

## *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,*

*The Very Rev. Rick Burhans  
Rector*

## GRACE CHURCH & PARISH LIFE CENTER USAGE FEES

<b>Church/Chapel</b>	<b>\$750</b>
<b>Grace Church Organist (separate payment)</b>	<b>\$250</b>
<b>Grace Church Organist - Rehearsal with Wedding Party (separate payment)</b>	<b>\$100</b>
<b>Priest Honorarium (separate payment)</b>	<b>\$150</b>
<b>Grace Wedding Assistant (separate payment)</b>	<b>\$100</b>
<b>Goddard Hall: Receptions/Banquets</b>	<b>\$400</b>
<b>Sexton</b> (fee may increase if number of guests seated in hall surpasses 125)	<b>\$150</b>
<b>Kitchen</b> (serve only)	<b>\$100</b>
<b>Kitchen</b> (prepare and serve)	<b>\$200</b>
<b>Grace Kitchen Personnel</b>	<b>\$100 each</b>
<b>Refundable Damage Deposit</b>	<b>\$400</b>

### Notes:

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

### **Telephone/E-mail Numbers**

Fr. Rick Burhans Rector	386-767-3583 (ofc); 386-290-0624 (cell) <a href="mailto:rector@egracepo.org">rector@egracepo.org</a>
Sue McIlrath Wedding Guild	386-767-3583 (ofc); <a href="mailto:parish@egracepo.org">parish@egracepo.org</a>

### **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 any 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.

### **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 proven that you are far wiser to engage our regular organist as he 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.