

St. James' Episcopal Church  
73 Culpeper Street  
Warrenton, VA 20186

## **Weddings at St. James'**

The following information will provide you with guidelines and procedures for Holy Matrimony at St. James' Church. Some of the guidelines are parish policies and some are canonical requirements of The Episcopal Church. We have established a tradition of reverent and beautiful wedding services by maintaining a consistent adherence to these policies and procedures.

Weddings at St. James' Church are performed using the Book of Common Prayer.

You may include St. James' in your wedding plans by calling the Church Office to schedule an appointment. We will schedule your joyful day on the church calendar and also at that time schedule an appointment for our rector. Our rector wants to get to know you and help make your day as special as possible.

Once the dates are set for the wedding, our Parish Wedding Coordinator, Mrs. Grace Shrader, will guide you through the numerous details associated with planning a wedding. An appointment should be made with Mrs. Shrader to begin this planning process.

### **St. James Church:**

Parish Administrator 540-347-4342  
Fax 540-347-3293  
E-mail [admin@saintjameswarrenton.org](mailto:admin@saintjameswarrenton.org)

### **Wedding Coordinator:**

Grace Shrader

### **Organist:**

Richard Ford  
E-mail [richard-e-ford@comcast.net](mailto:richard-e-ford@comcast.net)

### **The wedding date is not confirmed until the priest has**

1. Agreed to conduct the wedding and has set the date,
2. Received the *signed* Acceptance of Conditions and Fees (page 4), and
3. Received the Church honorarium of \$700 payable to St. James' Church.

## Information, Policies & Fees

1. Church Honorarium & Fee Schedule *(All fees must be paid 10 days prior to wedding or the wedding will be canceled).*

Church honorarium is \$700	Payable to: <u>St. James' Church</u>
Clergy honorarium is \$350	Payable to: <u>Rector's Discretionary Fund</u>
The Organist's fee is \$275	Payable to: <u>Richard Ford</u>
Cleaning fee is \$125 church	Payable to: <u>St. James' Church</u>
FOCCUS Fee \$15 online or \$20 mail	Payable to: <u>St. James' Church</u>

2. Music

Requests for guest musicians must be made to the St James' Organist/ Choirmaster. Musicians so approved must comply with all parish policies and decisions of the Rector and the Organist/Choirmaster. No CD's permitted. Other music must be submitted to the organist for approval: Classical and sacred music only. Vocalist will need to meet with the organist.

You will need two readers to read scriptures. Please let the wedding coordinator know the name of the two readers will be.

3. Wedding Consultants

Contact the St. James' Wedding Consultant immediately after you have scheduled your wedding date. The Wedding Consultant will provide important information regarding the conduct of the service. The couple must agree with St. James' Wedding Consultant standards and adhere to them.

4. Altar Flowers

Flower arrangements for all services are displayed in two church urns, which will be placed by a member of the Altar Guild. Most local florists are aware of our parish policies concerning the use of flowers at St. James'. Potted plants may not be used. If small bouquets are to be placed on the pews, they must be tied or wired. Tape or clay may not be used.

Flowers in the vases cannot be taller than 35 inches. Specification should be discussed with the Wedding Coordinator.

The measurements of the vases and liners are:

Church: vases are 12" tall and the liners are 8" tall

Chapel: vases are 10" tall and the liners are 7" tall

5. Rehearsals

A rehearsal with the wedding party, Wedding Coordinator, and Organist is usually conducted the day before the wedding. The rehearsal date and time will be set at the time you schedule the wedding date. The rehearsal needs to begin promptly at the designated time, and will generally take about one hour.

#### 6. Seating Capacity

The maximum seating in the nave is 280. Seating in the chapel is 60.

#### 7. Marriage License

Bring your license to the wedding rehearsal. (*A license expires 60 days after issuance.*)

#### 8. Candles

Notify the Wedding Coordinator if you would like to use votive candles on the columns in the nave of the Church. Candles may not be placed on the pews. No Unity Candles are allowed.

#### 9. Photographs

Photographs of the wedding party may be taken before and after the service. During the ceremony photographs may be taken without flash. Photographers must be respectful of the ceremony and not get in the way of the service. Consult with your photographer to schedule photos following the ceremony. Use of a video camera during the ceremony is permitted. Photographer needs to coordinate with the Wedding Consultant as to where they can set up their equipment.

After a Saturday wedding ceremony, the church must be prepared for Sunday worship. Photographers should limit their time to 45 minutes with the altar background.

#### 10. Dressing Rooms

Rooms are available for the bride and her attendants to dress at the church. The Wedding Coordinator will show you these rooms.

#### 11. Parking

The Church can reserve on-street parking for the wedding party in front of the building for the rehearsal and wedding. Additional parking is available behind the church and in the municipal lot one block west of the church.

#### 12. Miscellaneous

- “Unity” candles are not permitted at a wedding ceremony at St. James’.
- The throwing of rice, bird seed, etc. is not permitted.
- “Flower girls” (if used) may not scatter flowers.

#### 13. Marriage Sessions

The couple must agree to 3 sessions (in addition to the preliminary meeting) with the priest prior to the wedding. As well as agree to post marriage sessions at 6, 12, 18 and 24 months.

An inventory is required to be taken by every couple. This inventory is done through a marriage resource company “Foccus Inc.” The cost for on-line scoring is \$15 and \$20 for mailed inventories.

If you were previously married, we must petition our Bishop to perform your wedding.

**Wedding Date Request Form**  
and  
Acceptance of Conditions and Submission of Fees

**Bride's Full Name** \_\_\_\_\_ Age: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

Phone: (w) \_\_\_\_\_ (h) \_\_\_\_\_

**Groom's Full Name** \_\_\_\_\_ Age: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

Phone: (w) \_\_\_\_\_ (h) \_\_\_\_\_

Requested date and time of ceremony \_\_\_\_\_

Requested date and time of rehearsal \_\_\_\_\_

1. I am fully aware that the above requested wedding date will not be confirmed until this form and the check (church honorarium of \$700) have been received by St. James'.
2. I have read, understand, and agree to the conditions of, and shall be responsible for ensuring compliance with each of the policies and procedures as detailed on Pages 1 through 3 of this Manual.
3. If for any reason the wedding is not held at St. James' the church honorarium will be fully and unconditionally refunded.

Signature/Bride \_\_\_\_\_ date \_\_\_\_\_

Signature/Groom \_\_\_\_\_ date \_\_\_\_\_

Signature/Priest: \_\_\_\_\_ date \_\_\_\_\_

## Wedding Coordinator's Work Sheet

**Brides Name** \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_

Address \_\_\_\_\_

Bride's Parents:

Names \_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Are there any step parents? Yes \_\_\_\_\_ No \_\_\_\_\_

**Grooms Name** \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_

Address \_\_\_\_\_

Groom's Parents:

Names \_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Are there any step parents? Yes \_\_\_\_\_ No \_\_\_\_\_

Date of Wedding \_\_\_\_\_ Time \_\_\_\_\_

Date of Rehearsal \_\_\_\_\_ Time \_\_\_\_\_

Place of Reception \_\_\_\_\_

Name of florist \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Do you want candles around the columns? Yes \_\_\_\_\_ No \_\_\_\_\_

Number of reserved pews    Bride \_\_\_\_\_ Groom \_\_\_\_\_

Number of guests \_\_\_\_\_

Disposition of flowers *(please check one)*

\_\_\_\_ To be taken out and used at reception

\_\_\_\_ To be left on the altar for Sunday's Service

*(If leaving the flowers please indicate below what you would like in the Sunday bulletin.)*

Honoring the marriage of \_\_\_\_\_

or

In loving memory of \_\_\_\_\_

\_\_\_\_ Taken to shut-ins

\_\_\_\_ Taken to nursing homes

Name of photographer \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Dressing at church    Yes \_\_\_\_\_ No \_\_\_\_\_ If so, how many \_\_\_\_\_

Number of Bridal Attendants \_\_\_\_\_    Flower Girl    Yes \_\_\_\_ No \_\_\_\_    Age \_\_\_\_

Number of Groom Attendants \_\_\_\_\_    Ring Bearer    Yes \_\_\_\_ No \_\_\_\_    Age \_\_\_\_

*We are sorry, but we do not have facilities for the groom and his party to dress at the church.*

Please read the wedding procedure packet for St. James' Episcopal Church very carefully as it contains valuable information.

**Please note:** We do not use Unity Candles at St. James'. If you were planning to use Unity candles, I'll be glad to tell you what some of recent brides have done.

If you have any questions, feel free to call me. *(Please, call the church office for Grace's number).*

Grace Shrader, *Wedding Coordinator*

## AGREEMENT TO INDEMNITY

\_\_\_\_\_ shall indemnify, defend and hold harmless  
Name of Group  
St. James' Episcopal Church and the Episcopal Diocese of Virginia and their respective Bishop, clergy, officers, Vestry and other governing body members, employees, agents and representatives from and against any and all claims, demands, causes of action, losses, liabilities, damages and expenses (including reasonable attorney's fees and costs) arising out of or in connection with any allegations brought against St. James' Episcopal Church and the Episcopal Diocese of Virginia and their respective Bishop(s), clergy, officers, Vestry and other governing body members, employees, agents from any cost and expense (including reasonable attorney's fees) arising out of the use of the premises or property of St. James' Episcopal Church by the undersigned and any guests or invitees of the undersigned. The consideration for this Agreement and Waiver is the undersigned's use of the premises of the above-named Church.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Group

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title