

Wedding



Customary

For

*Church of the
Holy Apostles
(Episcopal)*

HOLY APOSTLES



Table of Contents

- Section 1. A Forward from the Rector**
- Section 2. Marriage in the Book of Common Prayer**
- Section 3. Wedding Ceremony Planning Form**
- Section 4. Planning the Wedding**
 - Facilities for the Wedding**
 - Flowers and Decorations**
 - Music for the Wedding**
 - Photography and Videography**
- Section 5. Wedding Rehearsal: Agenda**
- Section 6. The Wedding Day**
- Section 7. Wedding Party Responsibilities**
- Section 8. Wedding Etiquette**
- Section 9. Wedding Instructions:**
 - Bridesmaids, Ushers**
- Section 10. Wedding Form: Out-of-Town Members**
- Section 11. Schedule of Fees**
- Section 12. Phone List**

A Forward from the Rector

Christian marriage is a covenant relationship between a man and a woman which takes precedence over all other human relationships in their lives. The relationship of Christian marriage intends to imitate the relationship of self-giving love that God has with humanity through Jesus Christ. Each member of the married couple is called to consider the well-being of his or her spouse as of primary concern. The marriage relationship is also to be a window into what the fulfilled kingdom of God will look like. In other words, the marriage partners are to live in equality and mutuality, never using one another but rather laboring to build one another up in all things. Marriage is also the context in which the Church affirms the sexual expression between partners. The Church recognizes the goodness of God's creation, including sexuality, and it uplifts the marriage covenant as the relationship in which sexual activity can find its expression in ways that are affirming and loving rather than self-serving and abusive. Often marriage results in children, and the self-giving love and care that parents express toward their children furthers the character of marriage as the imitation of Christ's love and as the window to the kingdom of God. Though the Church acknowledges in sadness that marriage covenants sometimes break down, it is the Christian hope that all marriages blessed by the Church will be monogamous and lifelong, which is the vision that Jesus had for marriage (Mark 10:5-9).

Marriage in The Book Of Common Prayer

It has already been mentioned that Christian marriage intends to reflect the self-giving love of Christ for humanity, to offer a window into the fulfilled kingdom of God, and to serve as the appropriate context for sexual expression between a man and a woman. The Book of Common Prayer affirms these things:

The union of a husband and wife in heart, body, and mind is 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 (*The Book of Common Prayer*, 423).

The Book of Common Prayer recognizes that not all people will be married in the Church. Consequently, *The Book of Common Prayer* offers the opportunity for couples who have been married in a civil ceremony to have their marriages blessed in the midst of the gathered Christian community.

The marriage rite for those who are married in the Church is divided into three main components, prefaced by a Declaration of Consent. In the Declaration, the woman and man each publicly announce their free commitment to take the other as covenant partner, promising fidelity to one another for life. The gathered congregation also publicly declares to support the couple in their marriage. (This promise cannot be stressed enough.) In this respect, the marriage covenant is *tripartite*. Since the bride, groom, and gathered congregation are all part of the Body of Christ, the congregation bears a solemn role in supporting and uplifting the married couple through good times and difficult times.

The first main component of the marriage rite is the Ministry of the Word, and it serves to place marriage in its biblical context through the reading of Old Testament and New Testament texts which focus upon the creation of man and woman and the character of Christian love.

The second component is the Marriage. Both liturgically and substantively, this is the center of the marriage rite. In it the bride and groom exchange vows, and the promises made by them one to the other establish the covenant of mutual, self-giving love between them. It is important to note that the actor in the Marriage is not the priest. Rather, the actors are the woman and man who make up the couple. They are the ministers of this central component of the rite, who are entering into covenant with one another. From this point on in the rite, the couple is married.

The third component of the marriage rite is the Blessing, and it is this component that most distinguishes a marriage in the Church from a civil marriage. Here the priest, endowed with authority by the Church, pronounces the blessing of God upon the newly married couple.

It is appropriate and preferred that Holy Communion for the entire congregation follow the marriage rite. Generally this changes the length of the service by approximately fifteen to twenty minutes. As with all celebrations of the Holy Eucharist in Holy Apostles Church, all baptized Christians are invited to receive the Blessed Sacrament.

Wedding Ceremony Planning Form

Wedding Date: _____ Time: _____

Priest: _____

Organist: _____

Rehearsal Date: _____ Time: _____

Expected number of guests: _____

Reception is being held at: _____ Time: _____

I. Wedding Information

Bride's Full Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____

Age: _____ Date of Birth: _____

Place of Birth: _____

This marriage is your 1st 2nd 3rd (or more)

• Divorced? _____ (If "Yes," date: _____)

• Widow? Yes No

Baptized? Yes No

• If "Yes," what denomination? _____

Confirmed? Yes No

• If "Yes," what denomination? _____

Church Membership (present): _____

Father's Full Name: _____

Mother's Full Name: _____

Parent's Address: _____

Parent's Phone: _____

Groom's Full Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____

Age: _____ Date of Birth: _____

Place of Birth: _____

This marriage is your 1st 2nd 3rd (or more)

• Divorced? _____ (If "Yes," date: _____)

• Widow? Yes No

Baptized? Yes No

• If "Yes," what denomination? _____

Confirmed? Yes No

• If "Yes," what denomination? _____

Church Membership (present): _____

Father's Full Name: _____

Mother's Full Name: _____

Parent's Address: _____

Parent's Phone: _____

II. Processional Information

Full or Partial: (ex.: full with 1 cross, then groomsman, then clergy, then bridesmaids, bride)

How will bride's party enter? Narthex Side Hallway

How will groom's party enter? Narthex Side Hallway
(all will enter from Narthex if Acolytes/Crucifer)

Number of Bridesmaids: _____

Maid Matron of Honor: _____

Bridesmaids: _____

Bridesmaids: _____

Bridesmaids: _____

Bridesmaids: _____

Bridesmaids: _____

Bridesmaids: _____

Bridesmaids: _____

Bridesmaids: _____

Bridesmaids: _____

Number of Groomsmen: _____

Best Man: _____

Groomsmen: _____

Groomsmen: _____

Groomsmen: _____

Groomsmen: _____

Groomsmen: _____

Groomsmen: _____

Groomsmen: _____

Groomsmen: _____

Groomsmen: _____

Number of: Jr. Bridesmaids _____ Flower Girls: _____

Name/Age: _____

Name/Age: _____

Name/Age: _____

Name/Age: _____

Number of: Jr. Groomsmen _____ Ring Bearers: _____

Name/Age: _____

Name/Age: _____

Name/Age: _____

Name/Age: _____

Who will escort the bride? _____

No Will doors be closed and reopened for bride's entry? Yes

If yes, which two ushers will perform this duty?

1) _____

2) _____

Will these two ushers join the bridal party at crossing? Yes No

Style of bride's dress, train and veil: _____

If veil, will father remove veil? Yes No

What words will dad say to give bride away? _____

III. The Worship Service

Who will officiate and telephone number? _____

Assistants and telephone numbers: _____

Scripture Readings found on Page 426 in the Book of Common Prayer

Who will read and what lessons?

1st reading: _____

2nd reading: _____

Gospel: _____

Will there be a Gospel processional? Yes No

Will bridal party sit/stand during readings & homily? Sit Stand

If seated, where? _____

For the vows and blessing at the altar, who will accompany bride and groom?

Maid/Matron of Honor & Best Man Entire Party

Holy Eucharist, will it be offered? Yes No

If yes, designate two ushers to direct congregation:

1) _____

2) _____

During Eucharist, bride, groom and attendants at altar will sit in the chairs on the stage. Yes No

If no, where? _____

If acolytes are needed, who and how many? _____

If chalice bearers are needed, who and how many? _____

IV. Seating Arrangement

How many parents, grandparents and other special relatives/guests are to be seated in which pews and who will seat them? Specify timing and order of those to be officially seated: _____

V. Miscellaneous

Which florist will be used and telephone number: _____

Which photographer will be used and telephone number: _____

SPECIAL NOTES:

We do not use the Unity Candle during the wedding service because there is no mention of it in our liturgy and therefore it is not part of the Episcopal service. The Unity Candle tradition can be incorporated during the festivities at the rehearsal dinner or reception if desired.

It is crucial that EVERYONE involved in the wedding, including readers, parents, grandparents, ushers, etc. be present and ON TIME at the rehearsal.

Planning the Wedding

Everything concerning the wedding at Holy Apostles falls under the authority and direction of the Rector.

We try to only schedule one wedding per weekend, on either Friday or Saturday. For a Friday wedding you may schedule your ceremony anytime from 5:00 p.m. to 7:00 p.m. Daytime Saturday weddings work well scheduled anytime from 10:00 a.m. to 1:00 p.m. For a Saturday evening wedding anytime between 5:00 p.m. and 7:00 p.m. works nicely.

Receptions or rehearsal dinners being held on any night for the wedding party, must be completed and the building vacated by 11:00 p.m. This time was established due to the time it takes to clean and reset for the next days activities.

There are times in the church year when the liturgical calendar discourages or prohibits the celebration of weddings. Those times are Lent – Ash Wednesday through Easter Day and Advent – the First Sunday of Advent through Christmas Day. These are times set aside for spiritual reflection and self-denial disciplines. A festive celebration would be inconsistent with these purposes and, therefore, Holy Apostles does not perform wedding during these seasons.

Regarding young children of any wedding party or for guests who bring young children to the wedding who are infant to six years of age: The bride might consider offering nursery service for those who bring young children, so they can attend the rehearsal and/or wedding without being distracted. Holy Apostles will provide the nursery attendants upon request, please see the schedule of fees for cost. There will be a minimum of two nursery attendants on hand however, the bride should consider more for a large wedding with many children. If you have chosen to have the nursery available, you should communicate to the wedding party before they arrive in town. The parents would be expected to take the children to the rehearsal dinner or reception.

Please note that there are NO PETS permitted during services.

Facilities for the Wedding

The main sanctuary has a seating capacity of 300.

Dressing Areas

The bride and bridesmaids will use the parlor and adjacent conference room to dress. They may also use the main restrooms in the hallway.

The groom and groomsman will use one of the classrooms to dress and gather. A restroom is located in the nursery.

Parking

Parking is allowed on all marked paved surfaces. No parking on grass or immediately in front of main entry to chapel.

Flowers, Candles, and Decorations

We realize that the bride and groom want this to be a lovely and memorable occasion, but Holy Apostles is a beautiful church in and of itself. We recommend simplicity in decorating it.

Floral decorations for church weddings are not greatly different from those used during Sunday worship. We only use fresh flowers in the church's two large vases placed on the sanctuary flower stands and suggest they be kept quite simple allowing for some individual choices. Sanctuary flowers remain in the church for services on Sunday. There are to be no artificial flowers or greenery (i.e. plastic or silk) used in the decorations in the church. Greenery is allowed in the church on the stair rails going up to the chancel area, on the chancel rail, and on the pews. Arrangements may also be placed on the ledges at the base of the stairs if desired.

Pew markers are not only functional, but beautiful as well. We do ask that the pew markers not harm the wood in their attachment. Most florists have large clips which do not harm the wood. Please DO NOT use nails in the woodwork.

Sanctuary candles are the only allowable, lighted candles. The sanctuary candles represent the light of Christ and his love for the people of God. Other candles could detract from this very special meaning. The "Unity Candle" is not permitted at Holy Apostles.

The Altar Guild will prepare the altar for your service to include the placement of the sanctuary flowers. Your florist will be able to work in all other areas of the church.

Body flowers (corsages, bouquets, etc.) should have the name of the individual to receive them attached to the flowers. The wedding coordinator will try their best to get the appropriate flowers to the appropriate people. It is a difficult job to hunt down people if they don't know to whom the flowers belong.

All floral decorations will be removed immediately following the service with the exception of the altar flowers. It is the participant's responsibility to see all decorations are removed after the service.

Because of safety hazards a white aisle runner and flower petals are not permissible. Even though the flower girls cannot drop petals, the coordinators have them play a very special part in the ceremony.

Another safety and fire hazard is the placing of tulle or ribbon from pew to pew so as to hinder access from one side of the pew or another. Pews must be accessible from both sides and nothing shall hinder entrance or exiting from pews.

It is the participant's responsibility to let the florist know about the policies of the church if they have not worked at Holy Apostles before. They may be given a copy of this page for the perusal. If the florist has questions they may contact the wedding coordinator.

Guest Book

The guest book may be left at the front until 10 minutes prior to the wedding. At that time, it will be removed in order for everyone to be seated timely. Other guests may sign at the reception. We recommend having a guest book attendant to insure proper transport and placement at the reception.

Music for the Wedding

The choice of music for the Celebration and Blessing of your marriage is an important one. Because this is a sacramental celebration, all musical selections should reflect your intent to marry in the church. Policy guidelines regarding what may or may not be used in services of the church are derived from statements on page 14 in *The Book of Common Prayer*.

To be fair to all weddings we affirm and uphold these policies:

- Texts must be biblical or sacred and appropriate for the occasion.
- Holy Apostles prohibits and considers the following inappropriate:
 - The Bridal Chorus from Lohengrin (“Here Comes the Bride”);
 - The music from “Midsummer Night’s Dream” ballet;
 - Popular, secular, and recorded music.

Once you schedule your wedding date on the church calendar, make an appointment immediately with the parish organist to discuss and plan the music for your joyous celebration. The parish organist plays for all weddings at Holy Apostles without exception. In the event the parish organist is unavailable, a replacement will be arranged through that person.

Arrangements for soloists or other instrumentalists must be made through the parish organist or music director. The guest soloist/instrumentalist must meet with the parish organist or music director no later than two weeks prior to the wedding. After this initial meeting the soloist/instrumentalist will be qualified to perform.

If the parish organist is to play or accompany other musicians or vocalists, sheet music must be furnished to the parish organist no later than two weeks prior to the wedding. Music is a special and integral part of the sacrament of marriage and proper preparation is essential.

It is our wish to plan a celebration that is meaningful, personal and fully conveys the love of Christ for the wedding couple and all who are present to support you in your new life together.

Photography and Videography

DURING THE SERVICE THERE IS NO PHOTOGRAPHY.

The time to take pictures is right before and after the service. Photographic sessions are prohibited in the worship area one hour before the wedding. A flash photo session immediately following the service is permissible for a maximum of 30 minutes. The first photo taken after the service will be of the bridal party and the clergy. Holy Apostles requests a 5x7 color print for its wedding archives.

With the approval of the wedding coordinator, the use of a stationary video camera on tri-pod is allowable and must be placed in position before the ceremony. The stationary position is at the entrance of the church immediately to the right of the center double doors. The videographer may also use a camera (shoulder-mounted) to film the wedding party entry, but must exit when the readings and the homily are over and the wedding party moves to the altar. All equipment must be in place at least one hour before the ceremony.

Regarding photography at the rehearsal, candid shots are permissible as long as there is no interference with the rehearsal. Due to time schedule for the rehearsal and dinner, posed photography is permitted if it precedes and is completed before the scheduled start time for the rehearsal.

Wedding Rehearsal

Finalize plans for the rehearsal with the wedding coordinator at least one month before the wedding. **No rehearsal or wedding will take place until the bride has met with the coordinator.**

Dress for the rehearsal the same as you would to attend Sunday service. Christ is present and you should dress accordingly.

The coordinator will begin rehearsal at the pre-determined time by working with the groomsmen and the bridesmaids. Verbal and written instructions are given to the wedding party to direct them as to their specific duties. The clergy join the rehearsal fifteen minutes later and direct the remaining part of the ceremony.

The wedding party may not consume alcoholic beverages or drugs before the rehearsal or ceremony. Halting the rehearsal and rescheduling WILL result if the wedding party uses these substances. Attendance at the rehearsal is directly reflective in the success of the ceremony. It is **EXTREMELY IMPORTANT THAT EVERYONE** involved in the wedding, including parents and grandparents, be at the rehearsal **ON TIME**. **It is considered good manners to begin a wedding rehearsal promptly at the time scheduled.**

The marriage license is presented to the clergy at the rehearsal. If the couple fails to bring the license to the rehearsal, it has to be presented to the clergy one hour before the wedding. The wedding **will not** start without the presentation of the license to the clergy. The couple selects, before the rehearsal, two witnesses who will sign the church wedding register, the marriage certificate and marriage license. The church provides the register and the certificate.

Regarding the rehearsal dinner, the coordinator and clergy cannot accept your kind invitation for the festivities following the rehearsal. The coordinator has last minute planning and updating of procedures to do and the clergy need time to pray, reflect and prepare for your **BIG** day. It is a most gracious gesture to be included in the post-rehearsal celebration; however, we must decline in order to be prepared properly.

Wedding Rehearsal Agenda

- I. Preliminary Introductions, Instructions: by Coordinator
 - a. Bridesmaids
 - b. Groomsmen
 - c. Official escorting of parents and grandparents to their pews
- II. Greeting and Prayer: by Clergy
- III. Completion of signatures and requirements: by Clergy
 - a. Marriage certificate
 - b. Parish register
 - c. Marriage license
 - d. Statement of bride's authority at the rehearsal
- IV. Rehearsal from *The Book of Common Prayer*: by Clergy and Coordinator
 - a. Placement of bridal party at crossing
 - b. Processional
 - i. Groom's party from chosen entry
 - ii. Bride's party from entrance
 - c. Arrival at crossing
 - i. The declaration of consent
 - ii. The presentation or giving of bride in marriage
 - iii. The ministry of the Word
 - iv. The readings and homily
 - d. Bridal party moves from crossing to sanctuary
 - i. Marriage and ring vows
 - ii. Prayers and blessings
 - iii. Communion (optional)
 - iv. Post communion or closing prayer
 - e. Recessional
 - i. Exiting of wedding party to holding area
 - ii. Escorting of parents and grandparents to holding area
- V. Closing
 - a. Special instructions to wedding party by coordinator
 - b. Final questions reviewed by clergy
- VI. Groom's prayer closing the rehearsal

Rehearsal Dinners and Receptions

Apostles Hall is available for wedding receptions with prior planning. Due to the time it takes to tear down and set up in preparation for Sunday or other weekly services the rehearsal dinner or reception **MUST** end by 11:00 pm. The sexton will begin clean up immediately after 11:00 pm.

Champagne, wine, and beer may be served, but only when food is served, and only when nonalcoholic beverages are as equally and attractively available. No other alcoholic beverages are permitted.

Caterers are expected to furnish all cookware, glassware, and serving pieces to be used at the reception.

A facility usage fee of \$500 will be charged. This fee includes:

- \$250 damage fee deposit for any damage, cleaning or movement of leased equipment. The fee is returned by the Parish Administrator one week after the event, provided no damage occurred from use and cleaning or movement of leased equipment has not been prohibitive.
- \$250 Parish Hall/Parlor/Kitchen use fee. The cleaning of the kitchen facility is the responsibility of the wedding party or caterer. Decorating of our facilities and timely removal of decorations are also the responsibility of the wedding party.

A Sexton Fee (see schedule of fees). This fee includes:

- Assist with and supervise the set up and clean up of the Parish Hall/Parlor/Kitchen to make sure nothing is damaged and items are returned as they were. After the rehearsal/reception, the Sexton will set up for Sunday/weekly services.

The following rules shall apply regarding leased equipment:

- Leased equipment will be removed and the facilities returned to their former state immediately after the rehearsal dinner or reception.

- Fees connected with the set up and removal of leased equipment will be paid by the person leasing the equipment.
- Property damage incurred by the set up or removal of leased equipment will be paid by the person leasing the equipment.
- The church is not required to set up or take down/transport leased equipment.
- The church **IS NOT** responsible for leased equipment.

The Wedding Day

All attendants should plan to arrive approximately 1½ to 2 hours before the service. The ladies will meet in the parlor and the men will meet in the Administrative Lobby, then they will be escorted to the room by the wedding coordinator.

Everyone needs to be dressed accordingly, as most photographers will take pictures of the wedding party. Each person should consider having a shopping bag or garment bag in which to place their personal items before going into the Sanctuary for the ceremony.

Groomsmen and Ushers will have boutonnieres pinned on by the wedding coordinator. They will be directed to the Narthex to start ushering approximately 30-45 minutes before the service begins.

The grandparents will be seated a few minutes before the time stated on the wedding invitation. The groom's parents and bride's parents will be seated approximately one minute before the time stated on the wedding invitation. After the mother of the bride is seated the ushers will seat no more guests. Guests will be instructed to move quickly and quietly down the aisles for seating. Guests will be seated so the Sanctuary looks balanced and comfortable to any one entering. We do not ask guests if they want to sit on the "bride's side" or "groom's side". Only those guests that are to be seated in special/reserved pews are to be placed on the bride's side (left) and groom's side (right).

The processional begins promptly after the mothers have been seated.

Wedding Party Responsibilities

Maid/Matron of Honor:

The maid or matron of honor chosen by the bride is usually a close friend or sister of the bride. It helps to choose someone who is very dependable. Her primary responsibility is to be attentive to the bride's needs and not her own. The bride may choose both a maid (single) and matron (married) of honor.

The honor attendant will sign as your legal witness at the rehearsal. For the wedding they will help with the dressing of the bride; assist with the train as the bride moves before, during and after the service; assists with the veil; holds the brides bouquet during the ceremony and carries the grooms ring, in a safe manner, until the blessing and exchange of rings in the ceremony. She walks in front of the bride in the processional taking her place to the bride's left during the ceremony. During the recessional the best man escorts her out. After the service she should make sure all of the bride's clothing, make-up and personal belongings, as well as her own, are removed from the changing room at the church and taken to the reception or to the brides home.

Bridesmaid and Junior Bridesmaid:

The bridesmaids are usually close friends or family members. They may assist the maid/matron of honor with her duties. They walk in procession before the maid/matron of honor and are usually escorted out by a groomsman. Since Holy Apostles does not have a lot of room at the crossing of the church we need to limit the number of attendants to a maximum of eight on both sides.

Junior bridesmaids are usually between eight and sixteen years of age. They walk in procession ahead of the bridesmaids and are usually escorted out by a junior groomsman. Junior bridesmaids are not expected to help with the details of the wedding.

Flower Girls:

You may choose little girls between the ages of five and eight for flower girls. Although they are cute, experience has shown us that children less than five years of age can create some challenging situations during the processional and ceremony. It is hard for them to be able to comprehend the instructions they are given and they are not accustomed to processing before large crowds of people.

As flower girls walk down the aisle at Holy Apostles they are unable to scatter flower petals on the floor. The dropping of petals on the floors can cause the wedding party to slip. The flower girl may carry baskets, bouquets, flower rings or a pomander ball.

During the ceremony, the flower girl walks in front of the bride and she stands near the bridesmaids. Younger children are seated with their parents. Flower girls may recess out with the rest of the wedding party, as appropriate.

Best Man:

The best man chosen by the groom is usually a close friend or brother of the groom. It helps to choose someone who is very dependable. His primary responsibility is to be attentive to the groom's needs and not his own.

The honor attendant will sign as your legal witness at the rehearsal. For the wedding they will help the groom dress, if needed. The best man does not usher and will stay with the groom until the time of the ceremony. He will carry the bride's ring, in a safe manner, until the blessing and exchange of rings in the ceremony. He walks in front of or behind the groom, as predetermined, in the processional taking his place to the groom's right during the ceremony. During the recessional the best man escorts the maid/matron of honor out. After the service he should make sure all of the groom's clothes and personal belongings as well as his own are removed from the changing room at the church and taken to the reception or to the groom's home.

Groomsmen and Junior Groomsmen:

The groomsmen are usually close friends or family members. They may assist the best man with his duties. They walk in procession before or after the best man, as predetermined and usually escort the bridesmaids out. Since Holy Apostles does not have a lot of room at the crossing of the church we need to limit the number of attendants to a maximum of eight on both sides.

Junior groomsmen are usually between eight and sixteen years of age. They walk in procession ahead of the groomsmen and usually escort the junior bridesmaids out. Junior groomsmen are not expected to help with the details of the wedding.

All groomsmen will usher guests at the wedding along with any Ushers.

Ushers:

The male usher's main job is to seat guests. They may be asked to open the doors for the bride's entrance and to usher during communion. The ushers do not normally join the bridal party at the crossing, but may in certain circumstances. At the appropriate time ushers will seat parents and grandparents as instructed by the wedding coordinator.

Female ushers (or guest book attendants) usually hand out the programs and attend the guest book. The ushers may be asked to close the guest book approximately ten minutes before the ceremony is scheduled to start to facilitate the processional.

The bride and groom may also wish to designate another lady and gentleman whose main responsibility is to look out for all of the wedding party. Make-up is forgotten, tux buttons are left at home, socks are forgotten, and hosiery runs. These personal can be responsible for making sure attendants use their dress bags or tuxedo garment bag to put their personal articles in. These are then easily removed and taken to the reception.

Ring Bearers:

You may choose any child between the ages of five and eight for ring bearers. Normally only one ring bearer is chosen. Although they are cute, experience has shown us that children less than five years of age can create some challenging situations during the processional and ceremony. It is hard for them to be able to comprehend the instructions they are given and they are not accustomed to processing before large crowds of people.

The rings on the pillow will not be the actual rings. The honor attendants will have the rings.

During the ceremony, the ring bearer walks in front of or beside the flower girl and may stand near the groomsmen. Younger children are seated with their parents. Ring bearers may recess out with the rest of the wedding party, as appropriate.

Wedding Party:

Anyone involved with the wedding will be expected to be in attendance at the rehearsal and to be on time. The wedding rehearsal usually takes approximately an hour to complete if everyone is on time and ready to rehearse. If the wedding party is late we will still complete a full rehearsal before being dismissed by the clergy. This may cause those in attendance to be late to the rehearsal dinner.

On the day of the wedding all attendants should arrive at the church no later than two hours before the wedding. They should check the night before to make sure they have everything they need for the wedding the next day. It is always helpful to make a checklist and to double-check the list for any items you might need.

Wedding Etiquette

I. Introduction

Below are the answers to the most often asked questions concerning wedding etiquette. Please feel free to ask the coordinator anything else you may not understand or do not know how to deal with.

II. The bride's dress

The first time bride who is having a formal wedding, whether it is in the daytime or evening, chooses a white, floor-length gown. The daytime wedding finds either a short or long train, with matching veil appropriate. The dress may have short or long sleeves, with gloves being optional. The after six pm wedding commands a more elaborate gown, veil and train. Traditionally, it has long sleeves.

The bride who is marrying for a second time may choose a white or pastel colored dress. White stands for purity, while blue stands for virginity. An elaborate, sweeping floor length gown is not forbidden; however, something more simple is in better taste. Regarding her headpiece, the bride may wear a hat, bow or flowers, but should not wear a full veil.

III. The family seating arrangements

Traditionally, the bride's mother and father (after presentation) sit together on the first pew. Sometimes, including grandparents on the same pew works well. If a divorce situation is the case, the wedding coordinator will help decide the most comfortable seating for all parties. The same pointers apply for the groom's family, with the seating being on his side of the church.

Wedding Instructions: Ushers

I. Helpful starters

- a. Try on your tuxedo immediately to make sure everything fits and you have all the accessories you need.
- b. Get a good night's rest so you will be alert and looking your best for the wedding pictures.
- c. Be punctual and allow extra time for the unexpected to happen.
- d. You **MUST** be in the at he church, ready for duty at the time designated by the bride and groom.

II. Special Pointers

- a. Do not chew gum, put your hands in your pockets or lock your legs.
- b. Do not huddle with the other ushers or guests.

III. Guidelines

- a. Be aware of your place in the processional and as you line up at the crossing.
- b. Show all special/reserved guests to their places, bride's guests on your left and groom's guests on your right. All other guests will be seated to fill up the church.
- c. Offer your right arm to each woman as she arrives, whether you know her personally or not.
- d. If the vestibule is crowded and several women arrive together as a group, offer your arm to the oldest and ask the others to follow.
- e. If the vestibule is not crowded, ask others to wait until you or another usher is available to escort them.
- f. Do not offer your arm to a man unless he is quite elderly and needs assistance.
- g. If an older man is accompanied by a younger man, ask the latter to follow you as you walk next to the older one and show them to their seat.
- h. Do not escort in total silence, even if the guest is a stranger is to you. A few casual remarks are made, in a low voice. Don't whisper or appear solemn.
- i. Your deportment should be natural, but dignified and quiet, because you are in a church. You should not trot up and down the aisles in a bustling manner, but at the same time be swift and efficient in order to seat everyone as quickly as possible.
- j. Familiarize yourself with the special seating requirements of the family members.
- k. Guests arriving after the seating of the bride's mother should be seated close to the back of the church as discreetly as possible.
- l. Following the recessional and the exit of the parents and grandparents, go directly to the appointed area for the photography session.

- m. The best man or head usher needs to be clear concerning the transportation of the bride or groom to the reception.

IV. No use of alcohol or drugs is permitted at the rehearsal or wedding.

Wedding Instructions: Bridesmaids

I. Helpful starters

- a. Make sure you have everything you need for the wedding:
 - Remove tags from your dress, shoes and accessories;
 - Scuff the bottoms of your shoes so they are not slick;
 - Practice walking in your shoes.
- b. Get a good night's rest so you will be alert and looking your best for the wedding pictures.
- c. Be punctual and allow extra time for the unexpected to happen.
- d. Be at the church at the time designated by the bride so you can offer assistance to the bride and be photographed.

II. Special Pointers

- a. Do not wear watches or bracelets, as they do not photograph well. If the bride has given you special jewelry, please wear it.
- b. Do not chew gum.
- c. Do not lock your legs.

III. Guidelines

- a. Be aware of your place in the processional and as you line up at the crossing.
- b. Understand the proper way to carry your flowers.
- c. Following the recessional, go directly to the appointed area for the photography session. Be cooperative and attentive to the photographer's directions.
- d. The Maid or Matron of Honor should be particularly attentive to the bride's needs. She is responsible for all of the bride's belongings being gathered and removed from the church.
- e. Please remember your duty is to attend to the bride at all times (including before, during and following the ceremony). You are responsible for remembering your personal items and bringing them to the church and to dress in your gown and headpiece as quickly as possible. There should be no last minute corrections to your outfit as you are to put your needs aside and attend to the bride.

IV. No use of alcohol or drugs is permitted at the rehearsal or wedding.

Wedding Form: Out-of-Town Members

**Church of the Holy Apostles
1380 Wolf River Boulevard
Collierville, TN 38017**

This form is to be completed by out-of-town members requesting a wedding at Church of the Holy Apostles in Collierville, Tennessee. Mail completed form to the Rector of Holy Apostles as soon as possible.

I. Wedding Information

Proposed Wedding date: _____

Groom's full name: _____

Address: _____

City, State, Zip: _____

Phone numbers: Day _____ night _____

Bride's full name: _____

Address: _____

City, State, Zip: _____

Phone numbers: Day _____ night _____

II. Certification

This certifies that _____ has/have been (an) active worshipping member(s); pre-marital spiritual counseling has been completed; and the couple is suitably prepared to exchange solemn marriage vows before God.

University or College/Location

Parish or Mission/Location

Pre-marital Counselor & Date
(may be same as clergy)

Clergy of local congregation or
Chaplain & Date

Schedule of Fees

ALL FEES ARE DUE TWO WEEKS PRIOR TO THE WEDDING and should be given to the Parish Administrator, in separate envelopes. The Parish Administrator will contact you if the fees are not received at the appropriate time.

Altar Guild (payable to Holy Apostles) <i>This fee covers use and cleaning of linens and Eucharist supplies.</i>	\$100
Basic fee for wedding (payable to Holy Apostles) <i>This fee covers expenses directly concerned with the general use of the church for the rehearsal and wedding only such as lights, heating, air conditioning, etc.</i>	\$100
Nursery Attendants (payable to Holy Apostles) <i>If desired, includes use of our nursery facility, two attendants and use of our paging system. The fee is \$12 per hour per attendant, with a 2 hour (\$48) minimum.</i>	\$48 Min.
Organist fees (payable to Kristin Lensch) <i>Basic Fee (includes one consultation, rehearsal and wedding day)</i> <i>Each additional consultation/rehearsal</i>	\$250 \$35
Reception or Rehearsal Dinner (payable to Holy Apostles) <i>Parish Hall/Parlor/Kitchen use fee/damage deposit</i>	\$500
Sexton's fees (payable to Lillie Ward) <i>For a Fri. night rehearsal and rehearsal dinner: \$75 (They do not clean just for a rehearsal) For a wedding only: \$75 For a wedding and reception: \$150</i>	\$75 Min.
Wedding Coordinator fees (payable to Lisa Morris) <i>This fee covers meeting with the bride and groom prior to the wedding, rehearsal and wedding day.</i>	\$200

Clergy

The priest serving your wedding will consider the ministry of preparing and conducting your wedding a great privilege.

Managing your initial contact, subsequent conversations, counseling, preparation and conducting your service will take approximately two days of the priest's time. Although the priest will not ask for an honorarium, it is considered good taste and proper etiquette to show appreciation to the priest in some way.

Phone List

John Leach

Rector of Holy Apostles
john@holyapostlestn.net

(901) 937-3830

Holly McDaniel

Parish Administrator
holly@holyapostlestn.net

(901) 937-3830

Kristin Lensch

Organist & Choirmaster
klensch@msn.com

(901) 818-9219

Lisa Morris

Wedding Coordinator
ufgatorlisa@comcast.net

home:(901) 465-4004
Cell: (901) 288-6445

Customary Acceptance and Acknowledgement

After reading this customary, please sign below at the appropriate places. By signing below, you agree to abide by the rules stated herein. Once completed, mail this page only to Lisa Morris at Holy Apostles.

Our very best wishes to you as you begin your life together!

Bride: _____

Date: _____

Groom: _____

Date: _____

Bride's Mother: _____

Date: _____