

**Customary for Holy Matrimony
At St. Benedict's Episcopal Church**



**2160 Cooper Lake Road
Smyrna, Georgia 30080
Phone – 678.279.4300
Fax – 678.279.4309
Website – <http://www.mysaintb.org>**

Contact Information

Clergy

The Reverend Brian Sullivan, Rector
678.279.4301, brian@mysaintb.org
The Reverend Ramon Betances, Hispanic Vicar
678.388.1519, ramon@mysaintb.org

Staff

Betsy Shuford, Parish Administrator
678.279.4302, betsy@mysaintb.org
Lynn Swanson, Organist and Music Director
678.787.9189, lynn@mysaintb.org

Flower Guild Coordinator

Helena Harris
678.386.3270, HelenaHarris@usa.net

Sound Coordinator

Randy Shuford
404.308.8739, randyshuford@gmail.com

General Information

A Christian Marriage

The Book of Common Prayer (p. 423) states marriage is not to be entered into unadvisedly or lightly, but reverently, deliberately, and in accordance with the purposes for which it was instituted by God. We want your wedding to be a meaningful and joyous occasion for you, your families, and guests. All arrangements should be made with that in mind.

Scheduling a Wedding at St. Benedict's

- All wedding dates must be scheduled with one of the parish clergy before any next steps are taken.
- **All forms and fees must be received in the church office to secure a date. Submit the forms via email to Betsy Shuford, betsy@mysaintb.org.**
- No wedding will be scheduled during Lent or Holy Week.
- Weddings will not be scheduled for any holiday weekends.
- If one of the couple is previously divorced, a date will not be set until the Bishop of Atlanta gives approval. The clergy will coordinate with the Diocese.
- The couple will be provided informational material, timelines, requirements/expectations, and will need to be met in a timely fashion
- In order to secure the wedding date, a non-refundable check (*see Schedule of Fees*) and wedding forms need to be sent to the church office, attention: Betsy Shuford

The Wedding Liturgy

The couple will be provided a detailed script of the ceremony, including approved readings and music for the liturgy. As in all worship services of the Church, the priest has the final responsibility for the service. We are eager to work with the couple if they have special requests. However, the authorized liturgies of the Episcopal Church must be used. Additional vows or ceremonial images, i.e. unity candles, are not permitted. The liturgy for the Celebration and Blessing of a Marriage in the Book of Common Prayer (pages 423-432) includes scripture readings, prayers, and exchange of vows. One gospel reading is required to be read by the clergy. You may choose an Old and New Testament reading, as well as a Psalm, to be read by a guest.

Wedding Customs

Church wedding customs vary in detail. A wedding is a worship service of the Church. Therefore, the "norm" for a wedding will be the same as the norm for worship on Sundays. Marriage is a sacrament of the Church and is both celebratory and a solemn time of prayer.

Eligible Applicants

To be married at St. Benedict's, at least one of the couple must be a baptized Christian. The couple or a member of their families must be an Episcopalian and affiliated with St. Benedict's. Persons who have been previously married and divorced must have permission from the Bishop of Atlanta to be married in the Episcopal Church. The clergy who has agreed to celebrate the wedding will make application to the Bishop for his permission. A period of at least one-year must have elapsed since the final divorce decree before the marriage may take place. If there are multiple marriages and divorces, there may be special circumstances requiring a longer period of preparation. Please bring a copy of the divorce decree(s) at the initial interview with the priest.

The First Step

After scheduling the wedding date, the couple should arrange to speak with one of the parish clergy about the wedding a minimum of six months before their proposed date. A wedding at St. Benedict's involves the participation of many people and advance notice of six months is essential for counseling. Dates for the rehearsal and the wedding must be cleared on the church calendar. After the couple's initial meeting with the clergy and they agree to celebrate the wedding, the date for their wedding may be announced. Please do not finalize any plans until **after** this initial meeting and all forms and the non-refundable check is turned into the church office.

Pre-Marital Counseling

The Episcopal Church Canons and Constitutions require premarital instruction. This instruction covers many topics of interest to a couple entering into marriage. These

sessions are arranged at the convenience of the officiating clergy and the couple. The clergy working with you will decide the structure of this counseling including a place to meet for the required 6 one hour sessions. Meetings with the parish clergy are at no cost.

The License

An application for a Georgia license may be obtained at the Cobb or other County Courthouse. The couple must appear with the cash fee. For details, call the Marriage License Division of the Cobb County-Probate Court at 770.528.1921 or 770.528.1931. Details are available at: www.cobbcountyga.gov/judicial/marriage_license.htm.

The marriage license must be given to the clergy no later than at the wedding rehearsal.

Witnesses/Laws/Canons

The Episcopal Church requires the ceremony be attested to by at least two witnesses, and the marriage conforms to the laws of the state of Georgia and the Canon law of this Church.

Wedding Music

After the wedding date is confirmed on the church calendar, you may contact the St. Benedict's Organist. The Rector may approve alternative arrangements. If St. Benedict's church organist is unavailable, a list of substitute organists will be made available. Music is selected in conformity with the dignity of the service and in consultation with the Organist. Respect for the Church and the deep significance of the service are basic guides for planning wedding music. The purpose of music for a Christian wedding is to enhance the beauty of the service and for the adoration of God. Secular or theatrical music **IS NOT** appropriate. The addition of soloists and/or instrumentalists is to be discussed with the organist and will probably incur additional charges. The clergy person is ultimately responsible for determining the suitability of the music. Recorded music is not recommended.

Wedding Coordinators

If you have a private coordinator, please share this booklet with them. Your coordinator should become familiar with our policies. We ask that private coordinators not interfere during the rehearsal and ceremony. Any time prior to or after these events, we welcome the private coordinators to assist with the event as needed.

Decorations

Our Church is designed for worship and is a sacred space. Therefore, furnishings may not be added, moved, or removed from the church without specific permission from the clergy. All flowers and greenery used at the altar area must be fresh and live (no silk or plastic). Altar flowers are to be placed in either two or four containers, which are affixed to the choir screens behind the altar. The flower guild coordinator will work with the couple. Altar flowers

remain in the Church following the ceremony. An acknowledgement will be placed in the Church bulletin that the flowers are given in celebration of your marriage. Providing additional flower arrangements in the Church may be discussed with the flower guild coordinator. Bows may be used to mark pews and should not be attached with tape, tacks, or anything that would mar or deface the pews. Bows are not allowed inside the altar rail or on altar flowers. The use of a unity candle, aisle runner, or rose petals (fresh nor artificial) is not allowed.

Facilities

- St. Benedict's can accommodate 350 guests in the Nave. The nave will be available on Friday one hour prior to the scheduled time of the rehearsal. A guided tour of the facilities will take place if needed during the last meeting prior to the wedding rehearsal. Any questions, requests, concerns will be addressed at that time.
- All personal belongings are to be removed from the rooms **no later** than one hour after the ceremony has concluded.
- The Parish Hall is available for receptions. If this space is needed, St. Benedict's will provide the couple with specific details regarding the use of this space. The couple must provide all food, beverages, linen, china, crystal, and flatware. Whether you use a caterer or provide your own food and drink, the host family is responsible for cleaning the kitchen and parish hall and removing decorations in the reception area immediately after the reception. Pick up of rental items (tables, chairs, linens) should be scheduled immediately after the reception.
- It is St. Benedict's alcohol policy to provide equally attractive and visible non-alcoholic alternatives, adhering to Diocesan protocols. You may offer wine and beer at receptions, but no liquor.
- Smoking is prohibited inside the buildings. Smoking areas are in the parking lot.
- The throwing of confetti, rice, glitter, birdseed, sparklers and bubbles is allowed outside. However the couple must clean up outside confetti, glitter and sparklers.
- Neighborhood noise ordinances require live and loud music to end at 10:00 PM.

The Photographer and Videographer

All details regarding photographers and videographers must be provided to St. Benedict's prior to the wedding day. Photographs and videotaping may be done anywhere prior to the wedding service. However, the Nave must be cleared of all activity one hour before the start of the ceremony. **NO** flash photographs will be allowed during the actual service. The photographer must schedule time to review their plans with the clergy prior to the beginning of the worship service. Videotaping must be done from a

fixed position outside the chancel with **NO** auxiliary (flood) lighting. Photographs and videotaping may be done prior to the processional and during the recessional; however, the photographer or the video operator must **NOT** stand in the center aisle for this purpose nor intrude with the service in any way. Photographs and videotaping may be done in the Church following the service. The couple will be given information sheets for these individuals to review, sign and return to the church office during the last official meeting before the wedding rehearsal. It is the couple's responsibility to inform them of our expectations. No flash photography is allowed during the wedding ceremony and no videotaping may be done from the pews.

Photographers are expected to be appropriately dressed for a church service (a coat or tie, pants, dress, or skirt).

Rehearsals

Wedding rehearsals are normally held on the day before the wedding at a time mutually agreeable to all parties. All legal paperwork will be signed during this time, so please bring the marriage license with you. **All participants of the rehearsal MUST BE ON TIME. Participants include all members of the wedding party and the parents of the couple (where applicable).** The rehearsal lasts approximately one hour. Please take this time into consideration when making your Rehearsal Dinner plans. All members of the wedding party, including children and those who are reading, are expected to participate in the rehearsal. The clergy will conduct the rehearsal assisted by the Wedding coordinator. The organist will attend the rehearsal. Other musicians who are participating should

attend as well. **If there is a change in the rehearsal or wedding time, it is extremely important to notify the church office as soon as possible.**

The Wedding

It is very important all members of the wedding party and family arrive at the church **NO LATER THAN 30 MINUTES PRIOR TO THE CEREMONY.** Your special day will flow more smoothly if everyone is accounted for and present. The attendants and/or ushers should be at the church and ready to begin seating guests one hour before the wedding hour. The Conference Room and Dressing Room in the parish hall are available prior to the ceremony for the couple and their wedding party. Please be aware consumption of alcohol before the wedding is inappropriate and not allowed. The wedding party will be seated as follows: couple's parents, grandparents and the entrance of the wedding party. At the conclusion of the service, the couple's parents will be escorted out of the church first, followed by any grandparents present.

Cleanup needs to be completed NO LATER THAN one hour after the ceremony is complete.

Holy Communion

Holy Communion is an integral part of the wedding ceremony and of the couple's preparation for Christian marriage. The norm at St. Benedict's is to celebrate a Nuptial Communion. If this is not desired, the officiating clergy of the wedding must agree. When Communion is celebrated, the entire congregation will be invited to participate.

Fees

All fees are listed below and are non-refundable. An honorarium may be given to the clergy if you wish, but is not required. All checks should be payable to St. Benedict's except for honorariums to clergy, unless otherwise stated below, and should include the wedding date on the memo line.

MEMBER FEES

Use of Nave for Rehearsal and Ceremony	Free
Sound Coordinator	\$100
Organist	\$350
Altar Flowers*	\$350
Grand Total	\$800

NON-MEMBER FEES

Use of Nave for Rehearsal and Ceremony	\$1000
Sound Coordinator	\$100
Organist	\$350
Altar Flowers*	\$350
Grand Total	\$1800

*Altar flowers are to be left on the altar for Sunday services

Included with the Fees

Sound Coordinator: 1 rehearsal, wedding service (separate check made to sound team member)
 Organist: 1 pre-wedding consultation, 1 rehearsal, wedding service (separate check made payable to organist)
 Altar Flowers: 2 sconces and pulpit

Optional Fees

Use of the Parish Hall for the reception (up to 4 hours)
 Member \$500
 Non-Member \$1,000

Additional Services Provided Upon Request

Extra musicians / Extra rehearsal time \$TBD
 Additional flowers and pew decorations \$TBD



St. Benedict's
EPISCOPAL CHURCH

Wedding Ceremony Information Form

Date of Wedding: _____

Time of Wedding: _____

Rehearsal Date: _____

Rehearsal Time: _____

Officiant: _____

Communion? _____

Spouse-To-Be Name:
Home/Cell #:
Work #:
Address:
Parents Names:
Parents Seated By:
Grandparents Names:
Grandparents Seated By:
Primary Attendant:
Attendants: (in order of entrance)
Flower Girl/Ring Bearer:

Spouse-To-Be Name:
Home/Cell #:
Work #:
Address:
Parents Names:
Parents Seated By:
Grandparents Names:
Grandparents Seated By:
Primary Attendant:
Attendants: (in order of entrance)
Flower Girl/Ring Bearer:

Photographer Name: _____

Photographer Phone #: _____

Videographer Name: _____

Videographer Phone #: _____

Florist Name: Helena Harris

Florist Phone #: 678.386.3270

Readings Used: _____

Songs Used: _____

Organist: _____

Organist Phone #: _____

Soloist(s): _____

Soloist(s) Phone #: _____

Lay Reader(s): _____

Acolyte: _____

Intercessor: _____

Other: _____



Marriage Registration Form
Please print clearly or type

Today's Date Wedding: _____ Date of Wedding: _____

Place of Wedding: _____ Time of Wedding: _____

SPOUSE-TO-BE			SPOUSE-TO-BE		
FULL NAME _____		AGE _____	FULL NAME _____		AGE _____
ADDRESS _____			ADDRESS _____		
CITY _____	STATE _____	ZIP _____	CITY _____	STATE _____	ZIP _____
CHURCH STATUS OR RELIGIOUS BACKGROUND _____			CHURCH STATUS OR RELIGIOUS BACKGROUND _____		
PARENTS _____			PARENTS _____		
PARENTS' HOMETOWN(S) _____			PARENTS' HOMETOWN(S) _____		

Couple's Contact Information After the Wedding

Preferred Name(s) _____

Address _____

City, State, Zip _____

Preferred Phone Number(s): _____

Email Address(s): _____



Policies and Guidelines for Caterers

St. Benedict's Clergy appreciate your cooperation in adhering to the following guidelines:

The kitchen must be left clean and in the same condition as it was found.

Cleaning includes:

1. Wiping off all counters, sinks, equipment, and appliances.
2. Vacuuming is not required.
3. Dispose of all trash and food used.
4. Empty Trash. All trash bags should be tied up and taken out to the dumpster located on the north end of the property in the corner of the parking lot.
5. Remove all food. Food is not to be left sitting out or left in the refrigerator or freezer.
6. Make sure all appliances are turned off prior to leaving.

Listed above are the policies and guidelines for caterers established by St. Benedict's Episcopal Church. Your signature indicates that you have read these policies and agree to work within these guidelines.

Caterer Name: _____

Caterer Address: _____

Caterer Phone Number: _____

Wedding Couple Names: _____

Wedding Date: _____

RETURN SIGNED COPY TO ST. BENEDICT'S PARISH ADMINISTRATOR

Spouse-To-Be Signature

Spouse-To-Be Signature

Caterer Signature

Date



Policies and Guidelines for the Photographer

St. Benedict's Clergy appreciate your cooperation in adhering to the following guidelines:

1. The photographer must arrive on the day of the ceremony 2-3 hours early to set up and speak to coordinator regarding plans.
2. There will be NO flash pictures taken during the ceremony.
3. The photographer must stay behind the last pew or in the balcony.
4. The photographer may take flash pictures before and after the ceremony.
They can also take flash pictures when the couple and their attendants enter the Nave
5. Time exposures may be taken from the Narthex.
6. The photographer is welcome to take pictures before the wedding. However, the photographer must be out of the Nave at least one hour before the service starts.
7. Appropriate attire is required.

Listed above are the policies and guidelines for photographers established by St. Benedict's Episcopal Church. Your signature indicates that you have read these policies and agree to work within these guidelines.

Photographer Name: _____

Photographer Address: _____

Photographer Phone Number: _____

Wedding Couple Names: _____

Wedding Date: _____

RETURN SIGNED COPY TO ST. BENEDICT'S PARISH ADMINISTRATOR

Spouse-To-Be Signature

Spouse-To-Be Signature

Photographer Signature

Date



St. Benedict's
EPISCOPAL CHURCH

Policies and Guidelines for the Videographer

St. Benedict's Clergy appreciate your cooperation in the adhering to the following guidelines:

1. The videographer must arrive on the day of the ceremony 2-3 hours early to set up and speak to coordinator regarding plans.
2. Videotaping may be done anywhere prior to the wedding service. However, the Nave must be cleared of all activity one hour before the start of the ceremony.
3. Videotaping may be done continuously during the actual wedding with the approval of the clergy.
4. Videotaping must be done from a fixed position with NO auxiliary (flood) lighting.
5. Videotaping may be done prior to the procession in and during the procession out; however, the video operator must NOT stand in the center aisle for this purpose nor intrude with the service in any way.
6. Technicians are welcome to take pictures before the wedding but must be out of the Nave at least one hour before the wedding service.
7. No additional lighting may be used in the Nave during the wedding service.
8. If sound interfacing is required with the house system, the request must be made 30 days in advance, and a church sound technician must be in attendance.
9. Appropriate attire is required.

Listed above are the policies and guidelines for videotaping established by St. Benedict's Episcopal Church. Your signature indicates that you have read these policies and agree to work within these guidelines.

Videographer Name: _____

Videographer Address: _____

Videographer Phone Number: _____

Wedding Couple Names: _____

Wedding Date: _____

RETURN SIGNED COPY TO ST. BENEDICT'S PARISH ADMINISTRATOR

Spouse-To-Be Signature

Spouse-To-Be Signature

Videographer Signature

Date



Policies and Guidelines for Florist / Decorator

St. Benedict's Clergy and Flower Guild Coordinator appreciate your cooperation in adhering to the following guidelines:

1. Furnishings may not be added, moved, or removed from the church without the specific permission of the wedding coordinator.
2. Unity Candles, aisle runners, and rose petals (fresh nor artificial) are not allowed. Greenery is not allowed on the altar rail.
3. Altar flowers must be fresh (no silk or plastic).
4. Altar flowers are to remain in the church following the ceremony. An acknowledgement will be placed in the Church bulletin that the flowers are given in celebration of your marriage.
5. Bows may be used on pews, but no bows will be allowed inside the altar rail or on altar flowers. Pew bows/markers must be attached with twist ties, tape or ribbons. The florist cannot use nails, tacks or staples to attach pew markers or other decorations.
6. Seasonal liturgical symbols placed in the nave by the church may not be removed. Altar furnishings must remain where they are.
7. All decorations must be in place at least two (2) hours before the service and, with the exception of the altar flowers, removed NO LATER THAN 1 hour after the ceremony.

Listed above are the policies and guidelines for Decorator/Florist established by St. Benedict's Episcopal Church. Your signature indicates that you have read these policies and agree to work within these guidelines.

FLORIST: **Helena Harris – 678-386-3270, helenaharris@usa.net**

Wedding Couple Names: _____

Wedding Date: _____

RETURN SIGNED COPY TO ST. BENEDICT'S PARISH ADMINISTRATOR

Spouse-To-Be Signature

Spouse-To-Be Signature

Florist Signature

Date