

Planning Your Wedding



*Grace Episcopal Church
4110 S. Ridgewood Avenue
Port Orange, Florida 32127
386-767-3583*

CONGRATULATIONS!

First of all, let me offer you congratulations and best wishes on your forthcoming marriage. You have made one of the greatest decisions that life asks any of us to make.

My prayer is that you will find your vocation in marriage to be a life journey of personal completion, satisfaction and fulfillment.

Secondly, as a parish family, Grace Church wants your wedding service to be close to perfect in every way possible. There are many different ways and methods that can be adapted to your circumstances, but many weddings have taught us that certain things work better than others.

Faithfully yours,

*Rev. Rick Burhans
Rector*

APPOINTMENTS AND REHEARSALS

Prior to scheduling any wedding, those intending to be married are asked to meet with one of the clergy. If the clergy person agrees to participate, the date will then be entered on the parish calendar. Canon Law of the Episcopal Church requires 30 days notice, but we prefer a minimum of 90 days notice. Should any changes of original arrangements become necessary, please consult with the Parish Office and staff involved in the plans.

Each couple is asked to schedule a rehearsal date with as many of the wedding party on hand as possible, including the parents of the bride and groom. In addition, the clergy will wish to schedule several pre-marital counseling sessions with you in the months preceding your marriage. You may well wish to consider attending an “Engaged Encounter” weekend. Speak with the clergy for more information on this Diocesan offering.

REQUIREMENTS OF THE COUPLE

1. The Episcopal Church requires that pre-marital counseling be conducted with a member of the clergy or a delegated, trained professional. (A marriage is celebrated within the Church because at least one member of the couple is a professing, active Christian person who seeks the Lord’s and his Church’s blessing on the marriage.) Out-of-town couples unable to arrange counseling with Grace Church clergy are required to enter pre-marital counseling with clergy near their place of residence.
2. Marriage may not be solemnized in the Church when:
 - a. neither party has been baptized into Jesus’ body;
 - b. either party has been divorced from a former spouse who is still living, unless permission has been received from the Bishop; or
 - c. any Episcopal priest has declined (for any reason) to officiate at a particular wedding. The clergy of this parish will consult with

the priest involved to seek his/her consent prior to entering into an agreement to schedule a wedding celebration.

3. The Book of Common Prayer, 1979, will be used for the liturgy. Couples are encouraged to select appropriate readings and helpers for the celebration.
4. Guest clergy must be ordained Christian clergy. Please consult with the Rector before inviting any minister (other than parish clergy) to participate in the service. After satisfactory consultation, the Rector will issue an invitation for guest clergy to participate. Grace Church clergy are expected to direct the conduct of the service. Please note that clergy not resident in the State of Florida must obtain a special license.
5. All appropriate fees are to be in the parish office **two weeks prior** to the day of the wedding rehearsal (*cf. to suggested fee schedule.*)
6. The marriage license and wedding rings should be in the office before or, at the latest, at the wedding rehearsal.

FLOWERS AND OTHER BUILDING APPOINTMENTS

Flowers

While you may wish to have a florist advise you about your flowers and provide other services, we require that you consult with a member of the Altar Guild to coordinate your wishes with our buildings' special needs/character and to avoid conflicts with local traditions and policies.

As a general rule, you will need flowers for all participants and one arrangement for the sanctuary/altar area. Please consult with the Altar Guild prior to ordering any floral arrangements for the church building. The flowers generally used for any Sunday morning may be used if you have a Saturday wedding. You may wish to sign up to donate flowers for

the Sunday following your wedding, using these same flowers for your wedding service. Please note that flowers are not used during Advent and Lent. We generally cannot guarantee color coordination with special wedding color schemes, but will work toward a “neutral” or complementary color scheme.

Standing baskets or large arrangements may be placed in front of the altar on the floor. The Altar Guild will set up the altar and place flowers in the sanctuary before the ceremony. Please arrange a delivery time in consultation with the Wedding Assistant (generally the same time as wedding party members arrive), and the Wedding Assistant will supervise distribution of corsages, boutonnieres, etc.

Candles

1. Church Building – We use only the two Eucharistic Candles on the altar. You may rent and use candelabra if you wish.
2. Chapel – We use the two Eucharistic Candles on the altar and have 6 tall brass candle sticks for the retable. We use as many of these as any flower arrangements will allow.
3. All candles (except the Unity Candles) are supplied by the Altar Guild.
4. Some couples wish to use the Unity Candle as a symbol of “two becoming one.” Purchase of this large candle, two smaller candles from which it is lighted, and any flower arrangements for these candles is solely the responsibility of the bride or groom. The Unity Candle will be placed on a stand inside the sanctuary, not on the altar table.

Decorations

Please note that our seating capacities (regulated by State Law & Fire Codes) are:

Church Building – 330; Chapel – 75

No decorations may be nailed, screwed or glued to any wall, furniture or floor of the church buildings. Decorations other than altar flowers are the responsibility of the wedding participants and are to be removed by them immediately following the wedding ceremony. (This includes bows, candles, candelabra, etc.) Delivery to the church may be made during office hours, Saturday from 9:30 to 11:00 a.m. or by special arrangements. Please be sure to advise the office of delivery arrangements.

“Runners down the aisle” are (happily) passé. Once upon a time (before adequate floor coverings) runners were needed to protect the long dress and veil from catching splinters or from becoming soiled from oiled floors. Because they were a necessity once, they then became used as a matter of form. A practical problem is that they are expensive (you get them from the florist) and they seldom roll well or straightly. Our experience says a flat “no” to paper/plastic runners. (You should hear them “pop” with heels and watch them slip and slide over the carpet.)

If a canopy is required, please order from your florist or a rental establishment.

Confetti, rice, birdseed and/or flower petals (including rose petals) may not be used at Grace Church. All are extremely difficult to remove (vacuums will not pick up rice/birdseed) and often create a hazard for all pedestrians, including your wedding guests.

MUSIC

Music adds a great deal to the celebration, but it is certainly not required. You may wish to employ an organist, vocalist, or instrumentalist(s). We remind you that the choice of music in the Episcopal Church is governed by rubric with the following words: *“hymns set forth and allowed by the authority of this Church, and anthems in the words of Holy Scripture of the Book of Common Prayer may be sung ...”* etc. Though we do not limit music selections rigidly, we do reserve the privilege of final selection. Many modern songs simply ignore

or make trivial the spiritual aspect central to a lasting marriage. Please plan to provide an original copy (we honor copyright laws) of any vocal/instrumental music you may wish to use that is not found in your musicians' personal library.

Experience has proved that you are far wiser to engage one of our regular organists as he/she knows exactly what to do and when. We charge our music minister with responsibility for the instrument, and guests may be invited to play only with permission. This is not an arbitrary policy. Rather, it is designed for the protection of your wedding and for the mechanism of the organ/keyboard as well.

DRESSING PRIOR TO THE SERVICE AND ARRIVAL TIMES

We do have a space designated in our Parish Life Center in which the bride and her attendants may dress if they so desire. The ushers, groom and best man meet in the narthex and/or sacristy of the church building or rear (sacristy entrance) of the chapel.

Please provide sufficient time for pre-service portraits. As a general rule, the bride and her attendants should come to the Church at least three-quarters of an hour before the service; ushers, the groom and best man should be in place no less than one-half hour before.

PARKING

Please tell your family and friends that Grace Church has parking in front of the church as well as on the south side of the church building. You may wish to mark the parking areas (front and side) on any maps that you include with invitations to your guests.

SCRIPTURE FOR YOUR SERVICE

The following biblical passages give you a fine selection from which to choose one Gospel and one additional Old Testament or Epistle reading.

Hebrew Scriptures

Genesis 1:26-28 – Male and female, He created them

Genesis 2:4-9, 15-24 – A man cleaves to his wife and they become one flesh

Song of Solomon 2:10-13; 8:6-7 – Many waters cannot quench love.

Tobit 8:5b-8 (New English version only) - “...that she and I may grow old together...”

Epistles

1 Corinthians 13:1-13 – Love is patient and kind...

Ephesians 3:12-17 – Love that binds everything in harmony.

1 John 4:7-16 – Let us love one another for love is of God

Gospels

Matthew 5:13-16 – You are the light of the world.

Matthew 5:1-10 – The Beatitudes

Matthew 7:21, 24-29 – The wise man who built his house upon the rock.

John 15:9-12 – Love one another as I have loved you.

Mark 10:6-9, 13-16 – They are not longer two but one.

USHERS AND THEIR JOBS

1. Normally, grandmothers are ushered to their pews at any time before ten minutes prior to the hour of the service.
2. The Groom’s mother is ushered to her pew (right side, facing altar) five minutes before the hour of the service.
3. The Bride’s mother is ushered to her pew (left side, facing altar) just before the hour of the service.
4. At the conclusion of the service, the reverse order of the above is true. Bride’s mother is ushered out first, then the groom’s mother, then the

grandparents. Then two ushers generally dismiss the congregation pew by pew.*

5. **Very Important!** Please instruct your ushers to ask people coming into the church/chapel building **NOT TO TAKE PHOTOGRAPHS DURING THE SERVICE!** This becomes terribly disruptive. If necessary, we will interrupt the service to ask that no photographs be taken. It is wise to provide a time for guests to take “set shots” as the photographer does following the service.

**In recent years, several brides and grooms, following the “recession” have ushers escort their parents and grandparents to the rear of the church building, then returned to the front of the aisle and dismiss their guests as an alternative to a receiving line in the Narthex. You may wish to consider this as an option for your service.*

PHOTOGRAPHS

Please share these paragraphs with your photographer as you meet to plan his/her participation in your marriage celebration.

Portrait photography is an exacting art. This means that your photographer will need your complete cooperation and attention (at a time when this is often difficult for the most taciturn among us). Since you are probably dealing with at least 45 minutes to one hour of time to assemble the various portrait groupings, etc., plan carefully with your photographer to limit his shots to a specific list of designated photographs of your wedding party. You may wish to consider taking most portraits prior to the service. (This does pose a difficulty for any who hold to “groom shall not see the bride before...” tradition.) Most couples have a group of people waiting at the site of their reception. The hour or more often spent with the photographer strains the patience of your guests. Give your photographer a mandate on the number of photographs (what you want) or give him/her no more than 15 minutes to be finished! Videos may be

taken from the choir area. Your service can be audio-taped through our sound equipment.

RECEIVING LINES

While most couples do greet their guests at the conclusion of the service, please consider eliminating a receiving line from your plans at the church building. A receiving line at the reception hall (or “dedicated visits” to each table) may serve your purposes far better.

Receiving lines may be formed under the canopy connecting the two church buildings or in the Narthex of the new church building. Generally, the order goes: mother of the bride, father of the groom, mother of the groom, father of the bride, bride, groom, maid/matron of honor and best man. Please grant other attendants the opportunity to mix among your guests or attend to other celebration details.

Remember that pictures are often taken immediately after the receiving line and that the custom is not to cut the cake until the arrival of the bride and groom at the reception. Do not take the time to drive around the block immediately following the service.

RECEPTION

We’re delighted to make Goddard Hall available for your reception. We can seat up to 150 at round tables and still have a dance floor area or 200 without dancing space. We will be glad to discuss the cost/arrangements with you.

WEDDING ASSISTANT

The Wedding Assistant is provided to help assist the wedding party. She will call the bride several weeks (one month?) before the wedding to introduce herself and discuss your wedding plans; colors, number of attendants, number of guests, etc.

She will also:

- Attend the wedding rehearsal
- If flash photos are not allowed during the ceremony, instruct ushers to so inform guests. Policy for Grace Weddings: photos okay through the procession, no other photos, please.
- Ushers to seat grandmothers first, mother of the groom second, and mother of the bride last.
- If there is to be a unity candle, rehearse lighting procedure
- Groom and priest to wait in the Sacristy
- Rehearse procession of bridesmaids and groomsmen
- Rehearse bride's entry – who is to be her escort
- Let bride know when the flowers for the wedding may be delivered (someone must be available with the key to the building)
- Remind the bride to have the rings, license, check for musician, check for balance owed Grace Church (should be brought to the rehearsal)
- Arrive two hours before the wedding to set A/C on 72°
- Clear the narthex counters
- Move the church guest register in the cupboard in the narthex – leave stand for bride's guest register
- Move “visitors table” to the ladies room
- Have the church register available (Esther)
- The bride and her attendants may use the nursery for dressing
- The groom and ushers may use another classroom or the men's room in the narthex
- Help pin on boutonnieres and corsages – left side, over heart
- Groom and groomsmen take their places
- Bridesmaids ready to process
- The chapel bell may be rung (15 pulls) immediately before the service
- Bridesmaid's process
- Bride processes

After the wedding:

The Assistant will:

Check bride's room (nursery) for forgotten items; make sure there are no pins, or such, on the floor of the nursery. (Vacuum if custodian is not on duty.)

Tidy the church\chapel

Check restrooms

Set A/C (80° summer/65° winter)

Turn off lights

Lock all doors

OTHER QUESTIONS

Please call at any time for clarification of your questions. We hope that all our wedding groups will be at ease and will make the church their own. It is a privilege for us to share in this most important part of your lives, just as we trust that you will consider Grace Church a part of your home.

Telephone/E-mail Numbers

Fr. Rick Burhans 386-767-3583/386-290-0624 (cell)
rector@egracepo.org

Parish Office 386-767-3583
Booking/Fees parish@egracepo.org

Esther Hatchett 386-767-3583
Wedding Assistant parish@egracepo.org

WHAT YOUR WEDDING COSTS (AT GRACE) WILL BE

Wedding costs mount quickly and astronomically. We strongly suggest that you make every attempt to keep your wedding "simple" - use the gifts and talents of friends and family where possible and think

seriously about your priorities when making arrangements for decorations, clothing, and receptions. Suggested donations for use of the facility are listed on page 10. These do not include the clergy honorarium or certain other fees. (See guidelines in the next paragraph regarding clergy honorarium.)

The clergy honorarium is not set and is left to your discretion; however, \$150 is suggested. Many churches charge \$300. One parish requests a tithing (10%) of the cost of all wedding celebrations costs (gowns, flowers, reception, etc.). Please remember that you have been given counseling, rehearsal, coordination and ceremony time – frequently outside regular office hours.

GRACE CHURCH & PARISH LIFE CENTER USAGE FEES

Church/Chapel	\$750
Musician (<i>separate payment</i>)	\$100
Clergy Honorarium (<i>separate payment</i>)	\$150
Goddard Hall Receptions/Banquets	\$400
Grace Wedding Assistant (<i>separate payment</i>)	\$75
Sexton (<i>fee may increase if number of guests seated in hall surpasses 125</i>)	\$100
Kitchen (serve only)	\$100
Kitchen (prepare and serve)	\$200
Grace Kitchen Personnel	\$100 each

Note:

25% minimum deposit is required when the booking is confirmed.
The balance due must be paid no later than the day before the event.