

St. Edward's Episcopal Church  
Lancaster, Pennsylvania



The Reverend Canon Stephen C. Casey, Rector



# ***A Guide to Wedding Procedures at St. Edward's***

## **HOLY MATRIMONY**

Holy Matrimony is the union of husband and wife in heart, body, and mind intended by God for their mutual joy; for the help and comfort given one another in prosperity and adversity; and when it is God's will, for the procreation of children and their nurture in the knowledge and love of the Lord. (Book of Common Prayer, page 423). In the Episcopal Church it is required that at least one of the parties must be baptized Christian; that the ceremony be attested by at least two witnesses; and that the marriage conform to the laws of the commonwealth and the Canons of this Church.

## **DECLARATION OF INTENTION**

The Canons of the Church require that each couple desiring to receive the blessing of Holy matrimony in the Church, sign a copy of the following declaration, do solemnly declare that we hold marriage to be a lifelong union of husband and wife as it is set forth in the liturgical forms authorized by this Church. We believe it is for the purpose of mutual fellowship, encouragement, and understanding, for the pro-creation (if it may be) of children, and their physical and spiritual nurture and for the safeguarding and benefit of society, and we do engage ourselves, so far in us lies, to make our utmost effort to establish this relationship and to seek God's help hereto".

## **SCHEDULING YOUR WEDDING AT ST. EDWARD'S**

The Canon of the Church require that you give the clergy at least thirty days' notice before the desired marriage date – but thirty days' is rarely adequate. Most of our members give six to twelve months' notice in order to get the date and time they want. This also enables scheduling the pre-marital instruction and counseling. If one of the parties has been previously married, considerably more time is required.

## **DIVORCE AND REMARRIAGE**

Unfortunately, marriages do sometimes die. Divorce, it seems, has always been with us, in spite of our best intentions. The Church regards divorce very seriously, and encourages married persons to do all they can to be reconciled. When divorce occurs, the Church seeks to provide pastoral care to assist the parties to work through their feelings, pick up their lives and maintain their responsibilities.

Remarriage after a divorce is possible, but the pre-marriage preparation is longer, and written permission of the Bishop must be sought and received by the priest before he or she can agree to solemnize the marriage. The Bishop has thirty days in which to reply, so application to the priest needs to be made at least ninety days before the tentative date for the marriage. The Bishop will not usually consider a petition for remarriage until at least a year after the divorce decree.

## **NON-MEMBERS**

Occasionally, although either the Bride or Groom are members of St. Edward's the clergy may agree to solemnize their Marriage. For example, this is true when one of the parties has been "wounded" by their experience in another church, or when someone now living elsewhere has a "family connection" with church and desires to be married in Lancaster. You should be aware that the church and clergy are not inclined to marry persons just for the sake of a "church wedding."

If a couple sincerely desires their marriage vows to be solemnized at St. Edward's, we invite them to begin worshipping here and become familiar with the Episcopal Church's practices and beliefs.

## DECLINING A MARRIAGE

Every priest of the Episcopal Church has the discretion to decline to solemnize a marriage.

Requests from non-Episcopalians to “use the church for our wedding” are common. We do not “rent the church” for weddings, although the clergy will be happy to talk with a couple on an individual basis. Once again, we invite all who are interested in being married at St. Edward’s to begin worshipping with us and become part of this diverse and active parish.

## PREPARATION FOR MARRIAGE

Engagement is meant to be a time of planning and growing together. In the Episcopal Church, the clergy are required, by Canon Law, to explore with the couple the nature, meaning and purpose of Holy Matrimony. This will require approximately five to eight counseling sessions. These sessions will include: 1) Getting acquainted, 2) The Church’s understanding of the biblical concept of Marriage, 3) Planning the service, 4) Facing issues of marriage, 5) Wedding rehearsal (usually the day before the service).

## MUSIC AT THE WEDDING

The Canons of the Episcopal Church specify that music used in worship should be an offering for the glory of God, as an aid to the people in their worship in accordance with the Book of Common Prayer, and as authorized by the Church. Therefore no secular or pre-recorded music of any kind is permitted either during the prelude or the marriage ceremony.

The church’s Music Director will offer consultation regarding choices of suitable music. St. Edward’s Music Director is in complete charge of the music, under the direction of the clergy. The couple will need to make an appointment with the Music Director at least three weeks before the wedding (and preferably sooner) to consult about the music. Arrangements for soloists or other musicians may be made at this time. Guest organists must be approved by St. Edward’s Music Director before playing at any wedding.

SEE FORM A - WEDDING MUSIC PLANNER

## MARRIAGE LICENSES

A Pennsylvania marriage license is required for weddings at St. Edward’s Episcopal Church. It may be obtained either at the Court House on North Duke Street or from a District Justice’s office. Pennsylvania has a three-day waiting law, which means that the license is issued three days after the application is made in person by the Bride and Groom. The license is good for sixty days. Applicants under 18 must have the signature of a parent or guardian indicating their consent. Both parties to the marriage must submit a certificate of medical examination and blood test by a physician before the license will be issued.

The license should be given to the priest at the wedding rehearsal.

## THE REHEARSAL

The rehearsal provides an opportunity to prepare for the Wedding Ceremony by having all the participants walk through their part in the service. A Rehearsal time is set in consultation with the priest, usually on the evening before between 5-7:00 p.m. Please emphasize to all the wedding party the **importance of being on time**. The rehearsal normally lasts one hour.

Many couples plan a dinner for the wedding party after the rehearsal. Though the priest and his/her spouse are sometimes invited to this event and such hospitality is most gracious, the invitation is customarily declined.

## THE WEDDING

The Church teaches that Marriage is a Sacrament, and provides the liturgical rite for its celebration. While there are options within the service, the Episcopal Church makes no provision for a couple to write their own vows.

The Church has always found the celebration of the Holy Eucharist to be meaningful at significant events in the lives of faithful people. The Prayer Book provides for the Marriage service and the Eucharist to be joined together, with only a minor lengthening of the service.

The intent of the Eucharist is always to include everyone, and Baptized members of other churches are encouraged to receive the Sacrament at St. Edward's.

In case of a marriage where one party belongs to another church and would like their priest or minister to take part, the couple should discuss this with the priest at their counseling sessions. The couple may be encouraged to have the other priest or minister contact the clergy of St. Edward's.

## FEES

Marriage is a Sacrament of the Church, and is available to all who meet the requirements of the Church and the commonwealth. No one will be denied the Sacrament because of inability to pay. At the same time, most weddings require a great deal of preparation and work for people at the church, often outside of normal hours – particularly on Friday evening and Saturday – requiring time away from their families and adjustments of other events. Your consideration of their efforts is greatly appreciated.

The suggested clergy honorarium is \$150-250. This includes the 15-20 hours involved in the counseling, rehearsal and wedding. Some consideration may be given to the size and complexity of the wedding, and requests requiring extra time or consultation.

The **Music Directors** fee is \$125-250, payable to the Music director. This includes the wedding consultation, an organ prelude, entrance and exit music, as well as accompanying hymns or a soloist. If a soloist is desired, the organist can recommend such a person. The soloist's fees should be negotiated directly to that individual.

The **Altar Guild** flower fee depends on the options selected and is payable to St. Edward's Altar Guild. In any event, the bridal couple must discuss the flower arrangements with a representative from the Altar Guild.

For active members of the parish, a fee of \$200 is payable to St. Edward's for the preparation of the church and the altar.

For inactive or non-members, the fee is \$400.

These fees are issued subject to the couple's ability to pay. Individual circumstances should be discussed with the parish priest and no one will be denied the sacrament for financial reasons.

All fees are due in advance of the ceremony.

SEE FORM B - WEDDING AND ALTAR GUILD

## RECEPTIONS

Use of the Parish Hall for receptions is possible by special arrangement. No smoking is permitted in the facility. All receptions must end no later than 10:00 p.m. Rental fee of the parish hall is \$500.

CONTACT PARISH OFFICE FOR PROCEDURES

## **FLORAL DECORATION**

The beauty of St. Edward's church stands on its own. Use of decorations in the church is under the direction of the Altar Guild. Flowers in addition to those on the altar and those carried or worn by the bridal party are permitted subject to consultation with the rector and/or director of the Altar Guild. Aisle runners are not used.

SEE FORM C – WEDDING AND FLOWER GUILD

## **BULLETINS**

If service bulletins are desired, the wording is subject to approval by the clergy in advance, and the couple is responsible for arrangements with the Parish office secretary for preparation and printing. Bulletin information must be submitted to the church office at least 2 weeks before the ceremony (preferably sooner). The Parish Office has samples of bulletin covers from various vendors. You may order them from these vendors, (St. Edward's Church expects reimbursement for the order) or you may purchase/order on your own. The office has sample formats that may be viewed and adapted to your service with approval from the Rector. A separate fee of \$25 is payable to St. Edward's for the preparation of the bulletins.

SEE FORM E – INFORMATION SHEET FOR BULLETINS

## **DRESSING ROOMS**

The nursery at the church is available for female members of the bridal party to dress for the service. Contact the director of Altar Guild to discuss the use of this facility.

## **PHOTOGRAPHS**

Photographs at the wedding: couples want photographs at their wedding and we are happy to assist the photographer at maintaining good pictures. The normal arrangements at Episcopal churches apply at St. Edward's.

Remember that you are participating in one of the sacraments of the Christian Community. In general, we ask that the photographer not engage in any actions which would interrupt the liturgy and distract the attention of the congregation or participants from the act of worship in which they are all engaged. For this reason, no flash pictures are allowed during the service, nor is the photographer allowed to walk about the church during the liturgy. It is the experience in this church that high speed film (400) will usually allow good pictures.

Video photography is allowed under the same rules as still photography.

**BEFORE THE CEREMONY:** Brides and grooms often dress at the church. You are welcome to stage photographs at this time.

**AT THE BEGINNING OF THE CEREMONY:** The liturgy begins when the participants enter the church, and in our tradition the procession is part of the liturgy. Therefore, it falls under the same rules and the photographer is asking to take no flash photos (including shots of the bridesmaids and bride walking down the aisle), and to do no moving about the aisles during the procession.

**AFTER THE CEREMONY:** It is convenient if photos involving the clergy are taken first, to allow them to remove their vestments and complete their duties after the ceremony. The photographer is allowed NO MORE THAN ONE HOUR AFTER THE END OF THE LITURGY to complete his or her work, before the church Sexton and Altar Guild will lock and the building to leave.

SEE FORM D - TO BE GIVEN TO THE PHOTOGRAPHER

## RICE

For liability reasons, no rice, confetti or bird seed may be used outside the church.

## BLESSING OF A CIVIL MARRIAGE

The Church is happy to bless a civil marriage. In many parts of the world it is normal for people to be married first in a civil ceremony, then go the Church for the blessing of the marriage. The same policies and Canon Laws apply as are described in this booklet for Church Weddings. The service is found on page 433 of the Book of Common Prayer.

For this reason, all the fees stated above are negotiable with the priest and may not apply.

## RENEWAL OF MARRIAGE VOWS

At anniversaries, or other times, it is possible to reaffirm marriage vows. A service is available for this and may be arranged with the priest. This too may take place in the church.

## WEDDING FEES

All fees are due prior to the ceremony

|             |               |          |
|-------------|---------------|----------|
| Altar Guild | Active member | \$200.00 |
|             | Non-active    | \$400.00 |

(Includes setting up before and after wedding)

|  |               |               |
|--|---------------|---------------|
| Priest   |               | \$150 - \$250 |
| Music Director/Organist                        |               | \$125 - \$250 |
| Parish Hall (rental space)                     | Active member | \$300.00      |
|  | Non-active    | \$500.00      |
| Parish Hall Sexton (if required)               |               | \$ 50.00      |
| Parish Office (prep. of Bulletins if required) |               | \$ 25.00      |

## SERVING THE LITURGY

The Rev. Canon Stephen C. Casey, Rector  
Mr. Luke Grubb, Organist  
Mrs. Julie Hoff and Beverly Hess, Altar Guild

~  
"Joy in the Lord as Companions in Christ"

The Rt. Rev. Nathan D. Baxter, D. Min., S.T.D., D.H.L., D.D.  
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Michelle Bentley, Parish Administrative Assistant

Diocese of Central Pennsylvania  
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(p) 717-236-5959 | [www.diocesecpa.org](http://www.diocesecpa.org)

FORM A

Wedding Music Planner  
(To be taken to the Organist for consultation)

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_

Name of Bride \_\_\_\_\_

Groom \_\_\_\_\_

Bride: Phone \_\_\_\_\_ Work or Cell \_\_\_\_\_

Groom: Phone \_\_\_\_\_ Work or Cell \_\_\_\_\_

Email address \_\_\_\_\_

Service/Eucharist – open (to all) \_\_\_\_\_ limited \_\_\_\_\_

Number in bridal procession \_\_\_\_\_

Approximate number of invitee's \_\_\_\_\_

Soloist(s) \_\_\_\_\_

Phone \_\_\_\_\_ Work or Cell \_\_\_\_\_

Prelude approximate amount of time \_\_\_\_\_

Please list selections on the separate form on the next page and return to the parish office at least 2 weeks prior to the wedding day.

MUSIC SELECTIONS

Bride and Groom Name \_\_\_\_\_

Date of Wedding \_\_\_\_\_ Time \_\_\_\_\_

Pre-nuptial Music \_\_\_\_\_ Composer \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Processional

\_\_\_\_\_

Brides Processional

\_\_\_\_\_

Communion Music

\_\_\_\_\_

Signing of the Registry

\_\_\_\_\_

Soloist Music (please indicate placement in service)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other notes

\_\_\_\_\_

\_\_\_\_\_

Please return this portion of the Music form to the Parish Office

FORM B

Weddings and the Altar Guild  
(To be returned to the Church office)

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_

Name: Bride \_\_\_\_\_

Phone \_\_\_\_\_ Work or Cell \_\_\_\_\_

Email \_\_\_\_\_

Name: Groom \_\_\_\_\_

Phone \_\_\_\_\_ Work or Cell \_\_\_\_\_

Email \_\_\_\_\_

Name of Clergy Person officiating at the wedding  
\_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Holy Communion? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, number of persons to receive communion:

The Couple \_\_\_\_\_ Under 25 person's \_\_\_\_\_ 50+ \_\_\_\_\_

Over 100 person's \_\_\_\_\_

Place of Service \_\_\_\_\_

Candles for Communion:

Eucharist \_\_\_\_\_ Office lights \_\_\_\_\_ Votive \_\_\_\_\_ Unity \_\_\_\_\_

Candelabra \_\_\_\_\_ Other \_\_\_\_\_

Candles without Communion:

Office lights \_\_\_\_\_ Votive \_\_\_\_\_ Candelabra \_\_\_\_\_

Unity \_\_\_\_\_ Other \_\_\_\_\_

Other Type (explain) \_\_\_\_\_

FORM C

Wedding and Flower Guild  
(Please return to the parish office)

The flowers used for the Sunday church services are delivered on Saturdays. These lowers may be used for a wedding that day. We will try to accommodate the bride if the colors she wishes are liturgically correct.

The Flower Guild requests the following donation for the use of the above items:

Altar Flowers      \$50

Wedding Date \_\_\_\_\_

Brides Name \_\_\_\_\_

Phone \_\_\_\_\_ Work or Cell \_\_\_\_\_

Colors desired \_\_\_\_\_

Items you wish to use:

\_\_\_\_\_  
\_\_\_\_\_

Please make check payable to St. Edward's and make a notation: Altar Flowers.

## FORM D

(To be given to the photographer)

### PHOTOGRAPHS

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FORM E

Information Sheet for Bulletins prepared at St. Edward's  
To be returned to the parish office at least 2 weeks prior to wedding

Name of Bride \_\_\_\_\_

Name of Groom \_\_\_\_\_

Date of Wedding \_\_\_\_\_ Time \_\_\_\_\_

The Service

First Reading (see pg 426 BCP) \_\_\_\_\_

Second Reading (see pg. 426 BCP) \_\_\_\_\_

Gospel (see pg. 426 BCP) \_\_\_\_\_

Communion yes \_\_\_\_\_ no \_\_\_\_\_ (if Yes, open) \_\_\_\_\_

Other \_\_\_\_\_

The Wedding Party: If desired, you may include relationship to bride/groom

Maid of Honor \_\_\_\_\_

Matron of Honor \_\_\_\_\_

Bridesmaid's \_\_\_\_\_

Flower Girl \_\_\_\_\_

Best Man \_\_\_\_\_

Ushers

Ring Bearer \_\_\_\_\_

Other \_\_\_\_\_

Soloist(s) \_\_\_\_\_

Readers

You may also wish to include parents' names in the bulletin

Bride \_\_\_\_\_

Groom \_\_\_\_\_

Special message you wish to include in the bulletin (if desired)