



EMMANUEL
EPISCOPAL CHURCH

3 S. RANDOLPH STREET
SAN ANGELO, TEXAS 76903

PREPARING FOR YOUR WEDDING AT EMMANUEL

Who may marry in the Church?

Weddings at Emmanuel are primarily for active members of the parish. Exceptions will be made for members of other Episcopal congregations who can demonstrate active involvement in their congregations and who can present a logical reason why Emmanuel Church is a logical venue for the wedding to take place. To establish membership, be regular in worship, giving and prayer for the spread of God's kingdom for at least six months. If one is already a Confirmed member of the Episcopal Church, or another church of the Anglican Communion, then a transfer of membership to Emmanuel Church will be expected. If one is not a Confirmed member of the Episcopal Church, enrollment in the next available inquirer's class will be expected.

At least one of the parties must be a baptized Christian to be married at Emmanuel. At least two witnesses must attest to the marriage, and it must conform to the laws of the State and the canons of this Church. In the case of divorced persons wanting to be married in the church, a petition to the Bishop is required for permission to solemnize the marriage. Instructions and requirements for divorced persons will be discussed with you and the Rector. Every couple must participate in premarital counseling with the Rector or another approved counselor. The Rector of Emmanuel Church will officiate at the wedding and preside at the rehearsal. Visiting clergy may be invited to assist at the service, with the consent of the Rector.

Statement of Intention

Your first step in preparing for your wedding at Emmanuel is to make an appointment with the Rector to begin your spiritual preparation. The Rector will put your wedding on the church calendar and verify the availability of the facility. Under no circumstances should you make a commitment in the form of invitation or announcement without first consulting with the Rector.

You must advise the Rector of your intention to be married at least three months and preferably six months before the wedding so that arrangements can be made for required premarital instruction. The Rector will guide you in making these plans.

Premarital Counseling

Life is full of struggle and obstacles. It is best to begin a marriage with as few struggles as possible and some knowledge of what the obstacles may be. Premarital counseling is required by the church in an effort to help the couple better understand and prepare for marriage. The length and number of premarital counseling sessions may vary but is ordinarily six sessions of 1 to 1.5 hours, preferably at least a week apart. The appointment for counseling with the Rector should be made well in advance. Couples will be asked to purchase materials used in the premarital instruction process.

The Clergy

Weddings at Emmanuel are performed by the Rector, adjunct clergy of Emmanuel, or the Bishop of the diocese. If the participation of another member of the clergy is desired, please discuss this request with the Rector.

Date and Time of Wedding

Weddings are not customarily celebrated during Lent and preferably not during Advent. Saturday evening weddings should be early enough to enable the church to be prepared for services the following morning.

Holy Communion

All weddings at Emmanuel will follow the order set forth in The Book of Common Prayer. You will want to become familiar with the service before the day of the wedding. You will be asked to select readings from Scripture. You have the option of asking a friend or family member to read the scripture. If you prefer, the priest will appoint a lector for the readings. A list of the suggested readings is found on page 426 of The Book of Common Prayer.

Holy Communion in The Episcopal Church is open to all baptized Christians, regardless of denomination. The Rector will explain the tradition and practice of Communion in such a way that your non-Episcopalian guests will be comfortable in their participation. Communion is encouraged but optional at weddings. If you do choose to celebrate the Holy Communion, it will be a sacred memory, your first activity together as a married couple.

Music

The music, musicians and vocalists are under the discretion and approval of the clergy and organist and should meet the standards of the church. Secular music is not fitting for a worship service. The music is to be selected from that which the church has authorized for use. The Organist of Emmanuel will provide you with valuable assistance in selecting music as well as rehearsing and performing. Congregational singing of hymns add warmth, vitality and joy to the service and is thus encouraged at a wedding. A choir is another option, at an additional fee. If a soloist is desired, notice must be given to the Organist well in advance. The Rector will discuss musical considerations during the preparation time.

Flowers

It is customary that the two altar flower arrangements remain for the following worship service and that the bride and groom dedicate them in celebration of their marriage in that Sunday's church bulletin. Rose petals may be scattered down prior to or during the wedding procession. Flowers, greenery or bows may be used to decorate the center aisle pews. The Rector and the Wedding Guild will make recommendations for florists who are familiar with our church and our customs.

Candles

The altar candles will be the only candles used in the service. There are a series of 7 branch candelabra that flank the altar. The candelabra may be used for the service, but an additional fee for the extra 42 candles applies. It is not our custom in the Episcopal Church to observe extra-liturgical activities such as the unity candle of Mother's Rose. If desired, these may be observed as part of the wedding reception.

Photographs & Video

We realize how important it is to capture treasured moments of your ceremony and will work with your photographer and/or videographer to allow for this yet preserve the reverence and sanctity of the ceremony. The following is our guideline at Emmanuel: Flash pictures are not allowed in the church during the wedding itself. Only "available-light" photos may be taken during the ceremony. Pictures without flash are permitted during the service from a stationary position in the back of the church. The photographer is to make certain that no noise is involved in taking pictures to distract worshippers. The photo session before or after the ceremony will provide ample opportunity for flash pictures in the church.

Video filming is allowed from a stationary position without lighting and on a tripod during the service. The Rector will discuss with you further details and placement of a video camera if desired.

Photos may be taken in the church both before and after the ceremony; however, no more than thirty minutes are recommended from the time the bride and groom return to the church after the ceremony. This respects the waiting time of guests at the reception, as well as the Altar Guild and Sexton, to clean and prepare the church for the following Sunday morning services. No furnishings may be moved. Standing on or placing camera equipment on pews or church furniture is not permitted.

Altar Colors

White or the tapestry brocade are the color choices for dressing the altar for a wedding.

The Wedding Guild

The Emmanuel Wedding Guild will assist you in the preparation for and presentation of your wedding. This is their ministry, which they give generously without charge. They are knowledgeable in most any aspect of the wedding and can be helpful with any question. At the earliest possible date, you will need to make contact with a member of the Committee. The Rector will give you the name of the person to contact. The committee will consult with the florist and photographer. They will be on duty to assist at the rehearsal. On the day of the wedding they will oversee delivery of flowers, decorating and removing decorations, and be present when you arrive at the church to dress. They will coach your ushers and coordinate the spacing for your processional. You may choose to use a professional wedding consultant to help with your wedding but it is important for your consultant to know that the Rector and the Wedding Committee are the final authority in the use of the church during the wedding.

The Rehearsal

The rehearsal will begin promptly at the time scheduled. Please insist that your wedding party arrive on time. It is important for everyone participating in the ceremony be present, including attendants, ushers, parents, grandparents and anyone who will participate in the ceremony. We strongly suggest that the entire wedding party be at the church 15 minutes prior to the scheduled time for the rehearsal. The Rector is in charge of the rehearsal. Wedding Committee representatives will be present at the rehearsal to assist with procedures and to help with any emergencies that may arise, because professional wedding consultants are usually not familiar with the policies of the church. At the rehearsal, the Rector will ask you for several things: the marriage license, the rings, and all fees/honoraria which are still due. Please have these items ready.

Showering the Couple with Rice, Confetti, Bird Seed

Please do not plan to throw rice, confetti, bird seed, or any other material on the newly married couple as they leave the church after the wedding, or the parish hall after the reception. If this activity is considered essential, another location for the reception is recommended.

Use of Parish Hall for Receptions

Should you choose to use the Parish Hall of Emmanuel for your reception you should arrange it with the church office as early in the planning as possible. The Parish Hall is generally available provided that no conflicting, previous commitment has been made.

Priority for use will be given to members of the parish family. All arrangements and expense for decorating, catering and clean-up are your responsibility. We ask that you respect the building in planning for its use. You are responsible for seeing that the Hall is restored to the normal condition prior to the following Sunday morning. All decorations must be removed, the trash taken out, the caterer should have all food, equipment and supplies removed and the kitchen and floors left clean. Please ask the Rector about the availability to hire the Sexton so that this work is done by Sunday morning.

Alcoholic Beverages

Wine, beer and champagne are permitted at wedding receptions in the parish hall. For large groups we may ask that you or your caterer protect Emmanuel with liquor liability insurance. We insist on moderation so that your wedding is not marred by accidents or liquor related problems. Alcoholic beverages are not to be consumed outside of the Parish hall. No alcohol is allowed under any circumstances in the parlor or any other area used for the wedding. No alcoholic beverages shall be served before the wedding in any area of the church.

Dressing Facilities

You may find it convenient for the bride to dress at the church. The Parlor is available for the bride and her attendants. The groom and his attendants may dress in either the undercroft or Room 126 in the Kreps building. The Wedding Committee, Sexton and you will coordinate on the time that the building will be opened. You should designate a friend to make sure that all of your clothing and personal items are returned to the proper cars after the ceremony. All personal items must be removed after the ceremony.

Child Care

Child care is not regularly provided for weddings, however, if you wish to arrange for child care as a service to your guests who have infants and small children, please coordinate this with the Rector.

Personal Assistants

There are many ways that you can let friends or family members who are not in the bridal party be an important part of your wedding at Emmanuel. Some suggestions are: Ushers, Readers, guest book attendant, dressing area assistant, temporary hosts at the reception to make guests welcome until you arrive.

Wedding Bulletins

The Rector will consult with you about the use of wedding bulletins for your service. Our office can provide simple service bulletins like those used on Sunday mornings listing page numbers and names of the wedding party, readings, music, etc. Some couples choose to have more elaborate bulletins printed by a commercial printer. This is permitted, however, the text must be reviewed by the Rector prior to submission for printing.

Wedding Coordination

The role of the Rector is to work with you in coordinating all of the details of your wedding ceremony. The Rector will be meeting with you and communicating with your florist and photographer and others you might engage for your ceremony. The Rector will be at your rehearsal to help coordinate the liturgy. On your wedding day, the Rector will prepare the church and paperwork and be available for whatever arises in those final hours leading up to your wedding. Please feel free to contact the Rector at 325-653-2446 or rector@emmanuel-sa.org.

Fees

This booklet includes a schedule of fees for the various aspects of your wedding at Emmanuel. You should expect fees for the use of the church for the rehearsal and wedding, the use of the Parish Hall for a reception, the services of the Sexton, the services of child-care attendants. All fees are due a week before the wedding rehearsal. The clergy, organist and sexton fees should be paid individually and separate from other fees due to the church.

A Final Word

Your marriage is much more important than the wedding. We encourage you to concentrate on preparing for your lives together. Keep your plans simple and focus on your wedding as a sacramental moment not as a show or a production. We encourage you to plan early so you can approach your celebration relaxed and rested. We promise to do all in our power to uphold your marriage as you walk among us.

Fee Schedule

ALL APPLICABLE FEES ARE TO BE PAID AT LEAST ONE WEEK PRIOR TO THE SCHEDULED WEDDING DATE

For a wedding and rehearsal* \$200

For a wedding, rehearsal, and reception* \$350

Note: These charges reflect the "out of pocket" cost to Emmanuel Church, including cooling and heating buildings, the candles used in the sanctuary, etc. When the reception is held in the Parish Hall the fee includes the optional use of table cloths, glass plates, punch bowl and cups owned by the church.

Clergy honorarium - none is required, since this is part of the ministry of the clergy in the parish. If you wish to give an honorarium, please give it to the Clergy Discretionary Fund in thanksgiving for your marriage.

Organist \$250

This includes the music conference, the rehearsal and the wedding. For each extra rehearsal with soloist or instrumentalist \$50.

Church Opening, Closing, and Cleanup Fee \$100

This includes opening and closing of buildings and clean up of Church, Parlor, and other areas used by the bridal party. This fee is payable to our Sexton, Javier Santos.

Parish Hall Opening and Closing Fee \$50. *This fee is payable to our Sexton, Javier Santos.*

Parish Hall Cleanup Fee** \$100. *This fee is payable to our Sexton, Javier Santos.*

Child Care \$40

For each child care worker-minimum of two workers, minimum of two hours. Each additional hour \$20. This fee is payable to the church, with a note that it is for childcare at during your wedding.

Seven Branch Candelabra (optional) \$75. *This fee is payable to the church, with a note that it is for the 7 branch candelabra used at your wedding.*

Pre-Marital Instruction Materials \$100. *This fee is payable to the church, with a note that it is for your pre-marital instruction materials.*

*The fees for wedding, rehearsal, and reception are waived for Communicants in Good Standing of Emmanuel Parish, but a thanksgiving offering would be gratefully received

**The wedding party may waive this fee if they take responsibility for cleanup

