

**Saint Andrew's Episcopal Church**  
106 Walnut Street, P.O. Box 626  
Collierville, TN 38027-0626  
Telephone: (901) 853-0425    Email: mail@standrewscollierville.org

## **Guidelines for The Celebration and Blessing of a Marriage**

The celebration and blessing of a marriage is a sacramental action of the church as well as an event for a couple and their family and friends. The service itself is a witness to our conviction that God instituted marriage and that our Lord does indeed bless those who make a sacred covenant with one another in His name before His altar.

In order to assist couples and their families to begin planning with an understanding of the regulation and traditions of the church for a wedding of beauty and dignity, the following guidelines are provided.

### **GENERAL GUIDELINES**

- \*The Rector performs weddings for active members of Saint Andrew's.
- \*Applications for marriage must be made to the Rector at least 30 days prior to the date of the wedding.
- \*Advance notification of at least 120 days will be needed if the bride or groom has been divorced.
- \*The State of Tennessee requires that every Minister shall have in his possession before the wedding a license granting the couple the right to marry. This marriage license should be presented to the Rector at the wedding rehearsal.
- \*Assistant Clergy and/or Visiting Clergy may be invited by the Rector to participate in the service at the request of the Bride/Groom.
- \*The seating capacity of our sanctuary is 120.
- \*Rice or birdseed may not be used for weddings or receptions.

### **PREMARITAL COUNSELING**

- \*Counseling is required by the Canons of the church.
- \*Premarital counseling is a mandatory part of preparing for a lifelong, sacramental commitment. A competent counselor will be contracted for this service. In addition, the Rector will meet with the couple.

## **TIMES FOR WEDDINGS**

\*Saturday afternoon weddings must begin no later than 2:00 PM.

\*Saturday night weddings must begin no earlier than 7:00 PM.

\*The rehearsal date and time should be arranged with the Rector.

\*No weddings will be scheduled during the following times:

Lent (the days between Ash Wednesday and Easter)

Thanksgiving or the weekend immediately following Thanksgiving Day

Advent (the four weeks before Christmas)

**MUSIC**      Cynthia Carpenter      (603-1704)

\*The church organist, in consultation with the Rector, is in charge of all music and will provide music for the rehearsal and wedding. If the organist is unavailable, she will designate another organist for the service.

\*A consultation with the organist should be arranged as early as possible in the planning stages.

\*A list of approved wedding music is attached. Because your wedding ceremony is a worship service, secular music is not appropriate.

## **ATTENDANTS**

\*Space limitations dictate that there be no more than 5 Groomsmen, including the Best Man, and no more than 5 Bridesmaids, including the Maid of Honor.

\*Children participating in the ceremony should be six years old or older.

\*Dressing rooms are available for the bride and her attendants. Arrangements for these rooms to be ready when the bridal party arrives should be made with the altar guild wedding coordinator.

## **FLOWERS, GREENERY, AND CANDLES**

Lucia Outlan (853-4444)

\*Decisions about flowers should be made in consultation with the altar guild wedding coordinator. She will meet with you and your florist at the church if necessary.

\*We ask that you select only two flower arrangements to go on either side of the cross. They should be no taller than the cross.

\*Modest swags or wreaths for the front doors are acceptable.

\*Candles may be placed in the windowsills for candlelight weddings. Greenery may be placed around the candles.

\*Reserved pews may be marked with ribbons.

\*The florist needs to arrange pick up of containers and delivery of flowers with the church office. (853-0425)

\*Flowers for the bridal attendants need to be clearly labeled.

\*Flowers must be left on the altar following the service. You may request that they be acknowledged in the Sunday bulletin as a memorial or a thanksgiving. Please notify the church office of your request.

\*Only the candles normally on the altar during services are to be used. These are the two Eucharistic candles and the two Office candelabras.

## **PHOTOGRAPHERS**

\*No flash or non-flash still pictures may be taken during the service, including the processions, by a professional photographer or by members of the congregation.

\*Videotaping must be arranged with the Rector. The camera should be stationary and unobtrusive.

\*All photography in the church must be completed within 30 minutes of the end of the service.

\*Special arrangements for photography before the service can be made with the altar guild wedding coordinator.

## **PARISH HALL RECEPTIONS**

\*A professional catering service, with their own staff, should be used.

\*The caterer should contact the church office by the week of the wedding to arrange for the parish hall to be open.

\*The church must have a copy of the caterer's license and a certificate of insurance for the reception.

\*Champagne, wine, and beer may be served only when food is served and only if non-alcoholic beverages are equally available. No other form of alcoholic beverage is permitted.

\*We ask that our *No Smoking* policy be observed.

\*Kitchen equipment may be used with permission. All consumable goods are to be furnished by you. Tables and chairs are available for your use. Linens are not provided.

\*Caterers are responsible for set-up. Tables and chairs must be returned to the position requested by the parish administrator.

## **FEES**

\*A donation to the Rector is appropriate. Please pay him directly.

\*The organist's fee is \$150.00. Please pay him/her directly.

\*One check for the following fees should be made payable to Saint Andrew's Episcopal Church. These fees should be paid on or before the day of the rehearsal:

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|---|----------|
| church custodial costs  | \$100.00 |
| altar guild donation<br>(this includes use of linens, candles, and services of a wedding coordinator) | \$100.00 |
| parish hall reception   | \$200.00 |