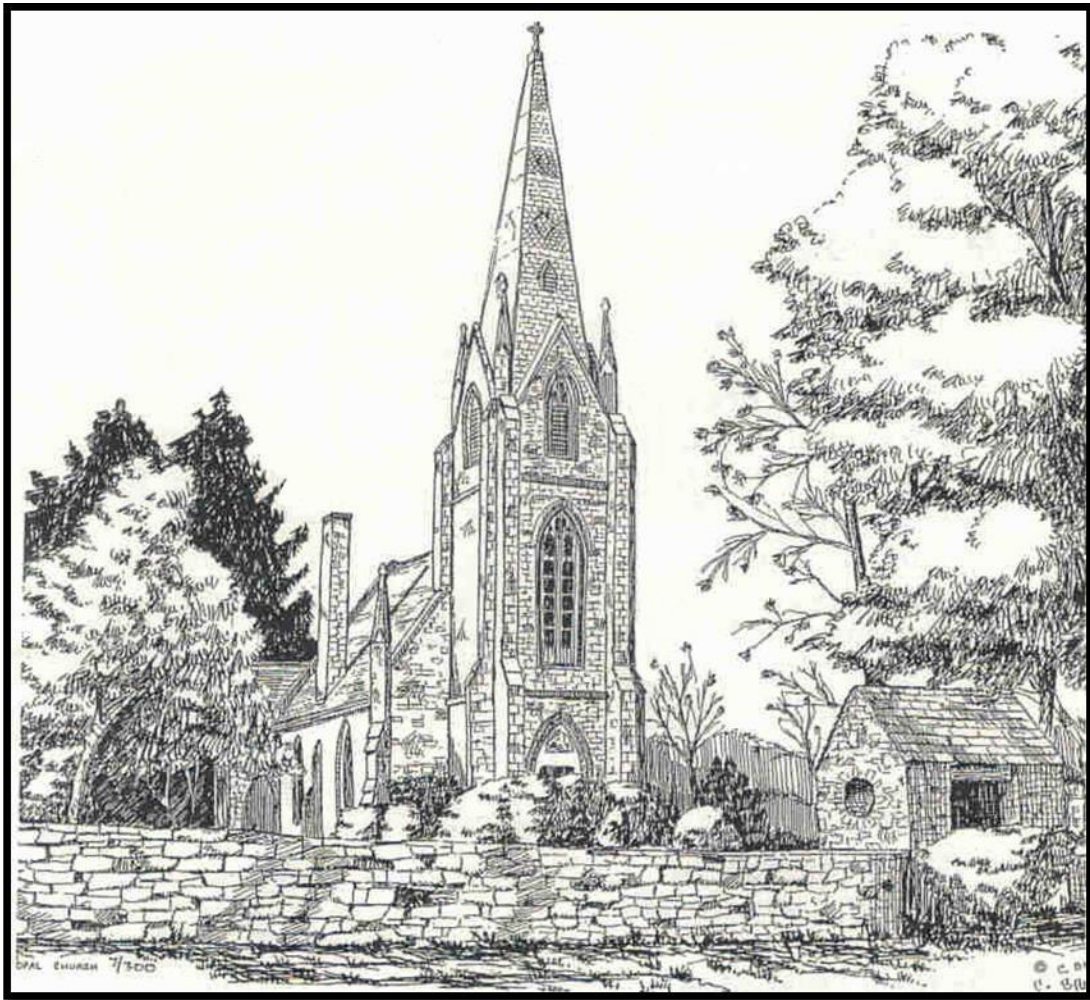


**WEDDINGS AT
ST. JOHN'S CHURCH
Western Run Parish
Reisterstown MD**



Wedding Guidelines

WEDDING GUIDELINES AT ST. JOHN'S CHURCH

Introduction & General Guidelines

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Wedding Program with Holy Communion

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INTRODUCTION

The Celebration and Blessing of a Marriage is a Sacrament in the Christian Church.

At St. John's it is expected that all persons wishing to be married will be active members of this Christian community, and will have demonstrated by their regular attendance at worship their intention to participate in the life of this parish. **A wedding date and time will be finalized only after speaking with one of the clergy.** (Rehearsal time and date must be set with the officiating clergy, in consultation with the Parish Administrator.) Filling out and filing this paperwork with our administrator is an important next step.

The Celebration and Blessing of a Marriage at St. John's Church is performed in accordance with the *Book of Common Prayer (BCP)* of the Episcopal Church or using the Diocesan recommended language for a marriage between two people. In accordance with the BCP, it is understood that Christian marriage is a solemn and public covenant between two people in the presence of God. In the Episcopal Church it is required that one, at least, of the parties be a baptized Christian; that the ceremony be attested by at least two witnesses; and that the marriage conforms to the laws of the State and canons of this Church. Weddings of same-sex couples are a regular part of our ministry and are performed in accordance with church canons and state law.

GENERAL GUIDELINES

- All liturgical arrangements and questions concerning premarital counseling are made under the direction of the clergy. (See the Clergy Section of this Brochure for additional information)
- All musical arrangements are made under the direction of Benjamin Buchanan, Music Director, regardless of whether he will be playing for the wedding (see the Music Section of this Brochure for additional information). Arrangements with Ben should be completed at least 1 month prior to the wedding.
- Weddings are not permitted during Lent, except in unusual circumstances.
- Weddings may be scheduled between 10 a.m. and 6 p.m. on Saturdays. (Other days may be approved by the clergy.)
- A program listing the order of the service and the participants may be used. The couple are responsible for the information contained therein, and must submit a final draft of the program to the Parish Administrator for clergy approval. Submission of the program for approval is required even if St. John's Church clergy will not be officiating or the program is printed outside the church office. A program may be prepared by the staff at St. John's Church providing the format is compatible with our printer. Sample programs are attached.

CLERGY AND PREMARITAL COUNSELING REQUIREMENTS

- A clergyperson from St. John's Church or another Episcopal clergyperson approved by the Rector officiates at the wedding. If the couple desires, a minister of another denomination may assist in the ceremony with the Rector's prior approval. If the Rector has approved an outside clergyperson to officiate or assist with wedding, the outside clergyperson needs to contact the Rector prior to the wedding to discuss liturgical requirements.
- All couples intending to be married at St. John's Church by a clergyperson from St. John's must attend a minimum of three premarital counseling sessions with the clergy or some other responsible party as designated by the Rector. Premarital counseling is sometimes referred by an outside counselor and a fee may be charged by the outside counselor.
- For persons previously married and divorced, the priest who will officiate at the wedding must obtain the permission of the Diocesan Bishop two months in advance of the wedding date. Such permission requires a copy of the divorce decree, a signed let of intention and the recommendation of the counseling clergy. Also, normally one year must elapse since the final divorce decree has been granted.
- If a non-St. John's clergyperson has been approved to officiate at the wedding, that clergy person is responsible for obtaining all marital judgments from the Bishop, all premarital counseling sessions and preparation, and fulfilling all legal and canonical requirements (e.g., filling out and returning the wedding license, and properly completing the wedding register at St. John's Church.)

FLOWERS, ALTAR CANDLES & OTHER DECORATIONS

- The use of decorations in the church is under the direction of the Altar Guild, in consultation with the clergy. All altar flowers are to be real; artificial flowers are not permitted.
- Flowers must be provided by the couple being married. Specifications for the altar flowers are as follows: arrangements should not be higher than the cross: 20 inches or less - nor be more than 10" in depth (with back of arrangement flush with the back of the container as much as possible) and 18" wide.
- All altar flower arrangements, including those from an "outside florist" remain in the church for Sunday services. Flowers remain in thanksgiving for the marriage and proper acknowledgment will be made in St. John's Church Sunday bulletin.
- St. John's Church does not provide pew torches, pew bows or pew flowers. If you choose to use these items, you will need to rent or buy them. To avoid damage to the pews, tape, tack, wires or pins are not permitted. All pew decorations must be removed immediately following the ceremony.
- All liturgical practices must conform to the *Book of Common Prayer* (BCP). Therefore, ceremonials not proscribed by the BCP – such as lighting of a Unity Candle – are not permitted at St. John's Church.
- Flower girls may toss only organic potpourri or petals from live flowers at St. John's Church.
- Aisle runners are not permitted inside of the church.

PHOTOGRAPHERS/VIDEOGRAPHERS

- All photographers and videographers, if not previously introduced, are asked to check with the Officiant one hour prior to the service.
- Flash photography and artificial lighting are not permitted in church during the ceremony. Pictures or videos taken in available light are permissible from the back of the church or in the choir loft. *Photographic equipment must be in place at least 30 minutes prior to the beginning of the service. Because the marriage ceremony is worship, guests should be requested in advance not to take pictures in church during the liturgy.*
- If you want photographs taken before the wedding ceremony, please schedule a time for pictures with the Parish Administrator. We cannot guarantee that the church will be available for pictures prior to your wedding unless you have a scheduled time with the Parish Administrator.
- Following the ceremony, photographs may be taken in St. John's Church or on our grounds for a period not to exceed **thirty minutes**.

MUSIC

- Contact Benjamin Buchanan, Music Director, directly to discuss music for your ceremony, including the use of vocalists and instrumentalists, all of which will be under his direction. Ben can be contacted at 214-538-8320 (mobile) or email: musicdirector@stjohnswesternrun.org.
- The Music Director of St. John's Church coordinates the music for all weddings held here. All outside musicians must coordinate with the Music Director.

WEDDING REHEARSAL GUIDELINES

- Please bring: (1) a valid Baltimore County marriage license, and (2) all your wedding programs.
- Please make sure that all of your attendants, readers, and others participating in your wedding are present. A rehearsal normally takes approximately 1 hour from the time that it actually begins.

YOUR WEDDING DAY

- If the wedding party is dressing at the church, arrangements should be made in advance the Parish Administrator. Additional fees apply.
- The couple and their attendants should **arrive a minimum of 45 minutes prior** to the start of the ceremony. The wedding party may gather in the Library in St. John's Parish House.
- The Groom and Best Man should arrive 45 minutes prior to the ceremony
- Ushers should arrive **a minimum of 1 hour prior** to the start of the ceremony in order to distribute wedding programs and escort guests to their seats.

RECEPTIONS AT ST. JOHN'S CHURCH

- Reception arrangements are made with the Parish Administrator. Special fees apply.
- When a reception is held at St. John's Church, we ask that all pre-arrangements and set-up of the Parish Hall take place on the preceding day. Tents may be left up until the following Monday morning. Catering supplies and equipment are to be stored outside after the reception and properly covered. The Parish Hall closes at 10 p.m. in order to prepare for Sunday morning worship, so please plan accordingly. **While St. John's Church welcomes receptions, please keep in mind that we are not a commercial facility, and have limited resources.**
- If the Parish Hall is used for your post-ceremony reception, a list of suggested caterers and tent companies is available from the Parish Administrator.

GUIDELINES RELATING TO ALCOHOLIC BEVERAGE USE

LAW

All applicable federal, state and local laws relating to alcohol and other substance use shall be obeyed. This includes but is not limited to the following:

- Serving alcoholic beverages to minors (under age 21) is prohibited;
- Sale of alcoholic beverages without a state license is prohibited;
- A church or agency could be sued for the consequences of the distribution of alcoholic beverages to individuals (example: someone getting intoxicated at a church function and harming someone in a traffic accident after leaving the church event). Even if the lawsuit were eventually unsuccessful, the cost of the defense and the negative publicity would be a burden for the entity being sued. Likewise, be specific with groups that rent space so that they agree to abide by your stated policy, otherwise it increases your liability risk. If an individual shows signs of impairment or intoxication, alternative transportation must be provided to prevent that individual from driving (example: confiscate the person's car keys and call a taxi or find someone to drive the person home).

SOCIAL

- Congregations and related agencies should consider the impact of serving alcoholic beverages at events or gatherings, including permitting a limited use or quantity. If the absence of alcoholic beverages might reduce attendance or lessen the appeal of an event, the organizers should reconsider the appropriateness of the event.
- The groups or organization sponsoring the activity or event at which alcoholic beverages are served must have permission from the clergy or the vestry.
- Food shall always be served when alcoholic beverages are served.
- Appealing non-alcoholic beverages must always be offered with at least equal prominence and accessibility, including healthy alternatives. Water should always be one of the available alternatives.
- Alcoholic and non-alcoholic beverages must be clearly labeled as such. Food prepared with alcohol should be labeled even if the alcohol itself is completely evaporated by the cooking process since the aroma of alcohol can still trigger someone's abuse.
- Wine and beer are acceptable alcoholic beverages to serve on church property. Hard liquor is strongly discouraged, but if it is served it requires a certified server.
- Serving alcoholic beverages at any event where there are minors present is strongly discouraged. If minors are present, alcohol must be served at a separate station that is monitored at all times.
- The serving of alcoholic beverages must be monitored, and those showing signs of intoxication must not be served. An adult must be assigned to oversee its serving. That adult must not drink alcoholic beverages during the time of his/her execution of duties.
- The serving of alcoholic beverages at church events shall not be publicized as an attraction of the event, e.g., "wine and cheese reception," "cocktail party," "beer tasting."
- The presence of alcoholic beverages at church social functions shall not be promoted as a requirement, or advertised as an enticement, to participate in a church function.

ACKNOWLEDGED & AGREED TO: _____ DATE _____

WEDDING PAYMENT CHECKLIST

Name of Participants _____ Date & Time of Wedding _____

The following payments are due to St. John's Church at least 2 weeks prior to the wedding date:

Use of St. John's Church

Member	No Charge	\$ _____
Non-Member	\$300.00	\$ _____

Use of Library for Dressing	\$75.00	\$ _____
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Use of Parish Hall for Reception		
Member	\$375.00	\$ _____
Non-Member	\$750.00	\$ _____

Parish Wedding Coordinator Cost	\$125.00	\$ _____
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TOTAL (PAYABLE TO ST. JOHN'S CHURCH) \$ _____

Music Director/Organist

Coordination of Music and Performing at Rehearsal & Wedding: \$300	\$ _____
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When rehearsal is required with instrumentalists or soloists, an additional fee may be charged. \$ _____

TOTAL (PAYABLE TO BENJAMIN BUCHANAN) \$ _____

Soloist, instrumentalist or choir obtained through Music Director.

Make check payable to the individual musician.

TOTAL (PAYABLE TO INDIVIDUAL MUSICIANS) \$ _____

Clergy

It is customary for couples to make a contribution to the Rector's (or Assistant Rector's) Discretionary Fund. Gifts to the clergy are at the discretion of the couple and may be made out to **St. John's Church** with "Discretionary Fund" on memo line.

Please return this form, the Wedding Ceremony Reservation form and the Wedding Processional form (pages 6, 7, and 8) at least one month prior to your Wedding.

WEDDING PROGRAM CHECKLIST

Music

Prelude _____

The Processional _____

Hymns _____

Solos _____

Interlude Music _____

Recessional _____

Postlude _____

The Ministry of the Word

Listed below are the suggested readings for Weddings. If the Holy Eucharist is celebrated, a Gospel Lesson is required as the final reading. If there is no Eucharist, at least one Lesson from Holy Scripture is required.

The most frequently used version of the bible is the New Revised Standard Version (NRSV). Please check those readings you wish to use.

OLD TESTAMENT READINGS (always the First Reading)

- | | |
|---|--|
| <input type="checkbox"/> Genesis 1:26-28 | “Male and female he created them” |
| <input type="checkbox"/> Genesis 2:18-21 | “They become one body” |
| <input type="checkbox"/> Genesis 24: 48-51, 58-69 | “Isaac and Rebekah get married” |
| <input type="checkbox"/> Ruth 1:16-17 | “Wherever you go, I will go” |
| <input type="checkbox"/> Song of Songs 2:8-10, 14, 16 | “Love is as strong as death” |
| <input type="checkbox"/> Song of Songs 2:10-14, 16 | “Arise my love, my fair one” |
| <input type="checkbox"/> Isaiah 61:10-11 | “...a bride adorns herself with jewels...” |
| <input type="checkbox"/> Jeremiah 3:31-34 | “I will make a new covenant” |

Between the Readings, a Psalm, hymn or anthem may be sung or said.

Appropriate Psalms are 67, 127 and 128.

NEW TESTAMENT READINGS (Second Lesson)

- | | |
|--------------------------------|--|
| □ Romans 8:31-35, 37-39 | "If God is for us, who can be against" |
| □ Romans 12:1-2, 9-18 | "Let Love be genuine" |
| □ Ephesians 3:14-21 | "Rooted and grounded in love..." |
| □ Ephesians 5:2, 21-33 | "Husbands love your wives..." |
| □ 1 Corinthians 6:13-15, 17-20 | "Glorify God in your body" |
| □ 1 Corinthians 12:31-13:8 | "Love is..." |
| □ Colossians 3:12-17 | "Put on love" |
| □ 1 John 3:18-24 | "Love one another" |
| □ 1 John 4:7-12 | "Love one another" |
| □ 1 Peter 3:1-9 | "Wives be submissive to your husbands" |
| □ Revelation 19:1, 5-9 | "The marriage supper of the lamb" |

GOSPEL READINGS

- | | |
|-----------------------|---|
| □ Matthew 5:1-12 | "The Beatitudes" |
| □ Matthew 5:13-16 | "The Salt of the Earth" |
| □ Matthew 7:21, 24-29 | "The house build on rock" |
| □ Matthew 19:3-6 | "The two shall become one flesh" |
| □ Matthew 22:35-40 | "Love your neighbor as yourself" |
| □ Matthew 25:31-46 | "Separating the sheep from the goats" |
| □ Mark 10:6-9 | "What God has joined together let no
put asunder." |
| □ Luke 10:25-37 | "The Good Samaritan" |
| □ John 2:1-11 | "Marriage feast of Cana" |
| □ John 15:9-12 | "Abide in my love" |
| □ John 15:12-16 | "Love one another" |
| □ John 17:20-26 | "...that they may all be one" |

An example of a Wedding program format is attached.

Celebrant The Rev. Tracy A. Bruce

Organist Benjamin Buchanan

Parents of the Bride

Parents of the Groom

Matron of Honor

Bride's Attendants

Best Man

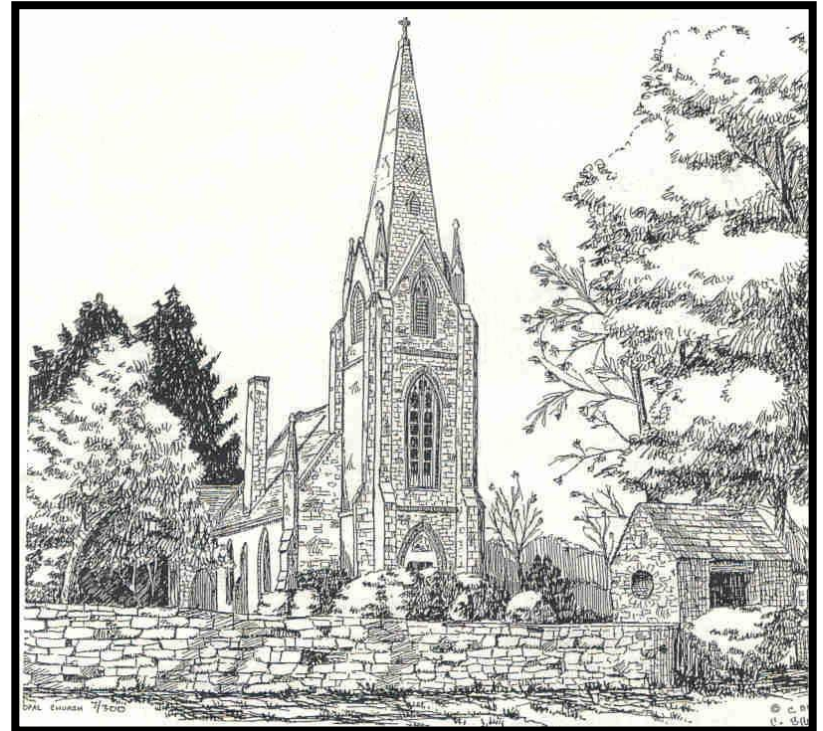
Groom's Attendants

Readers

St. John's Church

Western Run Parish

Reisterstown, MD



The Celebration and Blessing of the
Marriage of
(Sample Program with Holy Communion)

The Celebration and Blessing of the Marriage of

Prelude		The Marriage Vows Blessing of the Rings Exchange of the Rings	page 427
Processional		The Prayers (<i>congregation stands</i>) Lord's Prayer Petitions	page 428
Opening Exhortation	Book of Common Prayer	Blessing of the Marriage	page 430
Declaration of Consent		Peace	page 431
Hymn		Offertory	
The Lessons (<i>congregation is seated</i>)		Holy Eucharist, Rite 1, Prayer 2 Sursum Corda Lord's Prayer Breaking of the Bread	page 340
Collect		Communion Hymn	
Old Testament Lesson:		Postcommunion Prayer	page 432
Psalm		Blessing (<i>all stand</i>)	
New Testament Lesson:		Recessional	
Gospel:		Postlude:	
Homily	The Rev. Tracy A. Bruce		
Hymn/Musical Interlude			

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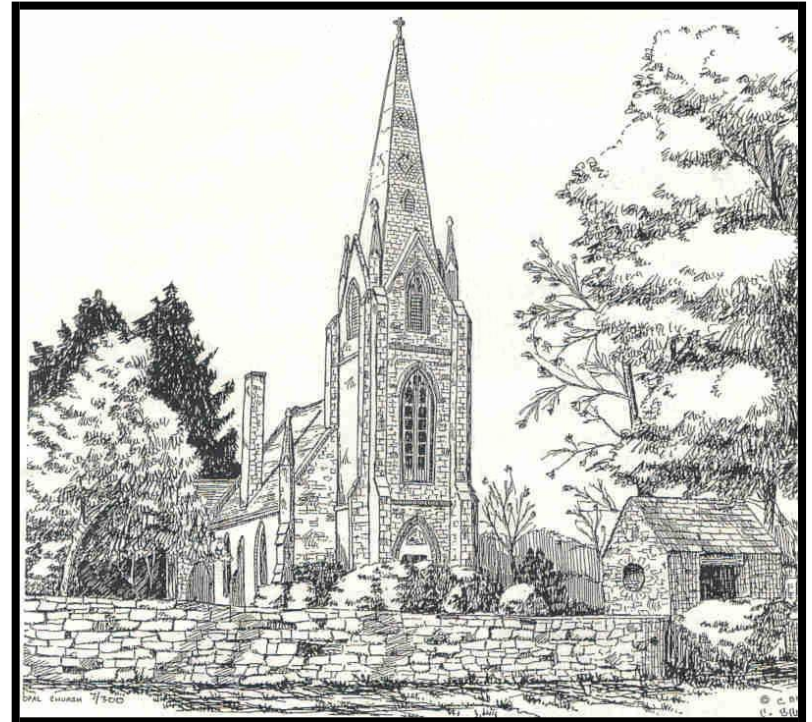
Groom's Attendants

Readers

St. John's Church

Western Run Parish

Reisterstown, MD



The Celebration and Blessing of the
Marriage of

(Sample Program without Holy Communion)

The Celebration and Blessing of the Marriage of

Prelude		Hymn	
Processional		The Marriage	page 427
Opening Exhortation Book of Common Prayer	page 423	Vows	
Declaration of Consent	page 424	Blessing of the Rings	
Collect		Exchange of the Rings	
The Lessons (<i>congregation is seated</i>)		Prayers (<i>all stand</i>)	page 428
First Reading:		Lord's Prayer	
Second Reading:		Petitions	
Homily	The Rev. Tracy A. Bruce	The Blessing of the Marriage	page 430
		Recessional	
		Postlude:	