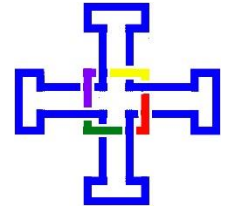


St. Timothy's Episcopal Church

Danville, CA



Wedding Policies and Checklist

PLANNING YOUR WEDDING

(Prices subject to change. Please call office for availability and most up to date prices.)

- Arrange date, time of wedding, and rehearsal with our volunteer wedding coordinator or appointed staff (will be referred to as WC from now on). Contact the church at 925.837.4993.
- Notify your wedding party of the dates and times once we have confirmed fee structure and availability.
- Look over contents of this [Wedding Page](#).
- Contact our music director about music.
- Contact St. Timothy's WC about plans and arrangements for your wedding before contacting a florist.
- Contact florist and give him or her the "Policies For Wedding Florists" (included on this page).
- Contact photographer and give him or her the "Photographer's Instructions" (included on this page).
- Review your wills, insurance policies, etc.
- Make an appointment for medical exams.
- Obtain license (valid for 30 days with a waiting period before active).
- If desired, make a dedication for your wedding flowers to appear in the church bulletin on the Sunday following your wedding. This may be done through our WC. Altar flowers must be left for the services on Sunday.
- Type a list of participants, their roles, and deliver to the WC.

WEDDINGS ARE WORSHIP

The wedding ceremony is primarily a worship service; therefore, all plans for music, decorations, photography, and the order of service must be in accordance with the doctrines and traditions of the Episcopal Church, and they must be approved by our WC and the Pastor. An outside wedding coordinator may be employed, but all plans are subject to the Pastor's final approval.

MUSIC

Our music director will be happy to help you select the music for your wedding. He will also be able to help you select appropriate soloists and other musicians. If outside musicians are to be used, music selections must be approved by the Pastor. Please contact music@sainttimothysdanvile.org with any questions or concerns.

DECORATIONS

Before consulting with a florist or making any plans for decorating the church, it is important that you read everything on this page. It is recommended that you meet at the church with our WC to discuss your plans. The florist also needs to assess the sanctuary, if this is not practical, be sure to give the florist a copy of the decorating guidelines below.

ORDER OF SERVICE

The Celebration and Blessing of a Marriage from the Book of Common Prayer is the liturgy used for weddings in the Episcopal Church. A copy of this liturgy can be provided to you and is found on page 423 of the BCP. The Pastor will work with the couple to tailor same-sex marriage ceremonies.

PHOTOGRAPHY

Give a copy of these instructions to your photographer.

Photographers are not permitted to take flash pictures in the church during the service.

Photographs can be taken as follows:

- In the narthex (vestibule of the church) immediately preceding the service.
- As bride is coming down the center aisle before and after the service.
- After the wedding, at the front of the church and outside.
- The photographer is not allowed in the altar (red carpet) at any time.
- Video taping and non flash photography may be done from the back of the church only

Be sure to give your photographer a copy of these rules. It is important that the photographer understands and agrees to the restrictions on flash photography during the service. This is a worship service first and foremost and flash photography is distracting to the experience. There is plenty of time after the service to take pictures.

ROLE OF THE ALTAR GUILD

The Altar Guild will help with many of the details of your wedding. It is important to first meeting with the pastor. He can be contacted through the church office.

We convert a room in our Parish Hall into the bride's room. Our WC will also meet at the church with you and your florist or wedding coordinator, if desired, to discuss your decorating plans. On the day of the wedding, an Altar Guild member will open the church and the parish

hall for the florist, the photographer and the wedding party two hours before the wedding. Ordinarily, our WC will attend the rehearsal and may upon occasion lead the rehearsal. Our WC will be at the wedding, where they are available to light the candles if there is no acolyte, pin on corsages and boutonnieres. If needed, our WC will help the wedding party line up to process down the aisle. Outside wedding coordinators are welcome, but are required to work in conjunction with the Pastor and our WC. All procedures of the rehearsal and wedding are under the sole direction of the Pastor. No professional wedding consultants or friends of the participating families may supersede the church's requirements.

GUEST CLERGY

According to Diocesan Canon and the Diocesan Clergy Manual, at his discretion, the Pastor may include other qualified clergy to participate in the ceremony. Talk to the Pastor for qualifications. With the specific permission of the Bishop, clergy of the Evangelical Lutheran Church in America may officiate the full service in accordance with The Book of Common Prayer. We are looking forward to working out all the details, so please schedule a meeting with our WC.

Qualified non-Episcopal clergy may participate in the wedding and may wear the vestments that are customary in their tradition with the approval of the Pastor.

Participation of non-Episcopal clergy in the wedding ceremony

Participation is limited to the following roles:

- Declaration of Consent
- Sermon
- Readings from Holy Scripture
- Prayers of the People
- Dismissal
- When Holy Eucharist is celebrated, an Episcopal clergy person is to read the Gospel and serve as the celebrant. The clergy guest may stand beside the celebrant during the Prayer of Consecration and assist in the distribution of the elements, using the language specified in The Book of Common Prayer.

GENERAL INFORMATION AND HELPFUL HINTS FOR YOUR WEDDING DAY

The bride and her attendants usually dress at the bride's room, but the groom, groomsmen and ushers usually arrive already dressed for the ceremony. We will make appropriate arrangements for same-sex marriages. The groomsmen may sit in the parish hall, along with any other family members and friends who arrive early. Non-alcoholic refreshments may be served in the parish hall, but not in the church or any other room in the parish life building.

The bridal gown may be delivered to the church the day before the wedding between the hours of 9:00 a.m. and 4:00 p.m., as long as our WC is aware of this. The dress may also be brought to the rehearsal. If the dress must be delivered the day of the wedding, or if the florist or anyone else must arrive early that day, arrangements will have to be made with our

WC ahead of time, as the office is not open on Saturday, and the church will be locked until 2 hours before the ceremony.

THE WEDDING CEREMONY

Before the ceremony, guests tend to gather in the narthex of the church or on the paved entrance area to visit with family and friends. No later than 15 minutes before the ceremony, grandparents, family, and honored guests should be seated by the ushers in the designated pews. Ushers should then proceed to seat all guests. We have a chart available to plan where family members and honored guests can sit and which ushers are to seat the grandparents and the mothers. About 5 minutes before the ceremony, the mothers are seated (groom's mother first), and the wedding party lines up to process down the aisle, with the bride on her father's left arm. As soon as the priest, the groom, the best man and the groomsmen have taken their places, the bridesmaids will process, cued by the wedding coordinator. Please decide before the rehearsal how they will line up - usually according to height. The maid or matron of honor walks behind the last bridesmaid, and the ring bearer and flower girl walk directly in front of the bride.

AFTER THE CEREMONY

Immediately after the ceremony, guests tend to gather in the narthex again to visit. Since additional pictures still need to be taken at the front of the church, it is important that the wedding party visit with guests in the narthex. This holds up the photographer and other staff (who have to remain and prepare the church for Sunday services), and delays the reception indefinitely. To prevent this from happening, the bride and groom and attendants should not pause in the narthex after coming down the aisle, but should immediately return to the front of the church, going back through a side door to the front. Picture-taking can then begin right away, and there will be plenty of time to visit with family and friends at the reception. **While the pictures are being taken, it is important to designate someone to see that all areas used by the wedding party are cleaned up, and all belongings removed.**

POLICIES FOR WEDDING FLORISTS

Give a copy of these instructions to your florist.

The ceremony of Christian marriage is a sacred occasion in which a two people enter into a solemn covenant before God. Their declaration is witnessed and supported by families, friends, and members of the community of faith. As with any religious service, nothing must detract from the central purpose of worship, which is to offer praise and prayer to God; therefore, all plans for flowers and decorations must be in accordance with the traditions of the Episcopal Church and are subject to the approval of the Pastor. Based on experience, we have established the following policies. They are intended to help make each St. Timothy's wedding a safe, joyous and God-centered occasion, in keeping with the spirit of Christian marriage and Christian worship.

DÉCOR AND DECORUM

The sanctuary of St. Timothy's Church is itself an offering of praise to God. Everything is designed to draw worshipers' thoughts upward to things divine. Thus, in order that nothing may detract from the sanctuary's inherent stately beauty, wedding decorations should be kept as simple as possible.

FLOWERS AND GREENERY

The customary floral decoration for all worship services is a single large flower arrangement, which is placed in front of the Altar. For a wedding, the colors may coordinate with the bouquets of the bride and her attendants, or all white flowers may be used. No dyed, silk or artificial flowers or bows are allowed in the altar arrangement. Any suitable container may be used for this arrangement. Florists will be asked to reduce oversize arrangements or to change the arrangement if it is inappropriate for a worship service. This flower arrangement must be left in the church for Sunday services. If there is to be a Eucharist (Holy Communion) at the wedding service, the altar is set up in the usual manner. If there is no Eucharist - nothing may be placed on the altar itself, but the church's two standing candelabras may be placed on either side of the altar, and these may be decorated with flowers or greenery.

There is a central aisle flanked by rows of pews. Bows, flowers or greenery or aisle candelabra may be used to decorate the pews, but no tacks, tape, glue or uncovered wire is allowed. (Plastic pew clips are preferred.) To allow the wedding party to pass down the center aisle, such arrangements must not extend more than 6 inches into the aisle and no other objects may be placed in the aisle. If any additional decorations are desired in the nave or the narthex, these must be approved by our WC, and they must be removed by the florist immediately following the wedding ceremony.

CANDLES/RUNNERS/ FLOWER PETALS

Candles

Please note - only the candles and candelabra belonging to the church and furnished by the church may be used in the sanctuary. The sanctuary is the area past the Narthex (Lobby). Any other accessories must be discussed with our WC. The Paschal candle, symbolic of the light of Christ, is always lit for weddings and may not be decorated. When it is a non-Eucharist wedding, the church's two standing candelabra may also be lit. For a Eucharist, the two Eucharistic candles on the Altar will be lit, as well as the two candelabra on the shelves on either side of the flower arrangement. No candle may be outside a holder or placed on the floor.

Runners

No runners are permitted.

Flower petals

Only artificial flower petals may be scattered down the aisle (they are easier to clean and

non-staining). Nothing may be placed on the altar except by the rector or members of Altar Guild without prior approval.

OTHER ITEMS

- No tape, pins, nails, tacks, or glue may be used to fasten decorations to any part of the church building or furnishings.
- No arches, gazebos, screens, columns or other such free standing decorations are permitted.
- Church furniture, linens/cloths, and other furnishings are part of the worship setting and may not be removed or altered.
- Use of an aisle cloth is not permitted.
- No rice, bird seed or anything of this nature may be thrown anywhere on church property, including the parking lot.
- The above policies apply whether the family chooses to use the services of a professional florist or those of a non-professional friend or relative. It is the responsibility of the family to see that anyone ordering or handling floral or other decorations is supplied with a copy of the “Policies For Wedding Florists.”
- It is the responsibility of the florist to keep a current copy of this policy on file and to comply with all policies in it. Any florist failing to do so will not be permitted to return to work at St. Timothy’s Church. The florist will also be responsible for any damages incurred from the use of their decorations.
- Decorating of the facilities may begin no more than two (2) hours before the time of the ceremony.
- Arrangements must be made for removal of all decorations immediately after the ceremony. Items not removed by the florist or family may be discarded by church staff or volunteers to allow preparations for other worship services.
- St. Timothy’s does not store any wedding decorations.

USHER’S INSTRUCTIONS

Give a copy of these instructions to each usher.

Ushers are extremely important to the wedding. They are responsible for greeting people, guiding them to their seat, taking care of any emergencies that arise, and generally serving as hosts for those who come to the wedding. We want them to keep their cell phones on. In case of emergency the clergy will depend on them to call 911 with our street address 1550 Diablo Road.

Ushers - remember that the couple is depending on you!

- Arrive early, at least an hour before the time of the wedding.
- Take your place at the entrance of the church.

- Make your first word a word of welcome. Be prepared to give directions to the rest rooms as needed.
- Hand each person a wedding program. If you happen to see a guest with a camera, please remind the owner that photographs are not allowed during the ceremony.
- Seat people from the outside aisle. The center aisle should not be used by anyone prior to the entrance of the wedding party.
- Seat the mothers just before the entrance of the wedding party. The groom's mother is seated first and should be on your right arm and the bride's mother on your left arm when she is seated.
- Stand at the back of the church during the wedding. Watch for anyone who may be having difficulty that requires your assistance. Take care of emergencies with grace.
- After the priest blesses the couple, you should prepare to move to the front of the church.
- As the wedding party processes into the narthex, come down the side aisle and wait by the front pew until the wedding party reaches the narthex, then escort the mothers out - the bride's mother first and then the groom's mother.

FEES (Fees subject to change and may not be currently reflected. Please call office for availability and most up to date prices.)

- Members pay \$600.00 and non-members pay \$1000.00 for the use of the sanctuary and related facilities.
- Our musician fee is \$350, payable directly to the musician. If you want a guest organist, you will consult with our musician.
- A gift to the pastor leading the service is paid directly to priest.
- A cleaning fee of \$75 is payable to St. Timothy's for the cleaning of the church (if there is no reception in the parish hall.)
- If there is a reception in the parish hall the total cleaning fee is \$200. This does not include helping the caterer clean up. The caterer is responsible for setup and take down.

Additional Fees for Use of the Parish Hall:

- Parish Hall: \$300 Rental for Reception + Damage Deposit: \$200 (reimbursed after the wedding)
- Tablecloths: \$10 Each Rental Fee
- Dishes, trays, silverware: \$150 Rental Fee + \$150 Damage Deposit (reimbursed after the wedding)

- If the bride requests an organist from another church and she wants the organ and/or pianos tuned before the wedding, the bride must consult with our music director before booking the guest organist. The family will pay the tuning costs.
- The Church use fee must be paid to our WC at the time of the consultation before the wedding date is entered on the Church calendar. Payment of the Church use fee guarantees the wedding date.

Fees for Late Start:

Our ministry and ministers are committed to helping you have a great wedding. Barring extreme circumstances beyond your control like car wrecks or medical emergencies, if your wedding party is not in place with the bride walking down the aisle on time, there will be a surcharge. Things like jitters, bad traffic, wedding gown problems, misplaced rings, etc don't qualify for exclusion.

For example, if the time of the wedding is advertised as 5 pm, and the bride walks down the aisle anytime between 5:20pm -5:50pm there will be a surcharge of \$250. Further, if the bride walks down the aisle sometime between 5:50pm - 6:20pm an additional \$250 will be assessed. This assessment will continue every additional 30 minutes late the wedding is delayed.

As part of your contract, you will fill out a credit card authorization, so that in the event of a late start we will assess this fee based upon the actual start time of the wedding. This assessment will compensate our staff and the ministries of St. Timothy's for the additional time spent making your wedding the best it can be. When reviewing your statements the charge will be coming from St. Timothy's.