

If you wish to be married at St Aidan's and are willing to follow these guidelines, please sign this document and return it to our Church Administrator with a deposit check made out to St Aidan Episcopal Church for \$100.00 so that we can reserve the date and time for your wedding.

Please Note: We do NOT allow St Aidan Episcopal Church to be used as a back-up or rain date location for weddings. **If you book the church and do not use it, you will forfeit all fees.**             **Initials**

**Church Contact Information**

**Altar Guild:** Susie White, 360-629-3969

**Music Director:** Steve Jensen, stmjensen@earthlink.net

**Church Administrator:** Karen Tendering, 360-629-3969

**Vicar:** The Rev. S Drew Foisie.....drewfoisie@gmail.com

We have completely read the rules and guidelines in this document and agree to observe all guidelines and fees outlined.

Name	Signature	Date

Date and time of wedding: \_\_\_\_\_

Date and time of rehearsal: \_\_\_\_\_

**Contact information for the Bride and Groom:**

Bride: \_\_\_\_\_

Groom: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #s: \_\_\_\_\_

Emails: \_\_\_\_\_

Denomination: \_\_\_\_\_

Bride Baptized? \_\_\_\_\_ Date: \_\_\_\_\_ Bride DOB: \_\_\_\_\_

Groom Baptized? \_\_\_\_\_ Date: \_\_\_\_\_ Groom DOB: \_\_\_\_\_

Witness (at least two are required by law): \_\_\_\_\_

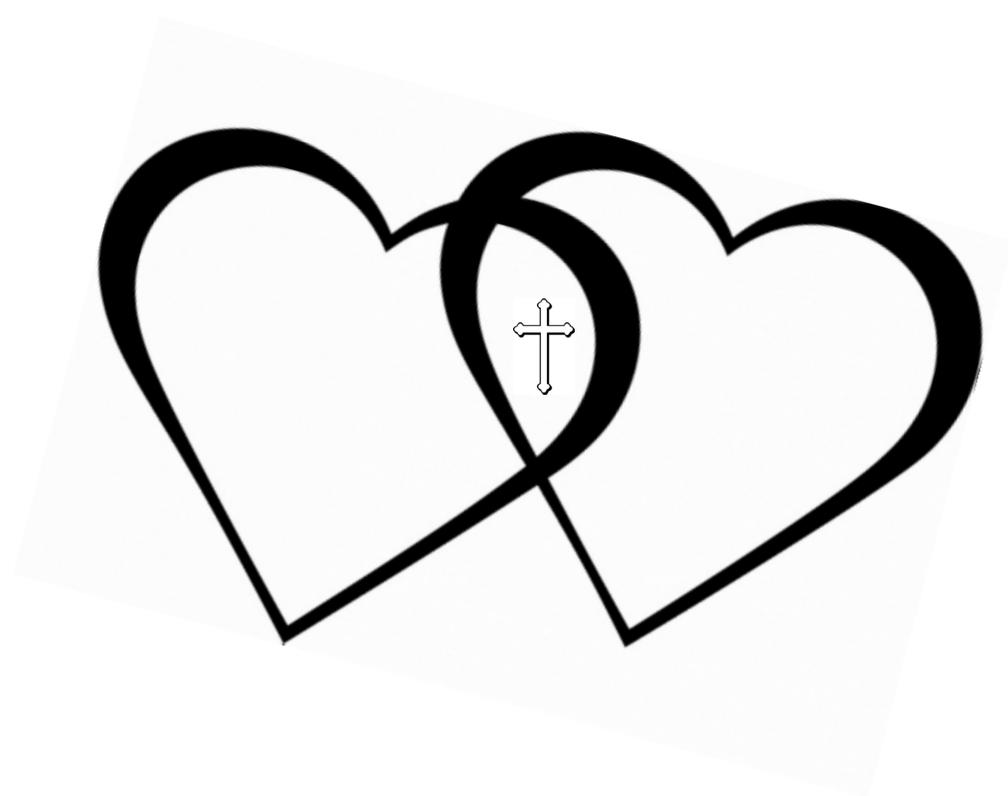
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# St Aidan's Episcopal Church

*in the Episcopal Diocese of Olympia*

## Wedding Guide

With contact information & Fee Schedule



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PO Box 145 Stanwood, WA 98292  
360-629-3969  
saintaidanschurch@hotmail.com  
www.staidancamanoisland.org

# Your Wedding at St Aidan's Episcopal Church

By now you have learned that there are few events in life that generate as much planning, excitement and anxiety as a wedding. We want you to have the kind of wedding that's right for you, but we are also obligated to protect the integrity of your marriage service as the sacrament that it is. In these pages, you will find information we hope will help you plan a wedding that is beautiful and consistent with the liturgy of the Episcopal Church and the style of worship here at St Aidan's.

## **Three or more months before the desired date of your wedding**

1. Determine that at least one of you:
  - has been baptized
  - has been an active member of St Aidan's for at least six months prior to making your request (i.e. has received communion at least three times, has made a pledge to the church; and is a registered member OR is a non-member who has been attending and contributing regularly for the past six months but has not officially transferred into the parish OR is immediate family (child, parent, sibling) of an active member
2. If one or both of you have been divorced, the officiating priest must file remarriage papers with the Bishop's office at least thirty days prior to the wedding. A copy of the final divorce decree must be presented to the priest before the date of the wedding is set.
3. Contact the Church Administrator to set up an initial joint meeting with the vicar.

ONLY clergy of St Aidan's may officiate.  
Other clergy are most welcome to assist.

At this meeting, your application for marriage at St Aidan's will be reviewed, and upon approval by the vicar, the date and time of the wedding will be set. Because St Aidan's is a very active church we are not able to perform weddings at the following times:

- Between Ash Wednesday and Easter Day
- Thanksgiving week, including the Saturday before and after Thanksgiving
- The week preceding and following
  - Christmas Day
  - New Year's Eve and New Year's Day
  - Memorial Day weekend

# St Aidan's Episcopal Church

## Wedding Fee Schedule

*\*\*Required of non-members only*  
*\*\*\*Required of members and non-members*  
*\*\*\*\*Optional*

FEE	AMOUNT DUE	PAY TO	DATE DUE
**Use of Church	\$200.00	St Aidan's Episcopal Church	\$100.00 <b>non refundable</b> deposit upon reservation, with balance due not later than 2 months prior to the wedding date.
**St Aidan Episcopal Church Priest	\$175.00	St Aidan's Episcopal Church	Not later than 1 month prior to the wedding date.
****Altar Flowers	\$0 if using altar flowers provided. \$120.00 if you specify color or type of flowers.	St Aidan's Episcopal Church	Not later than 1 month prior to the wedding date.
**Organist	\$200.00	St Aidan's Episcopal Church	Not later than 2 weeks prior to the wedding date.
**Altar Guild Wedding Coordinator	\$150.00	St Aidan's Episcopal Church	Not later than 2 weeks prior to the wedding date.
***Janitorial Fee	\$75.00	St Aidan's Episcopal Church	Not later than 2 weeks prior to the wedding date.
****Dietel Hall (ie, the parish hall) <i>Vicar's permission required</i>	\$200.00	St Aidan's Episcopal Church	Not later than 2 weeks prior to the wedding date.

- Schedule with the officiating priest, at least three, sixty-minute pre-marital counseling sessions. These pre-marital sessions offer valuable insight into the development of a healthy relationship.
- Contact the parish organist, to schedule a meeting. (email the Director of Music for latest contact information)
- Schedule Reception and Honeymoon

### At least two months before the wedding

- Attend pre-marital counseling sessions with the priest.
- Finalize music plans with the organist and priest.

### At least one month before the wedding

- Complete pre-marital counseling sessions with the priest.
- Notify the Church Administrator of rehearsal time.  
Rehearsals are normally scheduled between the hours of 4 and 6 on the evening before the wedding. The rehearsal will last one hour and be led by the priest only.  
Because the wedding is a religious ceremony, the rehearsal is conducted by the clergy and a church wedding consultant (member of the altar guild) only. The entire bridal party including attendants, readers, ushers, and parents of the bridal couple are expected to be in attendance and arrive on time.
- Prepare your wedding bulletin.  
The office can make and print a simple but elegant St Aidan's wedding bulletin for you.  
Or you may design your own. You are responsible for printing and duplicating.  
The officiating clergy will be happy to review the final draft of the bulletin before printing. You may fax your draft copy in PDF form to [saintaidanchurch@hotmail.com](mailto:saintaidanchurch@hotmail.com)  
OR to the vicar: [drewfoisie@gmail.com](mailto:drewfoisie@gmail.com)

### At least one month before the wedding

- Deliver marriage license to the church office. (Licenses may be secured in the marriage license bureau in the city in which you reside).
- Deliver all checks for fees to the church office.

## 1. WEDDING CONSULTANT

A member of St Aidan's Altar Guild will assist you in planning many details of your wedding, if available. They will attend your rehearsal and wedding, will help arrange for the altar flowers, will reserve family pews, direct the ushers in their duties, and assist in getting mothers seated and the procession started down the aisle. In addition, the altar guild wedding coordinator will be able to answer numerous questions relating to use of the church, wedding etiquette, and planning details, especially those related to the information that follows...

**Other wedding consultants (commercial or family friends) are neither necessary nor permitted** to direct the wedding activities which take place in the church. Naturally, you may invite anyone you wish to help with details at home or at the reception.

## 2. FLOWERS

The only flowers permitted for weddings (other than those carried or worn by the bridal party) are the altar flowers, which are placed behind the altar. These flowers are ordered through the St Aidan's Flower Guild. You may utilize the flowers that will naturally be there for Sunday at no cost, or choose custom colors for the Flower Guild to use in their arrangement. They will then be used for worship services on the Sunday after your wedding. The Flower Guild's normal arrangement is beautiful and will save you money, and assure that the flower arrangements will be properly sized and shaped (since our regular florist knows through experience what looks best), and it will also help the church (flowers are taken to the sick after Sunday services). Most requests for certain colors or types of flowers can be accommodated; however, sometimes there is a modest extra charge.

## 3. DECORATIONS

The simplicity of our church architecture is part of its uniqueness and charm. Bows are placed on the ends of pews reserved for the family and candles with globes may be placed in the windows for evening weddings. These items are supplied by the wedding party. Additional decoration is not permitted.

## 4. NUMBER OF GUESTS AND SIZE OF BRIDAL PARTY

Guests: The church comfortably seats 120-140 guests for a wedding.

Bridal Party: Experience has taught that bridal parties are best limited to the bride and groom, the best man, the maid of honor, 3 groomsmen and 3 bridesmaids, totaling ten (10).

## 5. WEDDING PROGRAMS

You are welcome to have your own program made, though we ask you to take full responsibility for its design, proofing, and printing. We have several samples used at previous weddings. If you would like to see them, please call the church office (360-629-3969) for a convenient time to come in.

# St Aidan's Episcopal Church Catering Guidelines for Dietel Hall

*Guidelines to be read and acknowledged by wedding party and caterer*

1. Caterer must furnish own tablecloths, candelabra and table decorations and any cookware which is required.
2. Caterer may use kitchen facilities for the serving of beverages and refrigeration of refreshments previously prepared elsewhere.
3. Caterer may serve champagne or wine punch as long as an equally attractive non-alcoholic beverage is served as an alternative. Open bars or kegs of beer are prohibited. Caterer must be familiar with, and follow, State and Federal Law regulating the serving of alcoholic beverages. Caterer should be alert to possible abuse and be prepared to act responsibly. Transportation should be provided for anyone judged unable to drive.
4. Smoking is prohibited in all Church buildings, and within 25ft thereof
5. Caterer should see that only birdseed is used to shower the bride and groom.
6. Caterer may use the church's flatware, dishes, bowls, sugar & creamer servers, plates, bowls, glasses, cups and saucers, serving bowls, etc., provided that all such items are washed, dried and returned to their respective storage cabinets. Broken items will be replaced at Caterer's expense.
7. Caterer may use Dietel Hall tables and chairs, provided we are advised in advance.
8. Caterer is responsible for clean-up after use of kitchen facilities and Dietel Hall.
9. Caterer is responsible for making sure that all appliances are turned off before leaving.
10. Caterer is responsible for any damage to church property during his/her use.
11. Caterer should consult with the church administrator to schedule a date and time to view the facilities
13. A \$100.00 security deposit will be required of Caterer, to be returned to Caterer if the facilities, appliances, etc. are left clean, items used have been properly washed, dried and stored, and no damage has resulted.
14. Caterer will not hold St Aidan's Church liable for any accident or injury incurred during the use of the facilities.

# St Aidan's Episcopal Church

## Photography Guidelines for Weddings

*Guidelines to be read and acknowledged by wedding party and photographer*

The main criterion for photography before, during, and after your wedding is that it not be distracting or obtrusive.

1. No flash photographs may be taken by anyone (commercial photographer or guests) during the wedding ceremony.
2. Non-flash photographs may be taken during the service from the back of the church or side aisles only, as long as there is no disruptive noise or movement.
3. The photographer may not come down the aisle farther than the organ before or during the service.
4. Formal poses may be taken at the altar after the service, re-enacting what actually took place there. All other poses (family members, etc.) should be taken prior to the wedding, at the reception or outside.
5. Please limit your photo session after the service to 20 minutes. (This is desirable both out of respect for your reception guests and so that altar guild members may prepare the church for subsequent services.)
6. Videotaping is permitted and encouraged. This may be done by a friend or a professional service. Cameras are not allowed in the altar area.
7. The photographer should consult with the Church Administrator and is encouraged to attend the rehearsal.

### 6. MARRIAGE LICENSE

A Marriage License must be obtained ahead of time in the City in which you reside. Licenses are currently valid for 60 days after their issuance. Photo IDs are required; blood tests are not. Please bring the license to the clergy at one of your counseling sessions, but no later than at your rehearsal. After your wedding, he will sign the license and return it to the Clerk's Office. Copies can be obtained at the Clerk's Office and are usually available within three (3) weeks from the wedding date.

### 7. PHOTOGRAPHY

Please see photography guidelines for weddings at St Aidan's Church and provide a copy to your photographer, as well. We would also appreciate your placing the following notice in your program, if any: "Please refrain from flash photography during the wedding ceremony."

### 8. RECEPTIONS in DIETEL HALL (parish hall)

St Aidan's Dietel Hall may be used, if available, for your reception. It is important that you call the church office (360-629-3969) as soon as possible to reserve this facility. Champagne or wine punch may be served, as long as all state laws regarding alcohol use are observed, and an equally attractive non-alcoholic alternative is served. An open bar or kegs of beer are **NOT** permitted. Smoking is not permitted inside the building or within 25 ft of the building. Please see "Catering Guidelines for Dietel Hall", on the next page.

You will also need to obtain a "Building Use Policy" packet from the Church Administrator, and complete the *Request for Use of Space* form, and the liability release form, and return them both to the church office no later than one month prior to your wedding date.

# St Aidan's Episcopal Church

## Marriage Liturgy

### 1. ORDER OF SERVICE

All weddings in St Aidan's Church will be celebrated according to order for "The Celebration and Blessing of a Marriage" in the Book of Common Prayer, page 423. This Rite does not include the use of unity candles.

### 2. BIBLE READINGS

Biblical lessons for the service may be selected from the list on page 426 of the Book of Common Prayer. Up to three lessons and a psalm may be used, if desired. At least one lesson must be included. If you would like a friend or family member to read, please invite them to do so and have them attend the rehearsal.

**3. HOLY EUCHARIST (HOLY COMMUNION)** A celebration of Holy Eucharist is encouraged as part of the spiritual preparation of the bride and groom for Christian marriage. The most suitable time for this celebration is during the wedding service. Whenever the Holy Eucharist is celebrated all baptized Christians who are present will be invited to receive the sacraments of bread and wine. *(A limited invitation, for the marriage party only, in the presence of other wedding guests is not appropriate and is contrary to the spirit of the Eucharist).*

### 4. PRAYERS

The prayers for your marriage (pp. 429-30, BCP) are written as a series of intercessions. The prayer regarding the gift and heritage of children is optional.

## MUSIC

The church organist will play at all member or "in-church" weddings. If the church organist is unavailable for your wedding, we will assist you in arranging for a qualified substitute to the extent possible. You are ultimately responsible for securing the organist. If you wish for additional instrumentalists or vocal soloists, please consult with the vicar and music director. The singing of congregational hymns during the service is highly encouraged. Since a wedding is a sacramental rite of the church (a worship service), the music should reflect a reverent atmosphere. The church organist must approve all music selections. "Popular" music and recorded music are prohibited at the wedding ceremony.

## Additional Information

### NON-MEMBERS:

In general, St Aidan's does not perform non-member weddings and does not permit outside groups, churches or clergy to perform non-member weddings.

However, St Aidan's vicar (priest in charge) on special occasions may grant exceptions and allow non-member weddings to take place.

This is determined on a case by case basis at the discretion of the vicar. Non-member wedding parties are responsible for all fees listed. Those who attend worship at St Aidan's for six or more months will be considered "members."

### RESTROOMS:

Our church has two sets of restrooms, one set is in the front foyer at the main entrance, and the other set is in the vestibule off the main church.

### RECEPTIONS:

Our facilities are not normally available for non-member wedding receptions due to the many schedule conflicts.

However, the vicar may approve individual requests on exception.

### BRIDAL PARTY DRESSING AREA:

The bridal party may use our library or Sunday school room as a dressing area. The bridal party may arrive up to two hours before the service, and all items must be removed as soon as possible after the service, as this room may be needed for a meeting later in the afternoon or evening.