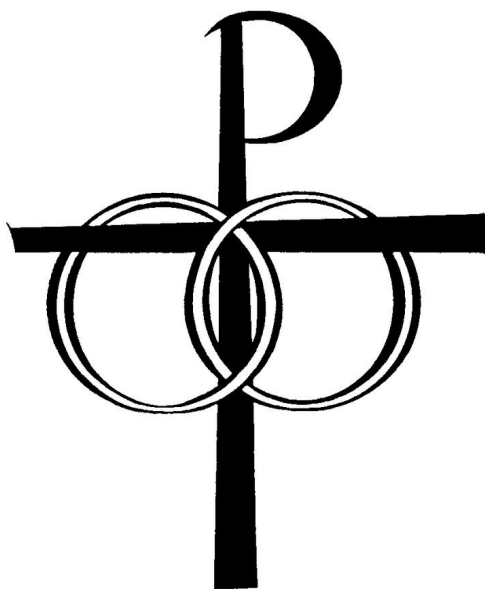


*Church Wedding  
Policies & Planning Guide*



*Emmanuel Episcopal Parish of Orcas Island*

## WE REJOICE WITH YOU!

First of all, we are delighted that you are considering celebrating your marriage and that you seek the blessing of God in Church. We want to begin by asking God's blessing for both of you in this journey:

*Blessed are you, God source of Love. You give abundant joy to this couple. Bring them to the day of their wedding in safety and peace. Pour out your grace on them. Help them know how beloved they are in you and help them live inside the deep joy of that knowing. Assist them as they submit their hearts to the yoke of love so that they come into its perfect freedom. We pray in the name of the Christ whose desire for us all, simply and wholly, is You. Amen.*

## BEING MARRIED AT EMMANUEL EPISCOPAL CHURCH

To assist you in discerning if Emmanuel Episcopal Church on Orcas Island would be a good fit for your wedding we want you to be aware that:

1. We are a Christian church and the weddings we celebrate are according to the spiritual tradition of the Episcopal Church, a part of the Anglican Communion. We cannot function as a commercial "wedding chapel". We want to be true to our spiritual path so we are unable to accommodate couples who oppose having a Church/Christian wedding or object to the beliefs, rituals, and practices of the Episcopal Church.
2. The officiant is typically the rector or assistant priest of our church, who will witness and bless the marriage on behalf of the church. Another clergy officiant needs permission from the rector to celebrate a marriage at Emmanuel. Usually clergy have to be part of a church in full communion with the Episcopal Church (*Evangelical Lutheran Church in America; The Moravian Church; Old*

*Catholic Churches of the Union of Utrecht; Philippine Independent Church; Mar Thoma Syrian Church of Malabar, India; Church of Sweden*) or a church that is an Ecumenical Dialogue Partner (*United Methodist, Presbyterian USA, Roman Catholic*).

3. We also have to conform to [State laws](#) governing the creation of the civil status of a marriage and also to the laws the Episcopal Church governing the solemnization of Holy Matrimony. If you wish not to have a civil marriage but rather the blessing of your covenant please discuss this with the priest early. It is also possible to have a previous civil ceremony blessed.
4. Those who are not active members of an Episcopal parish should not immediately assume that they will be able to marry at Emmanuel. If you are from outside this parish, it is, therefore, very important that you do not announce a date for your marriage at Emmanuel until you and your future spouse have met with the priest and the suitability of the celebration of your marriage (both for you as a couple and family and us as a community of faith) in our Church has been determined. We require you communicate with the priest at least ninety (90) days before the wedding.
5. We require that at least one in the couple identifies as a Christian and has received the sacrament of Baptism. We know we have a beautiful space but the main reason a couple should be married at Emmanuel is because they wish to consecrate their love through the ceremonies of a church wedding.
6. For the Episcopal Church, Holy Matrimony is a physical and spiritual union of two persons, entered into within the community of faith, by mutual consent of heart, mind, and will, and with intent that it be lifelong. We ask the couple to be in agreement to the following basic understanding of what marriage is for us by signing the following statement that is found in the application form:

**We understand the teaching of the church that God's purpose for our marriage is for our mutual joy, for the help and comfort we will give to each other in prosperity and adversity, and, when it is God's will, for the gift and heritage of children and their nurture in the knowledge and love of God. We also understand that our marriage is to be unconditional, mutual, exclusive, faithful, and lifelong; and we engage to make the utmost effort to accept these gifts and fulfill these duties, with the help of God and the support of our community.**

*(2018 Constitution & Canons of the Episcopal Church I,18:4)*

7. The couple needs to have a series of meetings (around 4) with our priest to prepare for the marriage (its meaning and purpose) and the wedding ceremony itself. The marriage petition (see attached form) needs to be at least 90 days prior to the desired wedding date. Before committing with vendors please make sure the marriage is possible with our priest.
8. Consider coming to Emmanuel for a Sunday service before the wedding itself to have a blessing as you prepare for your marriage. Some couples chose to have their engagement blessing at this time.
9. The Episcopal Church believes in marriage equality and celebrates and blesses marriages between same-sex couples.
10. Marriages are not celebrated on Sundays or during the penitential season of Lent (between Ash Wednesday and Easter).
11. Usually the wedding ceremony is celebrated at the church. However our rector is amenable to other venues on the island if these are more convenient for the couple and family.

12. In the Episcopal Church, the intention of marriage is a lifelong commitment. However, we know that divorces do occur, in spite the best and most solemn intentions. The Episcopal Church allows the blessing of a second marriage. If this is your situation the priest will need to petition for a special [permission from the Bishop](#) for this marriage. For third or fourth marriages, the Bishop requires counseling with a professional marriage counselor before granting the permission to bless a marriage. Be aware that this would require more preparation time.

## THE CEREMONY

The Episcopal Church has several marriage rituals that are found in the following services:

- I. [Book of Common Prayer](#) (1979)
  - a) **The Celebration and Blessing of a Marriage** (pages 422-432). Traditional service.
  - b) **The Blessing of a Civil Marriage** (pages 433-434). This is a service for a couple that has already celebrated a civil marriage.
  - c) **An Order for Marriage** (pages 435-436). This is an outline for a couple that would like to adapt the traditional ceremony with lots of flexibility.
- b) *I Will Bless You and You Will Be a Blessing* (2015)
  - a) **The Witnessing and Blessing of a Lifelong Covenant.** A service for those who do not wish a civil marriage.
  - b) **The Witnessing and Blessing of a Marriage.** More contemporary and with gender inclusive language. Suitable especially for same-gender couples.

- c) **The Celebration and Blessing of a Marriage.** This is the same ritual as the traditional version from the Book of Common Prayer but with gender inclusive language.

Also, any current marriage ritual from another church which is part of the Anglican Communion would be possible. For example the Church of England, The Anglican Church in New Zealand, The Anglican Church of Canada, and others.

Plan to discuss with our priest which ritual and adaptations would be appropriate for your wedding.

Please consider if you want Holy Communion to be part of the celebration or not.

There shall be present at least two adult witnesses for the solemnization of a marriage.

## **CHURCH DECORATIONS**

It is the responsibility of the couple to arrange for an altar flower arrangement that should not exceed 16 inches in height (in order not to cover the cross). This arrangement is considered a gift to the church and will remain for the Sunday Service. A note of this gift and a dedication sentence will be placed in the Sunday bulletin. Use of tacks and tape on the pews is not allowed.

Tossing of rose petals is not permitted inside the church, nor is rice, birdseed, or confetti allowed on church grounds. Rose petals tossed outside must be removed by the wedding party after the service.

No fireworks, Dream Lanterns, or sparklers are allowed by county laws and to protect our historic wooden building.

Aisle runner cloths are not available at the church.

A person designated by the couple will be responsible for removal of all personal items before leaving the buildings. We are not responsible for items left behind. The couple is also responsible for making certain that any gifts that arrive at the church are taken to the reception immediately following the ceremony.

## MUSIC AT THE WEDDING

If the couple chooses to have music in their wedding, for us in the Episcopal Church music used in all worship services, including a marriage, should be an offering for the glory of God and as a help to the people in their worship. The Organist of Emmanuel Episcopal Parish, Marianne Lewis ([mariannejlewis3@gmail.com](mailto:mariannejlewis3@gmail.com)), will provide consultation regarding the possible choice of music suitable for a church wedding, if the couple chooses to have music in their wedding. The final authority for music is with the Organist. The couple should contact the Organist as soon as possible or at least 90 days prior to the wedding to consult about the music. Arrangements for soloists and other musicians must be made in consultation with our Organist.

### Music Suggestions

Air from Water Music	Handel
Allegro from Water Music	Handel
Arioso	Bach
Canon in D	Pachelbel
Hornpipe from Water Music	Handel
Jesu, Joy of Man's Desiring	Bach
La Rejouissance	Handel
Ode to Joy	Beethoven
Psalm 19	Marcello
Rigaudon	Campra
Rondeau	Mouret
Sheep May Safely Graze	Bach

Sleepers Awake  
Trumpet Tune  
Trumpet Tune in C Major  
Trumpet Voluntary  
Voluntary in D Major  
Wedding March  
Wedding March

Bach  
Purcell  
Johnson  
Stanley  
Boyce  
Mendelssohn  
Wagner

## PHOTOGRAPHY AT THE WEDDING

Photographs are an important part of most weddings and Emmanuel Episcopal Parish is a particularly beautiful church, which adds to the quality of photographs. Holy Matrimony is a Sacrament and flash photos during the service are distracting and, therefore, inappropriate and prohibited during the wedding ceremony. Photographers are instructed not to be in the sanctuary area of the church and to be as unobtrusive as possible.

Videos of the wedding are allowed and should be set-up to be unobtrusive during the service. All photographs must be completed 45 minutes before the beginning of the service in consideration of arriving guests. Arrangements for photography and videographer are the responsibility of the wedding party.

## NO ALCOHOL OR SMOKING IN CHURCH GROUNDS

Alcohol consumption is not permitted on the property (church, parish hall, parking areas, etc.) prior to the wedding by friends or members of the wedding party. Bringing alcohol to serve before the ceremony is not appropriate. Smoking is strictly prohibited within the buildings and on the church grounds.



If you are thinking of renting the parish hall for a reception, guidelines around alcohol will be provided by the parish office.

## **THE REHEARSAL**

Most weddings require a rehearsal to provide an opportunity for all of the participants to learn their parts of the service. It is a time for the priest to meet the wedding party and to prepare them for the Marriage Liturgy. The time for the rehearsal is set in consultation with the priest — usually the day before the wedding. All participants of the wedding party will attend the rehearsal. Rehearsals at Emmanuel Episcopal Parish typically last around 30 minutes.

## **WEDDING PROGRAMS**

Wedding programs (bulletins) can be printed at Emmanuel in a very simple manner. If the couple wants a more professionally done program please make sure our priest has seen the proof and made sure there are no errors in the program.

## **THE MARRIAGE LICENSE**

The couple is responsible for applying for the marriage license following the state requirements. Once obtained there is a three (3) day waiting period beginning the first day after you apply for your license and ending the third day following the date of application. You may not get married during this waiting period. We ask at Emmanuel to have this done at least two weeks prior to the ceremony. The License is valid for 60 days beginning on the 3rd day after application. For more information on state marriage license requirements, fees, and the online license application form, see: [www.sanjuanco.com/auditor/marriage.aspx](http://www.sanjuanco.com/auditor/marriage.aspx)

Both applicants must be at least 18 years of age or older and must have a current photo ID as proof of age. We do not encourage marriages in which one of the applicants is not at least 18 years of age. Witnesses to the marriage must also be at least 18 years of age.

## VENDORS

If you are searching for vendors to assist you with flowers, rentals, caterers, reception halls, photographers, please see the wedding page of the Orcas Chamber of Commerce: <https://orcasislandchamber.com/web-category/category/weddings/>

# FEES

Fees are established by the church board (vestry) and reflect costs for the parish. These fees were approved in January of 2018. All fees related to the wedding must be paid in full at least 30 days prior to the ceremony. If the amount of the fees are a financial hardship for the couple, they should discuss this with the Priest at the initial conference. Pledging and active members of Emmanuel have reduced fees.

## **\$800 Wedding preparation and ceremony on church grounds**

Use of church or labyrinth. The payment for preparation and the use of the church and/or labyrinth, will reserve the date on the church calendar, and is due at the time of the facility booking. Make check out to Emmanuel Episcopal Parish. This is separate from any reception fees for the use of the parish hall.

## **\$400 Wedding preparations and ceremony outside of church grounds**

Please check on the availability of the priest. Make check out to Emmanuel Episcopal Parish.

## **\$200 suggested minimum donation Offering for the poor**

It is a custom, as thanksgiving, to make a donation to the Benevolence Fund of the parish so our priest can assist people in need who come asking for help. A suggested amount is at least \$200. Checks made to Rector's Discretionary Fund.

## **\$350 Organist (optional)**

Contact Marianne Lewis, organist, at 360-376-6831 or her email: [mariannejlewis3@gmail.com](mailto:mariannejlewis3@gmail.com). The Organist is available for consultation concerning music for the service and will provide a wide range of musical choices acceptable in the church. If you are planning on having other musicians play, please contact Marianne with your proposal. Please contact

her 90 days in advance of the wedding. If a soloist is hired, the payment is in addition to the organist fee. The check, payable to Marianne Lewis, is due 30 days prior to the wedding.

**\$1,500 Use of the Parish Hall for Wedding reception** *(optional)*

This is a separate fee. We only rent our space for weddings celebrated at Emmanuel. We do not rent our hall for receptions of non-church weddings. The rental fee for the use of the Parish Hall for the reception includes all day usage of the hall, including the kitchen and usually the day before to set up the locale. Please note that additional fees may be charged to cover the cost of broken or missing items in the Parish Hall. The seating capacity of the Parish Hall is 81 (9 tables with 9 chairs each). The church has 12 long tables, 12 round tables and 120 chairs. The reception will conclude by 10 p.m. and the parish hall will be closed. Please speak with the office staff for more information on liability insurance, cleaning, alcohol permits, and food services.

For example, a church wedding with organist and the reception in the parish hall would be:

Wedding in church	\$400.00
Offering for the poor	\$200.00
Organist	\$350.00
Reception parish hall	\$1,500.00
<b>TOTAL</b>	<b>\$2,450.00</b>

## POSTSCRIPT

The day of marriage is just the beginning of a new phase in the life of a couple: the start of a new life empowered by the grace of God. We do not take marriage lightly but as a sacred commitment between two persons made before their families, their friends, and God. It is our prayer that the life begun at Emmanuel Episcopal Parish will be a life lived in the knowledge of the love of God and a profound awareness of unending love. The Church celebrates the mutual love between two loving adults and proclaims that God blesses and sustains this relationship. May the blessings of God be upon you always:

*God of abundance: assist by your grace those whose covenant of love and fidelity we will witness on their wedding day. Grant them your protection, that with firm resolve they may honor and keep the vows they will make; through Jesus Christ our Savior, who lives and reigns with you in the unity of the Holy Spirit, one God, for ever and ever. Amen.*

## CHECKLIST AND DUE DATES

- Contact the church at least 90 days before the wedding day.
- Having received and read these Church Wedding Policies at Emmanuel, decide if Emmanuel is a good fit for your wedding.
- Fill out the Wedding Application Form and send it to the priest.
- Contact the priest to schedule a first meeting.
- Send the church's fees to reserve the date on the church calendar. If not reserved, the day and time can be given to another couple who reserves the space.
- Contact the organist to discuss music, if wanting music.
- If Parish Hall is requested for the reception please contact the office staff as soon as possible and follow the policies for reception rentals.
- One month before the wedding, pay any other fees due: like the Organist or parish hall reception.
- Obtain the marriage license and make sure it is brought to the wedding rehearsal.
- Day of Rehearsal, give the offering for the poor to the priest. Remember this is a donation to the benevolence fund of the parish to assist those in need and a check should be made out to: *Rector's Benevolence Fund* not to the priest.
- Wedding Day. Congratulations!





Emmanuel Episcopal Church on Orcas Island  
242 Main Street Eastsound  
P.O. Box 8, Eastsound WA 98245-0008

Church Office hours:  
Tuesday through Friday from 9 a.m. to 1 p.m.

Parish Office Administrator: Karen Blinn  
[parishoffice@orcsepiscopal.org](mailto:parishoffice@orcsepiscopal.org) 360-376-2352

Priest and Rector: The Rev. Berto Gándara  
[berto@orcsepiscopal.org](mailto:berto@orcsepiscopal.org) 360-386-5282

Assisting Priest: The Rev. Hugh M. Grant  
[hughmgrant@gmail.com](mailto:hughmgrant@gmail.com) 360-301-8283

Organist: Marianne Lewis  
[mariannejlewis3@gmail.com](mailto:mariannejlewis3@gmail.com) 360-376-6831