



# *Weddings*

*at St. James's*

*Episcopal Church*

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[doers.org](http://doers.org)

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## **Introduction to Weddings at St. James's**

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Congratulations on your engagement! We hope that this time of preparation is joyful and meaningful. The Celebration and Blessing of a Marriage is a sacramental rite of the Episcopal Church. In Christian Marriage, the couple enter into a life-long union and make their vows before God and the church. As your faith community, St. James's is grateful to share in your special day. It is our hope that these guidelines will offer you a clear understanding of our particular procedures and policies, and insight into what a marriage and wedding ceremony at St. James's Episcopal Church entails.

## **First Steps**

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### ***Who can get married at St. James's?***

We are a faith community. As such, we expect that at least one of the couple is baptized and that one of them, or a member of their immediate family, is a pledging member of St. James's.

### ***Who should I talk to about a wedding at St. James's?***

All arrangements for a marriage are made with the clergy. The Canons of the Episcopal Church require 30 days' notice. The availability of the church for a wedding may be determined by calling the Director of Administration; however, only the clergy can confirm a wedding date.

### ***When may a wedding take place?***

Weddings may be scheduled for Saturdays between 11:00 a.m. and 6:00 p.m. To ensure that each ceremony is as beautiful and memorable as you hope it to be, only one wedding may be scheduled on any day.

### ***May I include communion in the service?***

Including Holy Eucharist as part of the wedding ceremony is not only appropriate but encouraged. All those who desire to know Christ are welcomed to the altar to receive either communion or, if preferred, a blessing.

## After the Date is Set

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Premarital counseling is a healthy beginning for all couples (and is required by the Canons). The couple should arrange for a conference with the officiating priest as soon as possible. Being divorced does not prohibit remarriage in the Episcopal Church; however, if either party has been married before (except for widows and widowers), the clergy must petition the Bishop to receive permission to perform the wedding.

Now it's time to call the organist. Music is a very important part of every wedding ceremony. Contact the organist to set a time for a consultation. (*For further information regarding music, see section titled "Music for Weddings"*).

Wedding rehearsals are at **5:00 p.m. the day before** the wedding. St. James's provides each couple with extra help from its Wedding Director, who assists at both the rehearsal and the wedding. An outside wedding coordinator is not needed at the church. If the couple has a wedding coordinator, he/she must take directions from the church's Wedding Director regarding anything that happens at the church.

Please complete the Holy Matrimony Information Form (*which is included in your wedding information packet*) as soon as possible and send it to "St. James's Episcopal Church, Attention: Wedding Director," 1205 W. Franklin St., Richmond, VA 23220. The Bulletin Information Form (if applicable), marriage license, **and all fees** (*see section titled, What Will It Cost?*) are due to the church office at least **TWO WEEKS BEFORE THE WEDDING**.

## At the Church

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Rooms are available at the church for the **bride** and her attendants to use to dress. The bride and her attendants may bring their attire to the church before the rehearsal. Arrival can be up to **two hours before the wedding** but not earlier. Please make arrangements with our Wedding Director.

While this is a glorious day of celebration, please wait until the reception to enjoy any alcoholic beverages. Consumption of alcohol (such as champagne and other spirits) **is not permitted** in the dressing rooms or on church property.

Because it creates a safety hazard, St. James's **does not permit** any substance to be thrown or dropped on church property. This includes flowers or petals dropped in the aisle by a flower girl and materials such as rice or birdseed on the outside steps.

## Altar Flowers and Chancel Decorations

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The traditional decorations in the sanctuary for a wedding at St. James's includes altar flowers and pew markers and, if requested, candles. The Altar and Flower Guilds have the sole responsibility for these decorations.

A timely meeting with the florist who will be making your bouquets and boutonnieres is very helpful when coordinating floral arrangements in the church. Shortly following that meeting, you should contact the Flower Guild's Chairman to discuss the colors and types of flowers you'd like to order for the altar and, if requested, floral pew markers. While the Flower Guild is responsible for all floral arrangements inside the sanctuary, your florist may create arrangements in the two urns located in the narthex. Decorations outside the church, including flower petals, wreaths, balloons, etc., are not permitted.

In addition to the candles on the altar, seven-branch candelabras are available for use in the chancel. Hurricane lamps are available to place in the windows upon request. St. James's does not permit use of a "unity" candle.

The Chancel Decorations Information Sheet (*which is included in your wedding information packet*) should be completed and returned to the church's Wedding Director **at least two months** prior to the wedding. The banners and other worship decorations in the sanctuary are sacred items and may not be moved or removed.

Altar flowers remain in the church for Sunday services and are distributed to the sick and home-bound at the conclusion of the last service on the following Sunday. The couple may request that some of the flowers be sent to a local person of their choice. If you choose to do so, please make arrangements through the Director of Administration at least one week before the wedding.



## **Suggested Scripture Readings for the Celebration and Blessing of a Marriage**

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The service for the Celebration and Blessing of a Marriage can be found on page 423 of the *Book of Common Prayer*. The clergy will be happy to discuss how family members or friends may be involved in the liturgy.

### **Old Testament Readings**

Genesis 1:26-28 (*Male and female He created them*)

Genesis 2:4-9, 15-24 (*A man cleaves to his wife and they become one flesh*)

Song of Solomon 2:10-13, 8:6-7 (*Many waters cannot quench love*)

Tobit 8:5b-8 (*That she and I may grow old together*)

### **New Testament Readings (Epistles)**

I Corinthians 13:1-13 (*Love is patient and kind*)

Ephesians 3:14-19 (*The Father from whom every family is named*)

Ephesians 5:1-2, 21-33 (*Walk in love, as Christ loved us*)

Colossians 3:12-17 (*Love which binds everything together in harmony*)

I John 4:7-16 (*Let us love one another for love is of God*)

### **New Testament Readings (Gospels)**

Matthew 5:1-10 (*The Beatitudes*)

Matthew 5:13-16 (*You are the light....let your light so shine*)

Matthew 7:21, 24-29 (*Like a wise man who built his house upon a rock*)

Mark 10:6-9, 13-16 (*They are no longer two but one*)

John 15: 9-12 (*Love one another as I have loved you*)

John 2:1-12 (*Wedding at Cana*)

All scripture readings come from the New Revised Standard Version (NRSV) of the Bible. If other readings or Bible translations are desired, the clergy must approve them at least three weeks before the wedding.

# **Music for Weddings**

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Music is an integral part of the wedding service. A marriage service in the Episcopal Church is a worship service, and the music selected should reflect the sacred and joyful nature of the service and enhance the beauty of the wedding liturgy. Music outside of the sacred repertoire is inappropriate during the service and is not permitted.

## **Consultation**

St. James's organist plays for all weddings held in the church nave. If she is unavailable for a wedding, she will secure a suitable substitute.

The organist consults with the wedding couple to select music for the service: the processions in and out, hymns, and any vocal solos or instrumental pieces. At this consultation, the organist will suggest several appropriate choices from her repertoire from which the couple will choose.

## **Music Before the Service**

Appropriate music is played before the service while guests are arriving. This prelude usually consists of six or seven pieces ordered to reflect the moods of the service: joyful, festive, serious, grand. While you are welcome to request specific pieces, the final selection of prelude music is left to the discretion of the organist.

## **Music During the Service**

The service begins with the formal procession of the wedding party (the priest, groom, best man, groomsmen, bridesmaids, and bride) into the church. The procession may be an appropriate organ piece(s) or a hymn, either sung by the congregation or simply played on the organ.

Hymns of praise or solos may be sung during the service, and at the conclusion of the service a joyous and exuberant or stately organ piece or hymn is played for the procession of the wedding party out of the church.

## **Soloists and Other Musicians**

Couples may choose to add soloists, a choir, or instrumentalists for the wedding service. If additional musicians are desired, the organist will arrange for their services and schedule additional musical rehearsals as necessary.

## **Chimes**

The St. James's chimes are a beautiful and joyous way to conclude the wedding celebration. If you wish, the chimes can be manually pealed as the wedding party and guests exit the church. Please let the organist know if you would like this at your wedding, and she will secure a pealer.

Please note that there are additional fees associated with the use of any extra musicians, including a pealer.

*Note: You will find it helpful to bring the following list of music recommendations with you to the consultation with the organist, so that you can more easily identify and remember the various choices as they are played.*

## **Music Recommendations**

### **Procession into the Church**

Trumpet Tune in D – Henry Purcell

Trumpet Voluntary in D – Jeremiah Clarke

Trumpet Tune and March – Jeremiah Clarke

Musique Royale – Michel Delalande

Trumpet Fanfare (Masterpiece Theatre) – Jean Mouret

Air from *Water Music Suite in F* – George Frideric Handel

Rigaudon – André Campra  
Processional in E flat – David Johnson  
Trumpet Tune in D – John Stanley

## **Procession out of the Church**

Hornpipe from *Water Music Suite* – George Frederic Handel  
La Rejouissance from *Music for the Royal Fireworks* – Handel  
Prelude and Fugue in C major – Johann Sebastian Bach  
Festal Flourish – Domenico Zipoli  
Festival Toccata – Colin Brumby  
Toccata from *Symphonie No. V* – Charles Marie Widor  
Toccata Brevis – Daniel Gawthrop

## **Hymns**

Joyful, joyful, we adore Thee – 376  
Praise to the Lord – 390  
Now thank we all our God – 397  
Praise, my soul, the King of heaven – 410  
For the beauty of the earth – 416 (sung to Dix – 288)  
Lord of all hopefulness – 482  
Be Thou my vision – 488  
Christ is made the sure foundation – 518  
Love divine, all loves excelling – 657

## **Seating the Mothers**

Air from *Water Music Suite* – George Frederic Handel  
To a wild rose – Edward MacDowell  
Simple Gifts – Shaker Hymn Tune, arr. Jon Spong  
Jesu, joy of man's desiring – Johann Sebastian Bach

## Photographs and Videos

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A wedding is an important event in the life of a family, and photographs and videos provide treasured lasting mementos of the occasion. While these will preserve a connection to this wonderful day for years to come, it's important to be aware that the wedding itself is a worship service.

We want to protect the sanctity of the sacrament and remind everyone associated with the wedding that nothing may be allowed to interfere with the service. **To avoid misunderstanding and confusion on the day of the wedding, it is the couple's responsibility to provide a copy of the following guidelines for the photographer and/or videographer before the wedding day.**

### ***Guidelines for Photographers and Videographers:***

1. Photographs and videos may be taken freely outside the church before and after the service.
2. Photographs may be taken in the church before the service. The church will be open for photographers two hours before the service and photographers must be finished 30 minutes before the service is scheduled to start.
3. Professional still and video photographers may take pictures during the service using only a stationary camera or cameras set up on tripods in the balcony, which must be in position at least 60 minutes before the service begins. No movement is permitted in the balcony after the organist begins to play. All photos and videos made during the service must be made with natural light. No flashes or video lights are permitted during the service. Care should be taken to lessen the sound of the shutter during vows and prayers.

4. After the service, picture taking is only permitted for 30 minutes. Photographers must not move chancel furniture or items on the altar or in the choir loft.
5. The photographer is permitted to take flash pictures inside the church building only in the narthex just as the bride prepares to walk down the aisle and as the couple leaves the sanctuary immediately after the service.

## Service Bulletins

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St. James's will provide bulletins for the wedding or, if you prefer, you may create your own with approval from the church's Wedding Director. The bulletin is a worship leaflet and, while it makes a nice memento of the occasion, its purpose is to help your guests participate in the service.

The outline of the service, the music, the readings, dedication of memorial altar flowers, and the participants in the service (including the wedding party) are all you need to include. Other announcements, such as directions to the reception, are best conveyed by other means. Sample bulletins are available from the church office.

If you would like the Church to provide your wedding bulletin, please complete a Bulletin Information Sheet (*which is included in your wedding information packet*) and return it to the Wedding Director at least two weeks before the wedding.

## What Will It Cost?

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The fees attached to wedding ceremonies at St. James's go toward the work and time of the many people required to make the liturgies possible.

### **St. James's Wedding Liturgies and Associated Fees**

#### **In the Nave:**

A wedding in the nave is ideal for couples seeking a larger ceremony involving a wedding party and many guests. The church seats as many as 750 persons, including the balcony space. The church's Fisk organ is a magnificent instrument, and the balcony offers plenty of space for guest musicians.

#### **Fees for weddings in the Nave:**

A fee of \$2,500, payable to St. James's Episcopal Church, **includes:**

- Consultation with the Officiant, the rehearsal, and wedding with the Officiant, including an honorarium for the Clergy Discretionary Fund
- The services of the Wedding Director
- Consultation, rehearsal and wedding with the organist
- Altar and Flower Guild services, altar flowers, greenery, ribbon pew markers, candelabra, candles, and other sanctuary expenses except for flowered pew markers
- Bulletins
- Housekeeping staff services for set-up and clean-up
- Visiting priests that the family retains must be paid directly



**Not included** in this fee are any additional costs for special requests, which may include:

- An additional priest serving as a co-Officiant (*This person should be given a separate honorarium, typically ranging from \$300-\$500.*)
- Additional musicians (*soloists, instrumentalists, chimes pealer*)
- Lay Eucharistic Minister or Crucifer for services that include Holy Eucharist
- Floral pew markers in place of ribbon pew markers
- Unusual or special flowers for arrangements

### **In the Chapel:**

St. James's chapel is a beautiful and intimate space. A wedding in the chapel is ideal for couples seeking a small ceremony involving no more than 25 people (including the wedding party).

### **Fees for Weddings in the Chapel:**

Unlike a ceremony in the nave, music, altar flowers, bulletins and the services of the Wedding Director and housekeeping staff are not provided for a chapel wedding. The only fee required is a \$500 honorarium for the Clergy Discretionary Fund. However, should a couple desire to have music or altar flowers, the following arrangements may be made and fees will be assessed.

- If flowers are used at the altar, arrangements must be made through the Flower Guild Chairman at a cost of \$200. The fee may be higher if unusual or special flower requests are made.
- Music must be arranged through the organist. A fee of \$300 is required if her service is rendered at the wedding for either the organ or piano; other fees may be applicable if other musicians are requested.

## **Receptions at St. James's**

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While many couples choose to have a rehearsal dinner or wedding reception at clubs and facilities around the Richmond metropolitan area, St. James's beautiful Valentine Hall in the Michaux House located across Birch Street from the church is also available for these uses. Please ask the Director of Administration add it to the church calendar when you schedule your wedding date. The Wedding Director can help you with all the logistics.

A \$2,000 fee to hold a rehearsal dinner/reception here includes the use of the first floor of the Michaux House, including Valentine Hall, and the kitchen for three hours, plus one hour setup and one hour cleanup times. Extra set up time may be arranged for an additional \$50 per hour. Saturday receptions must conclude no later than 8:00 p.m. in order for Valentine Hall to be re-set for Sunday.

Unless other arrangements are made, the kitchen is to be used solely as a catering kitchen, with caterers providing not only the food and beverages, but also all tablecloths, plates, utensils, glasses, napkins, etc. A list of preferred caterers is available upon request by contacting the Wedding Director. Beer and wine, including champagne, may be served if an ABC permit is obtained, but "hard" liquors and spirits are not permitted.

## **General Rules for Use of the Michaux House:**

1. Smoking is not permitted anywhere on the premises.
2. The couple will designate a person who will be responsible for keeping order during the event and will be personally liable for excessive cleanup and any damage.
3. Tables and chairs are available for use and are not allowed from an outside source.
4. Furniture or rugs may not be moved without permission. No decorations or signs may be placed in the building using tape, tacks, etc.

## **Parking at St. James's**

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Ample parking is available at the church for both the wedding and the rehearsal. St. James's has a surface lot at 1129 West Franklin Street, on the right one half-block east of the church. The parking deck is across the street at 1100 West Franklin Street. Each of these will be available.

## Contact Information

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### Clergy:

The Rev. Beth Franklin, *Rector*  
bfranklin@doers.org  
804-355-1779, ext. 318

The Rev. Blake Singer, *Associate Rector*  
bsinger@doers.org  
804-355-1779, ext. 321

### Staff:

Betsy Lee, *Director of Administration*  
blee@doers.org  
804-355-1779, ext. 335

Laura Shuford, *Wedding Director*  
lshuford1962@gmail.com  
804-539-4378

Donna Ellis, *Assistant to Wedding Director*  
dellis@doers.org  
804-938-3662

Virginia Whitmire, *Organist*  
vwhitmire@doers.org  
804-355-1779, ext. 324

### Flower Guild:

Jeanette McKittrick, *Flower Guild Co-Chairman*  
jeanettemckittrick@gmail.com  
804-370-1610

## Checklist

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**WHAT YOU NEED..... WHO TO CALL:**

Request a marriage ceremony .....Clergy

Reserve the church .....Director of Administration

Pre-marital counseling.....Clergy

Plan the music..... Organist

Flowers.....Flower Guild Chairman

Parking arrangements..... Wedding Director

Service bulletin ..... Wedding Director

Dressing rooms ..... Wedding Director

Reception at church ..... Wedding Director

