggest appropriate music for processions and other occasions of music in the service. **A sheet suggesting possible appropriate music selections for the church ceremony is included**, but is by no means comprehensive. The organist/church does not provide or hire music for receptions.

As in all services of the Church, the responsibility for determining the suitability of all aspects of this service, including the music, is ultimately that of the Rector or Officiant. After having met with the clergy person to determine the overall service order, including plans for entrance and exit of the wedding party, **an appointment to consult with the organist, Mark Butler**, should be made at 6 to 8 weeks prior to the wedding, so that the selection of appropriate music (and any musicians) may begin.

If someone other than the Parish organist is desired to play for the service, although the principal organist is available and willing to provide the service, that non-parish organist must be approved by the Parish organist. In this event, a separate fee of \$100 is to be remitted to the Parish organist as a courtesy and for responsibility of consultation and approval of music/personnel.

Contact information for the organist is:

Dr. Mark Butler, 662-347-0270, Email: unidoctor@cablone.net

(updated January 2015)

ST. JAMES' WEDDING MUSIC SELECTION SHEET (January 2015)

Prelude music chosen at the discretion of the organist

PROCESSION (*mothers, bridal party*)

- ⤴ Jesu, Joy of Man's Desiring – Bach
- ⤴ Air – Water Music- Handel
- ⤴ Canon in D – Pachelbel

PROCESSION or RECESSION (*bridal party and/or bride*)

- ⤴ Rigaudon-Campra _____
- ⤴ Trumpet Voluntary (Prince of Denmark' - Clarke) _____ (Trumpet Y/N) Most Popular
- ⤴ Trumpet Tunes in D and E-flat – Robert Johnson (organ only)
- ⤴ Prelude - Royal Fireworks Music – Handel _____ (Trumpet Y/N)
- ⤴ Prelude to Te Deum – Charpentier (Trumpet Y/N)

RECESSION – (*couple, bridal party, parents/grandparents*)

- ⤴ Trumpet Tune – Purcell _____ (Trumpet Y/N) – Most Popular
- ⤴ Rejouissance – Royal Fireworks– Handel _____ (Trumpet Y/N)
- ⤴ Horn Pipe (Allegro Maestoso) -Water Music- Handel (Trumpet Y/N)
- ⤴ Rondo – John Bull _____
- ⤴ March – Royal Fireworks – Handel _____
- ⤴ Psalm 19 – Marcello _____
- ⤴ Rondeau - Louis Marchaut
- ⤴ Tuba Tune – C.S. Langlais

PROCESSIONAL HYMNS: (*altar party, groomsmen; entire wedding party*)

- ⤴ Joyful, joyful we adore thee (Hymn to Joy) – Hymnal 376 _____
- ⤴ Praise to the Lord, the Almighty, the King of creation (Lobe den Herren) Hymnal 390 _____
- ⤴ God is Love (Abbot's Leigh) Hymnal 379 _____
- ⤴ Now Thank We All Our God – Hymnal 397 _____
- ⤴ All Creatures of our God and King – Hymnal 400 _____
- ⤴ Love divine, all loves excelling (Hyfrydol) Hymnal 657 _____

SEQUENCE (between NT and Gospel readings) and COMMUNION – Anthems And Hymns

- ⤴ Come my Way, my Truth, my Life (The Call) choral anthem or Hymnal 487 _____
- ⤴ (The) Gift of Love (O waly waly) – choral anthem, duet, solo _____
- ⤴ Set me as a seal upon thy heart – various composers – choral anthem _____
- ⤴ Thy Perect Love – John Rutter – choral anthem _____
- ⤴ The Father's Love – Simon Lole – choral anthem or duet _____

- ⤴ May the grace of Christ our Savior – (Halton Holgate) Hymnal 351 _____
- ⤴ Your love, O God, has called us here – Hymnal 353 (Wareham) _____
- ⤴ O God, to those who here profess (Caithness) Hymnal 352 _____
- ⤴ O love of God, how strong and true - (Dunedin) Hymnal 455 _____
- ⤴ Be thou my vision (Slane) Hymnal 488 _____
- ⤴ Come down, O Love divine – (Down Ampney) Hymnal 516 _____
- ⤴ God is love, and where true love is [Mandatum, Ubi caritas (Murray)] Hymnal 576, 577 _____
- ⤴ Lord, make us servants of your peace (Prayer of St. Francis) – (Dickinson College) Hymnal 59 2 _____
- ⤴ The King of Love, my shepherd is (St. Columba) – Hymnal 645 _____

Some hymns are available for review online at <https://www.riteseries.org/song/browse>

Organ/Choral music may be available online for review; the organist will advise and provide information

THE PHOTOGRAPHER

Photographs may not be taken in the church during the service. One may be made as the bridal couple leaves the Church. If group photographs of the bridal party are desired, they may be taken in the Church before the guests arrive or after they have departed. In addition to this, video equipment, without lights, may be used at points designated by the officiant.

THE HOLY COMMUNION

A nuptial celebration of the Holy Communion is suggested as a part of the spiritual preparation of the bride and groom for Christian marriage. A most suitable time for this celebration is at the beginning of the rehearsal. The families of the bride and groom and the entire wedding party should be invited. The Rector will be glad to discuss having a nuptial celebration of the Eucharist at the wedding itself, where such a service is meaningful and desired.

USE OF THE PARISH HALL FOR RECEPTIONS

When available, the facilities of the Parish Hall may be reserved by communicants of St. James' for wedding receptions. It must be reserved well in advance. **Please ask for a copy of the reception guidelines including costs if you plan to use the Parish Hall for a reception.**

COSTS FOR USE OF THE CHURCH FOR A WEDDING

Current member fee	\$100.00
Former or non-member Episcopalian fee	\$300.00
Organist (refer to wedding music for other fees)	\$450.00
Security Guard	\$10.00 per hour or \$12.00 per hour for overnight
Optional: use of Parish Hall for reception	(ask for guidelines)
Optional: Floor candelabra candles	\$60.00
Optional: Votive candles for windows	\$15.00
Clean up Fee	\$150.00

You should pay the church for the use fee, candles, and organist the week before the wedding. Security fees will be billed after the fact. If the church and rooms used are not put back in order after the wedding a fee of \$150.00 will be charged.

FLOWERS

Simplicity is the mindset when it comes to flowers for your wedding at St. James. The church building is beautiful and there is no need for elaborate decoration in order to create a perfect setting. In The Episcopal Church weddings are first and foremost worship services, similar to what we do every Sunday with the addition of the Sacrament of Holy Matrimony. Therefore, flowers for your wedding should enhance and not overwhelm the space or distract from the holiness of the moment. They should reflect the arrangements normally used behind the Altar each Sunday. All floral decorations are given for the Glory of God and will remain for the church's use on Sunday morning. Attribution of thanksgiving for the couple's wedding and new marriage will be printed in the Sunday service bulletin.

Should your wedding date fall within the 12 days of Christmas, please note that church decorations will remain as they are for Christmastide and will not be removed for a wedding. You should plan to make a \$200

contribution toward the church decorations. Decorations are placed in the nave on Christmas Eve and remain through January 6.

The church has several containers for arrangements behind the altar and we recommend you use these. They may be picked up ahead of time through the Church Office. You may use the florist of your choosing but we recommend the commercial florist who normally does our arrangements and is already familiar with the space. The Church Administrator can give you that information. No artificial flowers are permitted. No flowers may be added to the processional crosses or the baptismal font, etc. The only decorations that may be used in the nave are window greenery with votive candles. No greenery, nosegays or other floral arrangements may be used in the chancel or the nave. Flowers or greenery or bows may be used on the wrought iron stair rails outside the front doors, but must be loosely draped so as not to impede use of the rails. We do not permit flower petals dropped in the aisle or an aisle runner.

Besides the regular Altar candles, the church has two seven-branch candelabras. No other candles, carried by attendants or on the pews, are permitted. The “unity candle” or “sand unity ceremony” is not used in The Episcopal Church. **Excepting the flowers behind the altar, all other decorations must be removed immediately following the ceremony. This is the responsibility of the wedding coordinator/director.**

CANDLES

The Altar Guild must order the candles if you are using the candelabrum for the wedding service. A six-week notice is needed. In addition to candles on the altar, the four brass floor candelabra may be used in the Sanctuary as well as votive candles in the windows.

MISCELLANEOUS

No rice, confetti, and no flower petals are to be used either at the wedding or at the reception in the Parish Hall. Bird seed may be used outside the parish hall if desired.

All rooms used for dressing by the bride, groom, bridesmaids and groomsmen as well as the church must be returned to order after the ceremony. This is the responsibility of the wedding coordinator/director. A fee of \$150.00 for cleanup will be charged if this is not done.

You are responsible for your own printed wedding service if you use one. Please allow the rector to view it before going to the printer. This should be scheduled for at least one month prior to the wedding. After the rector’s approval, a copy of the service should be sent to the organist, church office and altar guild chairperson.

PRE-WEDDING CHECKLIST

Immediately – When you request the church for your wedding you should reserve the Parish Hall if you want your reception to be here. There are separate costs for using the Parish Hall covered under the reception guidelines.

Immediately - Reserve the date with the Parish Organist.

8 weeks prior – Contact the Parish Organist to discuss music and musicians.

6 weeks prior – Contact the Altar Guild about the wedding in general and candles specifically.

4 weeks prior – Bring a proof of the service sheet to the rector to approve before printing. Once it is approved, send a copy to the organist, church office and altar guild chairperson.

1 week prior – All checks for all expenses relating to the wedding should be given to the Church office. The checks should be made as follows:

Music – Checks should be made out to the organist and all musicians individually.

Rector – Check should be made out to the rector.

Church costs (fees, candles,) – should be made out to St. James' Episcopal Church. You will be billed separately for security and clean up if necessary.