



ST. BARNABAS

EPISCOPAL CHURCH

Wedding Fees and Information

In the Sacrament of Marriage, two persons enter into a lifelong union, make their vows before God and the Church, and receive the grace and blessing of God to help them fulfill their vows. Because of limited staff resources, St. Barnabas is typically not available for those who are not members of the parish. For parishioners (*i.e.*, those who are in regular attendance and contribute financially to the parish), we joyfully bless and celebrate the marriages of both same-sex and opposite-sex couples.

This document is provided to clarify expectations for all involved.

All wedding liturgies will follow the order for The Celebration and Blessing of a Marriage of the Book of Common Prayer (p. 423).

To begin the process toward Holy Matrimony, please contact the church office to arrange an initial meeting with the Rector to discuss the possibility of being married at St. Barnabas.

Pre-Martial Counseling and Publishing Marriage Banns

To receive the sacrament of marriage at Saint Barnabas, all are required to participate in a series of preparatory meetings with the Rector. Ideally, this process will begin six months in advance of the wedding, but no less than three months is necessary, to allow for sufficient time to meet with the Rector and to ensure the preferred date for the ceremony is calendared.

At least three pre-marital counseling sessions with the Rector are required. More meetings may be planned, and all meetings will be arranged at mutually agreeable times. The final meeting will address liturgical planning and outline the marriage ceremony bulletin.

Marriage banns (the public announcement of intent to marry) will be published in the Sunday bulletin and publicly announced during our Sunday services once a month during three consecutive months prior to the wedding. The couple's attendance at those Sunday services is required, as it allows the congregation to pray for the couple as they prepare for their married life together.

Payment to the Rector's Discretionary Fund

Depending on the size of the wedding, a fee payment of \$500 to \$1000 to the Rector's Discretionary Fund is appropriate. The fee includes pre-marital counseling, planning the ceremony, one rehearsal at the church, and the ceremony (to include using the church, preparing and printing wedding bulletins, costs for communion supplies, etc.). The Discretionary Fund is then used to address material necessities for our neighbors in need.

Small weddings reside at the low end of the scale and large weddings (based on the number of guests and attendants) top the scale.

Questions regarding payment should be directed to the Wedding Coordinator.

Music

The church Organist/Pianist fee is \$200. This includes practice time and playing at the wedding. Our Organist/Pianist does not typically provide a rehearsal. If the Organist/Pianist be requested for the rehearsal and is agreeable, an additional \$100 fee is required.

While the Rector maintains authority over all liturgy and music, the Organist/Pianist is designated oversight of the music in the liturgy. The couple may pick from the list of approved hymns provided by the Organist/Pianist. Deviations are not permitted.

Wedding Coordinator

After an initial meeting with the Rector and prior to pre-marital counseling sessions, the Wedding Coordinator will meet with the couple to explain the process, obtain a signed acknowledgement of the process and expectations, as well as to collect information required for the Parish Register (our official record). The Wedding Coordinator will work with the couple on details of the ceremony regarding the use of

the church building and the ceremony, other than liturgical and music details. The Wedding Coordinator fee is \$200. The fee includes the initial meeting, consultations, and attendance at the rehearsal and ceremony to aid the wedding party. The Wedding Coordinator will be available to open and secure the church following the rehearsal and the ceremony.

Sexton

The Sexton is responsible for ensuring the church is cleaned and in good order for the wedding ceremony. The Sexton's fee is \$100. If excessive cleaning is required following the ceremony, an additional \$100 fee will be assessed.

Other Fees

The couple to be married is required to complete a relationship inventory which will be a catalyst for conversation with the Rector at one of the pre-marital counseling sessions. The fee for the inventory is \$35 per couple and will be paid directly to the inventory service via credit card. The Rector will provide the online link to the inventory service at the appropriate time.

Timing of Payments

Payments, apart from the payment for the relationship inventory, are required no later than four weeks prior to the ceremony.

Use of Parkside Hall

The parish hall at Saint Barnabas is available for rental for wedding receptions. A separate contract and fee is required. Please refer to the information about parish hall rental at www.stbarnabasbv.org/private-events and/or contact the parish office for more information (office@stbarnabasbv.org).

Flowers

The church does not provide wedding flowers. If you wish to commemorate your wedding with flowers, suitable arrangements may be placed on the ledge behind the altar. Placement in front of the altar or lecterns is not permitted.

Other decorative flowers, for instance on pews or in windows, may not be permanently affixed or placed in any way that might cause damage. The wedding party is responsible for removing all decorations within an hour after the ceremony. Flowers may be delivered to the church up to an hour before the rehearsal if no other church services or events are scheduled between the rehearsal and the ceremony. Alternatively, flowers may be delivered up to one hour before the ceremony. Delivery at other times is not permissible unless alternative arrangements have been made with the Wedding Coordinator to receive the delivery.

Photographs/Video

No flash photography is allowed during the ceremony. The photographer is expected to photograph/video the wedding quietly and respectfully. No photographs are allowed during communion; video may continue recording.

The photographer may move around to take pictures during the processional and recessional but must remain stationary when taking pictures during the ceremony.

We like to showcase weddings and other joyous occasions on our website and social media. Please consider providing photographs to the Communications Director for this purpose.

Private Wedding Planner

If a private wedding planner is used, they must be made aware of and follow these requirements. The wedding planner must coordinate with and abide by the directions of the Saint Barnabas Wedding Coordinator.

Couple Responsibilities

Information required for publication in the Parish Register (our official record) must be provided to the Wedding Coordinator at the initial meeting. Couples must provide their full legal names, dates of birth, legal address(es). Couples must also provide contact information for the two required witnesses, including their full names, addresses, phone numbers, and email addresses.

The marriage license is to be provided to the Wedding Coordinator at least two weeks in advance of the wedding.

All hymns for the service must be on the approved list or approved as stated above.

The marriage service will be from the Book of Common Prayer. No additional vows or readings other than those in the Book of Common Prayer are permitted.

All readings will be chosen from the New Revised Standard Version of the Bible. The couple may select two readers for the lessons and one intercessor to lead the prayers. Their names must be provided to the Wedding Coordinator for inclusion in the wedding bulletin.

Wedding banns will be published in the church bulletin and announced during Sunday services once a month for three months preceding the ceremony. The couple must attend the service for each of these announcements so that they may be known to the congregation and supported by their prayers.

The couple must ensure the photographer is briefed on expected behavior during the ceremony. The name and contact information for the photographer must be provided to the Wedding Coordinator one month in advance to ensure the photographer understands the church's expectations. The Wedding Coordinator will remain for one hour following the ceremony to allow for pictures in the church or on the grounds before securing and locking the church. Any photographs including the Rector will be taken first.

The couple will ensure that both they and all invited guests and family follow any safety protocols in place at the time of the rehearsal and ceremony. No exceptions will be granted.

In the event the number of invited guests and family exceeds the capacity of the Saint Barnabas parking lot, the couple is responsible for arranging for additional parking and/or transportation to the church.

The rehearsal and wedding ceremony will begin on time. Please ensure your wedding party understands this is an absolute.

Any member of the wedding party who is not sober for the ceremony will not be allowed to participate.

If either of the wedding couple is not sober or is visibly hung-over the wedding will not proceed. Fees will not be refunded.

The maximum capacity for the church for a wedding is 300 persons. This count includes all guests, the wedding participants, and the couple. No exceptions will be made.



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Couple's Acknowledgement

We acknowledge that we have been provided a copy of the Saint Barnabas Wedding Fees and Information and will abide by the rules and requirements set forth therein.

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Date Signed: _____