

wedding handbook



ST. THOMAS
EPISCOPAL CHURCH

Congratulations on your engagement! We at St. Thomas know that planning a wedding can be both an exciting and stressful time of your life. We are glad you are considering St. Thomas as a place to hold your wedding ceremony and are here for you to answer any questions. The following information will give you an idea of our wedding guidelines and expectations for couples who decide to hold their ceremony at St. Thomas.

If you have any questions, please contact Laura Gregg (office@stthomasmedina.org) in the church office at 425-454-9541.

Getting Started

St. Thomas offers a beautiful setting for weddings, large and small. Weddings at St. Thomas are deeply spiritual and explicitly Christian. Couples work with clergy, musicians, and our wedding coordinators to plan a meaningful service that will provide a solid foundation for marriage. Those wishing to be married at St. Thomas participate in pre-marriage counseling with one of our priests.

If you would like to begin planning a ceremony at St. Thomas, please call our Associated for Couples & Family Life (425-454-9541). The next step is to complete the *Wedding Information Form* and *Declaration of Intent* at the end of this document and send it to office@stthomasmedina.org. If your desired date is available, we will add it to the church calendar and you can begin the planning process with our priests, wedding coordinators, and musicians. If there is a scheduling conflict, we will contact you to find a mutually agreeable date.

Wedding Fees

The staff and volunteers of St. Thomas want to help you make your wedding a beautiful and memorable occasion. The cost of a wedding at St. Thomas is \$1,500. This fee covers the cost of the organist and service bulletin, wedding coordinator, pulpit flowers, and educational materials. Before you hire a musician other than the parish organist, please consult with our Director of Music and Liturgical Arts. The use of outside musicians will incur additional costs.

Wedding Coordination

The clergy at St. Thomas have entrusted the responsibility for day-to-day consultations about your wedding to our lead wedding coordinator who, along with a team of assistants,



will answer routine questions, and provide information about the ceremony, photographers, florists, directions to the church, and financial arrangements. An assigned member of the team will be present to help at your wedding rehearsal and wedding.

To minimize confusion, errors, and delays, we have found it best that you do not use an outside wedding consultant who is not familiar with our church. Our experienced wedding coordinators will be here to minister to you with love and care.

Wedding Music

In our Christian tradition, wedding music plays an important role in helping friends, family, and the couple celebrate the blessing of marriage, combining both the joy and sacredness of the event. In choosing music, please keep in mind that the choices should reflect not only your relationship with each other and God, but also be suitable for the entire community you have invited to gather. There is a broad variety of music to choose from.

To help you discover just the right combination of music (and additional musicians if you so choose) for your wedding, please contact our Director Music and Liturgical Arts, Doug Cleveland (doug@stthomasmedina.org). He will be happy to meet with you personally, exchange ideas about your service, play through some selections, and help you put it all together.

Wedding Reception



While you certainly do not need to hold your reception at St. Thomas, we have the facilities if you choose to do so. Our parish hall, the Ebsworth Life Center, offers a beautiful and flexible space that will accommodate 200 guests for a sit-down dinner reception. The venue fee for using the Ebsworth Life Center for your reception is \$400.

If you decide to use the Ebsworth Life Center for your reception, we have a list of caterers who are experienced at using our kitchen and venue. You will be

responsible for paying a member of the St. Thomas staff to be present during your reception. This fee will be determined by the length of your reception and the time required for a staff member to be present.

Guidelines for Florists

Flowers are welcome in the church for all festive occasions. The general rule is that they are never more elaborate than for major festivals like Christmas and Easter.

The Parish Flower Guild creates a single, large floral arrangement for the wedding party that stands in front of the pulpit. Colors are chosen to coordinate with the bride's choices. The flowers remain in place, without alteration, for Sunday services.

If other flowers are desired, a good general rule is simplicity. Acceptable locations include window sills, a stand at the right of the altar, and in the center aisle on ends of pews. Flowers are never placed on the altar or altar rails. Arches and other structures are inappropriate and not used.

It is the florist's responsibility to call the wedding coordinator at least five days before the wedding to set a time for doors to be opened and flowers placed.

Non-floral displays are sometimes requested. Candlesticks for pews, and an aisle runner are acceptable additions. The florist provides these, taking care that adornments do not mar the church facilities with tape residue or sharp objects. Failure to comply will result in billing by the church for professional removal or repair.

The florist is also responsible for the removal of all extra arrangements and items immediately after the ceremony.

Our wedding coordinator can answer any other questions you may have about flowers.

Guidelines for Photographers

Weddings at St. Thomas are church services that occur in a place of reverence. These guidelines are intended to help you do your best to honor both the wedding and the church's wedding traditions. The general principle behind church wedding photography and video is summed up in one word: unobtrusive.

Wedding pictures in the church may begin 1½ hours before the wedding and must conclude no later than 45 minutes before the wedding.

Non-flash pictures may be taken during the ceremony, but only from the narthex (church entrance). Pictures are not taken in the church after the ceremony.

The area inside the altar rail is not an appropriate space for photography.

Church furnishings and fixtures will not be moved. Additional lighting equipment and backdrops are not permitted.

Video equipment must be set up before the wedding begins. Cameras in the narthex may be staffed. Cameras in transept locations must be left fixed and unstaffed. The wedding coordinator will show you the proper placements. Wireless microphones on members of the wedding party are not allowed.

Final authority for all decisions about wedding pictures has been delegated by the Rector to the wedding coordinator.

Our parish wedding coordinator can answer any other questions you might have about photography, making things run smoothly for everyone involved.



ST. THOMAS CHURCH WEDDING INFORMATION FORM (REV 2013)

(PLEASE TYPE OR PRINT CLEARLY)

Application Date: _____

Wedding Date & Time: _____
(If either the date or time changes, please notify the office)

Full Name _____

Full Name _____

Address _____

Address _____

Primary Phone _____

Primary Phone _____

E-mail Address _____

E-mail Address _____

Prior Marriages _____

Prior Marriages _____

Ended by Death _____ Dissolution _____

Ended by Death _____ Dissolution _____

Baptized _____ Denomination _____

Baptized _____ Denomination _____

Confirmed _____ Denomination _____

Confirmed _____ Denomination _____

Communicant _____ Parish _____

Communicant _____ Parish _____

Birthdate _____ Birthplace _____

Birthdate _____ Birthplace _____

Occupation _____

Occupation _____

Employer _____

Employer _____

Father's Name _____

Father's Name _____

Father's Birthplace _____

Father's Birthplace _____

Mother's FULL MAIDEN NAME _____

Mother's FULL MAIDEN NAME _____

Mother's Birthplace _____

Mother's Birthplace _____

Witnesses FULL Names

Witness _____

Witness _____

Street Address _____

Street Address _____

City/State/Zip _____

City/State/Zip _____

About the Wedding

Reason for Selecting St. Thomas _____

Alternate Location if not St. Thomas – please include name of facility and address

Officiant(s) _____

Musician(s) _____

Flowers by _____

Photographs by _____

Reception Location _____

Special requests: Eucharist _____

Other _____

Preparation

Pre-marital counseling by _____

Rehearsal Date _____

Time: 5:00 PM

Family Contact _____

Phone _____

Couple's permanent address following ceremony _____

This form must be returned to the parish office before date can be placed on the parish calendar.

If any of the above information changes, it is the couple's responsibility to
immediately notify the parish office and wedding coordinator

In the Name of the Father, and of the Son, and of the Holy Spirit. Amen.

DECLARATION OF INTENTION

We,

And

Desiring to receive the blessing of Holy Matrimony in the Church,
do solemnly declare that we hold marriage to be a lifelong union 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 procreation (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 as in us lies, to make our utmost effort to establish this
relationship and to seek God's help thereto.

Signature

Signature

Dated this _____ day of _____, A.D. _____