

St. Timothy's Episcopal Church Indianapolis, Indiana Wedding Customary

Congratulations on your upcoming Marriage. We are delighted you are seeking God's blessing on your marriage here at St. Timothy's. May God continue to bless you and your holy commitment.

Marriage is not a uniquely Christian institution. Wedding ceremonies may take place in completely secular settings, following the laws of the state and under the supervision of an officer of the state. In this setting, it is a legal contract between two parties, in force until it is dissolved by the state. The understanding of the Episcopal Church is more than a contract and expects more from the parties involved. Christian Marriage is a solemn and public covenant between two people in the presence of God. The celebration of a marriage is not a private act, but a public sacrament of the church in the context of a Christian community of faith.

The following guidelines have been established for wedding ceremonies celebrated at St. Timothy's. While elements of the customary may appear stringent, remember that the church and clergy are bound by Canons, or rules, of the church. Holy Matrimony, while joyful and celebratory, is also a sacrament and is to be entered into reverently and deliberately. While some elements of the service or guidelines concerning pre-marital counseling are fixed, the church is also flexible concerning some parts of the service. The overriding concern is to make this a joyful celebration of your marriage in the context of Holy Matrimony. So, with that in mind, we hope the following helps answer some of the questions and concerns you might have for your memorable day ahead.

Considerations before Setting a Wedding Date

1. The Celebration and Blessing of a Marriage at St. Timothy's Episcopal Church is intended for active, financially contributing members of the parish and for their children under the age of 21. At least one of the couple must be a baptized Christian. If neither person is an active contributing member, the rector will be happy to discuss how you might become members. When someone is new to the area, the rector will consider scheduling a marriage service after the couple has been attending for a period of time or at the discretion of the rector.
2. The rector will normally officiate at all weddings. In order to be married, the couple is required to meet for several hours of pre-marital counseling. The rector will schedule these appointments with the couple. Other clergy, either of the Episcopal Church, or of a different denomination, who have a special relationship with either of the couple, may be invited by the rector to assist in the service. The rector needs to be consulted first, before communicating with other clergy with regards to the wedding. The rector will contact the other clergy member directly to discuss arrangements.
3. Requests for wedding dates should be made as early as possible and must be made with the rector no less than three months prior to the proposed wedding date. Divorced persons who desire to be remarried should consult with the rector at least four months in advance of the expected wedding date, at which time the rector will explain Title 1, Canon 18 of the Canons of the Episcopal Church.
4. Please make no public announcement of your marriage until arrangements with the church office and counseling with the rector has been finalized. Please do not make any formal arrangements, place deposits or have anything printed or publicized on social media with a date for the wedding, until you have met with the rector and she has agreed to preside at the wedding and has placed the wedding date on the parish calendar. All arrangements for the wedding rehearsal and the ceremony must be in consultation with the rector. **No wedding service dates will be placed on the parish calendar until the rector has had at least one meeting with the couple before giving consent to preside at the service.**

5. The scheduling of weddings is not allowed during Lent; or on Sundays; or for the two-week period beginning one week before Christmas and ending one week after Christmas. During other seasons of the year, when particular decorations are present, these decorations will remain in the church and sanctuary.
6. Not more than one wedding per day will be scheduled. The wedding service may take place between the hours of 10:00 A.M. and must take place before 4:00 P.M.
7. If a wedding service bulletin or program is used, it is an expense of the couple, not the parish. Any bulletin or program must be approved by the rector before it is printed.
8. In addition to the wedding party, the church seats up to 300. Wheel chair seating is available. It is strongly requested that no more than 4 attendants each be asked to participate due to space limitations.
9. St. Timothy's is a non-smoking campus. Any person under the influence of drugs or alcohol will not be allowed to participate in the rehearsal or the wedding service. They may be dismissed from the rehearsal or the wedding at the sole discretion of the rector.

Consultations and Pre-Marital Counseling

The canons of the Episcopal Church provide that the parties of the marriage shall be instructed "as to the nature, meaning, and purpose of Holy Matrimony." This is usually done in the form of discussions between the couple and the clergy about some of the essential elements of a Christian marriage. This normally requires several sessions with the rector to discuss a variety of topics, including healthy communication, finances, children and family, as well as aspects of the wedding service itself. The counseling needs to be completed 30 days before the wedding. The Canons also require the parties to sign the following **DECLARATION OF INTENTION**. (See Additional Documents)

Marriage License

The Marriage License must be given to the rector at the rehearsal. The Marion County Clerk of Courts will process your application for a Marriage License. Indiana State Code 31-11-4 governs the issuance of licenses and may be found on the internet through this reference:
<http://www.in.gov/legislative/ic/code/tite31/ar11/chr.html>.

Wedding Coordinator

Having a Wedding coordinator can help the couple in planning for their special day but it is not required. If you have a wedding coordinator/consultant, please instruct them that the rector shall handle all matters pertaining to the rehearsal and the service. The coordinator's services at the church will be strictly confined to the wedding day only in helping and preparing the couple's part of the ceremony. If you do select a wedding coordinator, please make sure they agree to these guidelines as part of their contract.

The Service

The Celebration and Blessing of a Marriage from the *1979 Book of Common Prayer* liturgy is used at St. Timothy's. No personally composed or other denomination's liturgy may be used. The service offers several options for scripture readings BCP p. 426 and should be discussed with the rector. The vows are exchanged using the form found on page 427. The vows may not be altered. The marriage liturgy from the authorized Anglican Communion member may be considered upon discussion with the rector and for good cause shown.

Music

The parish organist should be contacted as soon as the wedding date is set, but **at least 60 days before the wedding**, to ascertain availability and begin work on the music selection. If you plan to have music selections performed by vocalist and/or instrumentalist, please discuss it with the parish organist who must approve use of the piano or organ to be played by another musician. The organist's fee is **\$250.00** (\$50.00 for consultation and \$200.00 for rehearsal and wedding day). Any fees for other musicians are the responsibility of the couple. If you wish to use an organist who is not the organist of St. Timothy's,

and if the organist at St. Timothy's is available to play at the wedding, the **\$250.00** fee is above is still due to the organist of St. Timothy's as well as any fee for such other organist (this is known as a "bench fee"). Title II, Canon 6, Section 1 states, in part: "*It shall be the duty of every ministry to see that music is used in his congregation as an offering for the glory of God and as a help to people in worship. It shall be his duty to suppress all light and unseemly music...*" A church wedding is a sacrament in the Episcopal Church. It is a religious service and music should be in keeping with this act of worship. A church wedding is made sacred and holy by being performed before the Altar. Therefore, every effort is made to provide music that expresses both the reverence and the joy of the occasion. Examples of appropriate music are found under **Music Resources** (at the end of this customary). The list of music suitable for a church wedding includes pre-wedding music during the seating of guests, choral selections, processional and recessional pieces. Wagner's "Bridal Chorus" from Lohengrin and Mendelssohn's "Wedding March" from "A Midsummer Night's Dream" as well as popular secular music are not considered appropriate and shall not be permitted. The *1982 Hymnal* and other authorized hymnals of the Episcopal Church contain many appropriate hymns for use during your wedding, any of which may be played or sung as solos or by the congregation. The couple will have the best possible music if they rely upon the experience and judgment of the parish organist. If the parish organist is unable to play, an alternate organist may be found. No prerecorded tapes, CD's or soundtracks are permitted.

Vocalists and other Musicians

Popular, rock, or commercial music styles are not appropriate. The vocalist should plan to practice with the organist several days in advance of the wedding ceremony. This should be arranged with the organist directly. Rehearsals with a vocalist or other musicians will be an additional expense of **\$100.00** to the organist. Additional rehearsals should be arranged with the organist directly.

Holy Eucharist

The church offers the couple the privilege of receiving the Holy Eucharist as part of the marriage ceremony. The Book of Common Prayer provides a collection of Collects, Lessons and Gospel readings from which selections may be made for use during the celebration of Holy Communion. If the Holy Eucharist is part of the liturgy, all persons at the Wedding service are invited to partake.

Rehearsals

Rehearsals of weddings are entirely under the direction of the rector. Rehearsal is an integral part of the event and is generally scheduled the afternoon or evening the day before the wedding. All members of the wedding party, the readers, the ushers and the organist are present at the rehearsal which is conducted by the rector. Arranging for more than four attendants for the couple is discouraged because of space limitations. All other persons who might be present are subject to the discretion of the rector in order that the rehearsal may proceed in an orderly and uninterrupted fashion. Rehearsals last about one hour, providing that all members of the wedding party arrive at the scheduled rehearsal on time. All in attendance are expected to dress tastefully. If a wedding coordinator/consultant is used, she/he should consult with the rector prior to the rehearsal.

Photographs

Arrangements must be made with the rector and office administrator for access to the church for 2 hours prior to the wedding service. Any photography involving members of the wedding party, either inside or outside the church, prior to the service must be completed no later than 30 minutes before the start of the wedding service. Photography is welcome at the entrance of the wedding party. No flash photography with camera or cell phone, or the use of extra lighting is permitted during the ceremony. Photography is permitted after the ceremony is over and must be concluded within 30 minutes of the end of the wedding service. This allows the wedding party to proceed to the reception and it allows the sexton and the altar

guide access to the sanctuary, in order to perform their duties. The couple is responsible for advising all photographers, lay or professional, of these guidelines.

Flowers and Decorations

Flowers are not a requirement for the wedding service. If the couple chooses to use flowers at the wedding, two arrangements may be placed on the wall behind the altar on either side of the tabernacle. Flowers are the expense of the couple. There is no additional expense if the couple chooses to use the previous Sunday's flower arrangements. Candle holders are available for the ends of the pews, placed approximately on every other pew. The altar guild director will purchase the candles. There is no additional expense to the couple. The altar guild director will work with the vendor providing the floral arrangements to assure the design and placement. Only fresh flowers and greenery are to be used. Artificial or silk flowers and greenery may not be used. Flowers are not allowed to be placed on the altar or beside it. The torches flanking the altar will be lighted for the ceremony. The two large communion candles will be placed on the altar **only if** there is to be Holy Eucharist at the wedding service. No other candles are permitted in the church. A "unity candle" is not permitted. Flowers may be placed in the following locations:

- Two arrangements on the wall behind the altar on either side of the tabernacle.
- Attached to the candle holders at the ends of the pews, using twist ties.
(No tape, nails, tacks, screws, staples, or pins may be used.)
- On the south double door entry to the church, using over the door hangers.

Safety Considerations

An aisle runner may not be used for reasons of safety. Confetti, rice, flower petals or bird seed or other things, may not be thrown or used inside or outside of the church building. Bubbles outside of the church building might be used to greet the couple as they leave the church. There is marked handicapped parking. Additional parking is available in the grassy area to the south of the black-top parking lot. If additional parking is necessary, two to three ushers will be needed to assist with grassy area parking. Only the couple's car/limo may be parked in the restricted area in the south parking lot. No parking is allowed on the driveway.

Arrival at Church Prior to the Beginning of the Wedding

All members of the wedding party are expected to be at the church no later than 1 hour before the start of the wedding service. This permits time to gather in quiet in advance of this sacrament. St. Timothy's does not have a volunteer or paid Wedding host or bridal parlor. Williams Hall and the Library are available for the couple to prepare for the wedding ceremony. The cleaning of these two rooms is the responsibility of the couple (not the Sextons). If these rooms are not cleaned an additional **\$250.00** fee will be charged to the couple.

Fees

There is no general fee for active, pledging members or their children under the age of 21. A \$400.00 honorarium is customary for the rector's time for the pre-marital counseling sessions, the rehearsal and the wedding service. The honorarium is a contribution to the *Rector's Discretionary Fund* and is not a financial gift to the rector. If the couple requests the ministry of St. Timothy's Deacon, The Rev. Donna Olsen, a \$100.00 honorarium is customary. The honorarium is a contribution to the *Deacon's Discretionary Fund*. The church organist fee is \$250.00. Any additional 1-hour rehearsals needed with the organist and vocalist or an instrumentalist is an additional \$100.00 fee. There is a \$25.00 fee for two flower arrangements, if they are requested by the couple and a \$50.00 fee for the Sextons to clean the sanctuary.

All fees are to be **paid by one check made out to: *St. Timothy's Episcopal Church* and on the memo line write the two last names of the couple. Along with the marriage license, the check is to be given to the rector at the Wedding Rehearsal.**

Fees/Honorarium

Use of Church	\$0.00
Rector's Honorarium contribution <i>Rector's Discretionary Fund</i>	\$400.00
Deacon's Honorarium contribution <i>Deacon's Discretionary Fund</i>	\$100.00
Altar Guild	\$0.00
Altar Flowers	\$0.00 - \$25.00
Organist	\$250.00
Organist (if additional 1 hr. rehearsals are needed)	(\$100.00)
Sexton	\$50.00

Music Resources

Since the available music that is suitable for the Sacrament of Marriage is so extensive, the list given here is of compositions that enhance and emphasize the joy of the Celebration. The couple is encouraged to make an appointment with the church organist so that selections can be heard and decisions about the music be made as early in the planning process as possible.

PRELUDES	Jesu, Joy of Man's Desiring	J.S. Bach
	Canon in D Major	J. Pachelbel
	Aria in F Major	G.F. Handel
	Air for the G String	J.S. Bach
	Alleghretto – from <i>Four Seasons</i> (“Spring”)	A. Vivaldi
TRUMPET TUNES	Prince of Denmark's March (Trumpet Voluntary)	J. Clarke
	Trumpet Tune (Martial Air)	H. Purcell
	Trumpet March	J.B. Lully
	Rondeau (Festival Fanfare)	J.J. Mouret
	Festival Te Deum	M.A. Charpentier
MARCHES	Rigaudon	A. Campra
	Festival March	G.F. Handel
	Postlude in G Major	G.F. Handel
RECESSIONALS	Trumpet Voluntary	J. Stanley
	Allegro Maestoso (“Hornpipe”)	G.F. Handel
	Psalm XIX	B. Marcello
	Allegro Pomposo	Roseingrave
	Processional of Joy	Beethoven/Hopson
POSTLUDES	La Rejouissance	G.F. Handel
	Organ Symphony V-Toccat	C.M. Widor
	Organ Symphony I-Finale	L. Vierne

End Notes

St. Timothy's is not responsible for deliveries or storage of any property, item, or material goods damaged or left in the facility. Any physical damage to the church or its property resulting from the wedding activities is the responsibility of the wedding couple.

Exceptions to any of the above stated customary guidelines are at the discretion of the rector.

Rector: The Rev. Rebecca Ferrell Nickel cell: 317.650.9728 rjfnickel@gmail.com

Office Administrator: Dee Phillips church: 317.784.6925 sttimothy.indy@gmail.com

- Dee with communicate with the church sextons, Bill and Betty Hess

Altar Guild: Carolyn Williams cell: 317.459.7784 home: 317.736.8080
hopewell1859@centurylink.net

Organist: Travis Person cell: 317.292.6573