



## Wedding Guidelines

Congratulations on your upcoming wedding ceremony! We are excited for you and glad that you are considering being married at Christ Church. Since our founding in 1844, Christ Church has hosted weddings of all shapes and sizes, offering an historic and picturesque venue for the exchanging of marriage vows and asking God's blessing on your new life together.

Being a member of Christ Church is not a requirement to be married in our Nave, however it is our hope that couples who intend to be married here will attend a few services during the preparation process in order to get a feel for our worship style, to foster a better relationship with your officiating clergy, and to continue the habit of shared worship as a couple. It is our strong belief that one of the keys to a successful marriage is a life of faith, in community with God and one another.

We require a minimum of four months' notice prior to a wedding, and no weddings will be performed during the season of Lent. As required by the Episcopal Church, at least one of the parties must be a baptized Christian. At least one of the clergy of Christ Episcopal Church must perform the marriage ceremony. If the couple to be married would like to invite another minister to participate, this must first be discussed with your officiating clergy. Should an invitation be made, it will come from the office of the Rector of Christ Church to the visiting cleric.

### **Scheduling your Wedding**

Vonda Garringer, our Parish Administrator, will serve as your first point of contact and can be reached at [vonda@cecbg.com](mailto:vonda@cecbg.com) or (270)-843-6563. A member of the clergy will follow up within a week of this initial conversation.

While membership is not a requirement, our fee structure is two-tiered based on membership. For members, dates will not be finalized until the couple has met with their officiating clergy person, that cleric has agreed to officiate, the wedding information form has been completed, and a non-refundable fee of \$100 has been received and acknowledged by the parish office. This deposit will cover the cost of cleaning and resetting the church for Sunday worship. For couples where neither is a member, dates will not be finalized until the couple has met with their officiating clergy person, that cleric has agreed to officiate, the wedding information form has been completed, and a deposit of \$250 has been received and acknowledged by the parish office.

### **Pre-Martial Conversations**

Premarital counseling is a requirement for all couples, and plans for these sessions should be discussed with your officiating clergy person. In some cases, it may be recommended that couple seek outside guidance from a professional counselor, especially when one or both parties has been divorced or if children with another partner are a part of the family unit.

As required by the Episcopal Church, at the end of the pre-marital conversations, both members of couple must be willing to sign the following Declaration of Intention.

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We understand the teaching of the church that God's purpose for our marriage is for our mutual joy, for the help and comfort we will give to each other in prosperity and adversity, and, when it is God's will, for the gift and heritage of children and their nurture in the knowledge and love of God. We also understand that our marriage is to be unconditional, mutual, exclusive, faithful, and lifelong; and we engage to make the utmost effort to accept these gifts and fulfill these duties, with the help of God and the support of our community.

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### **Divorce and Remarriage**

It is not the policy of the Episcopal Church to forbid remarriage after divorce. However, it is required that if either party has been divorced, the officiating clergy must receive permission from the Bishop of Kentucky to officiate the marriage ceremony. It can take up to two months to receive this permission, and can only happen if the clergy is convinced that the remarriage has the potential for achieving what was not possible in the first marriage, that children, if any, are being taken care of, and the divorce has been final for at least twelve months.

### **Marriage License**

A marriage license issued by a County Clerk in the Commonwealth of Kentucky must be acquired no more than 30 days prior to the wedding ceremony. It should be delivered to your officiating clergy no later than the wedding rehearsal so that it may be completed and returned in a timely manner.

### **Service Details**

Planning the wedding ceremony occurs as part of premarital conversations with your officiating clergy. Couples are invited to select scripture readings, music, and other details for their wedding ceremony. The traditional readings for the marriage rite can be found in the [\*Book of Common Prayer\*](#) beginning on page 426. Certain other reading may be suggested and used with the approval of the officiating clergy person.

The Celebration of a Marriage service, as outlined beginning on page 423 of the *Book of Common Prayer* is the standard service for weddings at Christ Church. The Episcopal Church authorizes several gender inclusive rites for use at the weddings of couples of the same or opposite sex, and the use of these rites may be discussed with your officiating clergy person. The use of liturgical rites outside of the Episcopal tradition, such as unity candles and sand ceremonies will not be allowed during the service of worship.

It is our expectation that your wedding ceremony will begin at the invitation time. Realizing the occasional delay might occur, we will obviously provide some flexibility, however, we do not assume responsibility for remaining more than 30 minutes past the scheduled start time for your wedding. Fees cannot be refunded as most of the funds will have been expended in anticipation of the event.

As the marriage ceremony is a communal event, in which the clergy, the couple, and the congregation play important parts, wedding bulletins will be provided by Christ Church to those present. These should be handed out by ushers, provided by the couple, and will assist your guests in following the service.

Should you choose to have the Holy Eucharist celebrated as part of the marriage rite, Christ Church will provide an acolyte/chalice bearer for the ceremony. The acolyte will ensure all candles are lit and will serve the officiating clergy at the altar.

### **Music**

Couples who desire music in their wedding liturgy should be in contact with our Director of Music/Organist, C. Kenneth Stein ([ken@cecbg.com](mailto:ken@cecbg.com)) no less than two months ahead of the scheduled date. It is expected that the organist at Christ Church will play all weddings held here, unless other arrangements have been made with the organist and approved by the officiating clergy. Additional musicians may be contracted, in consultation with the organist, and it is assumed that all musicians who will take part in the service will be present at the rehearsal.

Musical selections will be made in consultation with the organist. Selections may include: pre-service recital, processional, instrumental anthems, vocal anthems, congregational singing, and recessional. Due to the sacred nature of this marriage rite, and the nature of our building and instrumentation, music outside of the classical/sacred repertoire (popular songs, show tunes, etc.) are best saved for the wedding reception.

### **Flowers and Decoration**

Flowers are a natural decoration for a wedding, and can be used to enhance the natural beauty of Christ Church. Deemer Floral Company has long served Christ Episcopal Church by providing floral arrangements that fit our space and architecture. We particularly encourage couples to engage Deemer's for their wedding flowers. If you choose to engage another florist, please have them contact the parish office no later than two weeks ahead of the wedding date.

A maximum of four floral arrangement are permitted for the wedding service: two at the altar, of a size to fit with the existing candle sticks; and two on pedestals, one to the epistle and the other to the gospel side of the chancel steps. A fuller explanation of these locations can be offered by the parish administrator or your officiating clergy. No tacks, pins, glue, or tape may be used to fasten any decoration to the furniture or building. Nothing should be attached to the pews, except the signs provided to designate family seating.

The use of aisle runner, rice, birdseed, confetti, etc. inside or outside of the church is prohibited, however, bubbles may be used to fete the couple outside the church building. Flower girls may only use silk flowers to decorate the aisle. All flowers, arrangements, petals, and decorations must be removed by a member of the wedding party as soon as possible after the service.

## **Photography**

Photography only by a professional photographer is permitted during the wedding ceremony. Your photographer should be in contact with your officiating clergy as early as possible to discuss our guidelines that are in place to preserve the sacredness of the marriage ceremony. The guiding principle for all planning for the marriage ceremony is that this is first and foremost a worship service, praising God for the gift of love, and asking God's blessing upon the couple.

As part of the reservation process, the church should be notified if photographs will be taken before or after the service. Out of respect for your guests and for the staff of Christ Church, photography after the ceremony should be limited to no more than 45 minutes. The following guidelines for professional photographers and videographers must be carefully followed:

- Flash may not be used during the service, except during the entrance procession, and then only if equipment and photographer remain behind the congregation and the flash is directed away from the congregation.
- During the service, only photography with a quiet shutter is permitted. Photographers and videographers should remain still and may stand either at the back of the Nave, near the State Street doors, or to the rear of the new section, near the double doors leading to Surface Hall.
- The photographer is never permitted to be ahead of the crossing in the Nave.

Please inform your guests that no cell phone or other photography from the pews is permitted.

## **Rehearsal**

The officiating clergy person will schedule a time for your rehearsal, typically the day before the scheduled wedding date. Wedding rehearsals typically last 45 minutes to an hour, depending on the size and attentiveness of the wedding party. Please urge all members of the wedding party to be present and to arrive on time. For non-member couples, \$150 of the \$250 deposit will be refunded if the rehearsal begins within 20 minutes of the scheduled time. While the use of a wedding coordinator is not discouraged, please note that throughout the rehearsal and wedding day, your officiating clergy person is in charge.

## **Reception**

Moore Hall is available for wedding receptions. It is expected that caterers will furnish all linens and serving pieces. Caterers are responsible for removing all of their materials immediately following the reception, and the kitchen should be left in the condition in which it was found. Wine and beer may be served at the reception provided that equally attractive non-alcoholic beverage options – soda, juice, etc. – are provided. Beer should be served in cans or bottle. No kegs are allowed. Distilled spirits are strictly prohibited. In order to serve beer and wine, proof of liability insurance naming Christ Episcopal Church as an additional insured must be on file in the parish office no later than 2 weeks prior to the wedding.

## **Finally**

As a matter of policy, Christ Episcopal Church staff and clergy will not discuss wedding arrangements or the payments of fees with the couple's family, wedding party, or professional wedding planners. All plans will be made with the couple and the Christ Church clergy and staff.

## **Fees and Logistics**

For a church wedding in which one party in the couple is a member of Christ Church.

- \$100 non-refundable cleaning deposit
- \$250 Organist Fee (paid directly to the Organist)

For a church wedding in which neither party is a member of Christ Church.

- \$100 non-refundable cleaning deposit
- \$150 refundable rehearsal deposit
- \$250 Organist Fee (paid directly to the Organist)
- \$250 Officiant Fee (paid directly to the Officiant)
- \$1,000 Christ Church Building Use

For a reception in Moore Hall, no matter membership status

- \$25 non-refundable deposit
- \$500 setup and cleaning fee (table and chair setup, cleaning, vacuuming, emptying trash, cleaning, and restocking bathrooms)
- \$100 – Projector and/or Sound System

The Building Use Fee must be paid in full at least ten days before the wedding. All other fees may be paid at the rehearsal.