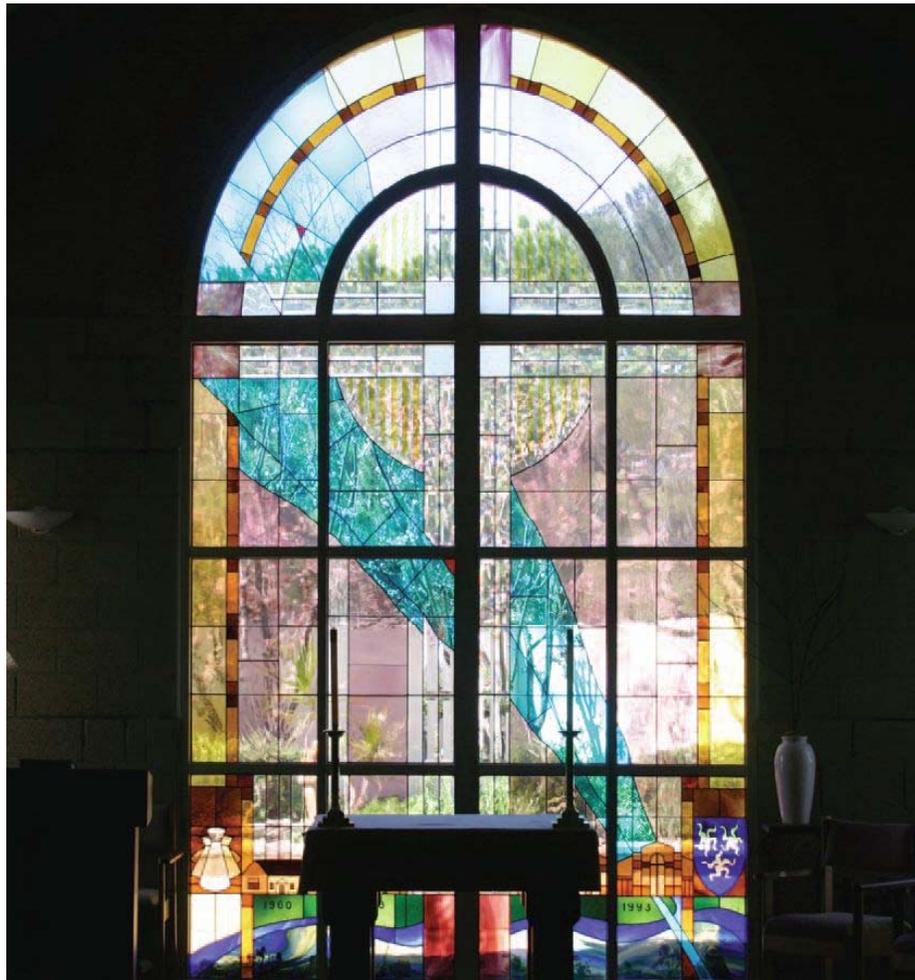


Your Wedding at St. Wilfrid's

**The Episcopal Church in Huntington Beach
St. Wilfrid of York
18631 Chapel Lane
Huntington Beach CA 92646
(714) 962-7512**



Welcome!

We are delighted that you have asked to have your wedding at St. Wilfrid's, and we want it to be a beautiful and joyous occasion. All weddings at St. Wilfrid's are done in the context of Christian worship. We assume that, by requesting to have your wedding here, you share these convictions. Our utmost concern is that your wedding and its preparation be a time for spiritual growth for you both.

Because personal preferences and feelings come to the surface at the time of a wedding, we have prepared the following pages to help you make your way through St. Wilfrid's wedding policies.

The Episcopal Church is governed by canon law and the rubrics of its Book of Common Prayer. The parameters within which we must live are clearly defined. We hope that you, too, can comfortably live within them, recognizing that they preserve a tradition that enhances the mystery, depth and beauty of the sacrament of matrimony.

ORDER OF PREPARATION

Experience has shown that following these steps as provided here will best assure that your wedding will be all that you want it to be.

1. Read thoroughly all pages of “Your Wedding at St. Wilfrid’s.”
2. No date can be confirmed on the parish calendar until the couple meets with either the Wedding Director or Parish Administrator, and pays the non-refundable deposit. We shall make every effort to assign the priest of your preference to your wedding, but scheduling requirements sometimes prevent us from guaranteeing your choice. At this time, you should also reserve Sacquety Hall if you desire to have your reception at the Church. This is done with the Administrator, who will also reconfirm your wedding date on the church’s calendar.
3. If you are a member of a local Christian community and wish to use our facilities, your own pastor or minister must confirm the completion of premarital counseling with our clergy .
4. Make an appointment with the **Wedding Director**. The Wedding Director will confirm the date and time of your wedding with the clergy and also schedule your rehearsal, normally the evening before the wedding. The Wedding Director will help you plan your wedding according to your wishes and the policies of St. Wilfrid’s. The Parish Administrator will review with you the fees you will owe the Church which you will give to the Wedding Director the night of the rehearsal (see Pg. 11).
5. **The Wedding Director** will give you information on flowers. Discuss any special needs or preferences you have with your Wedding Director at your first meeting. Volunteers from the Wedding Guild and the Altar Guild will arrange the sanctuary and nave for your wedding. They are there “to do the work for you” so that you can be free on your wedding day.

6. Before your wedding, the couple will meet with one of the clergy for pre-marital preparation, usually about four sessions, required by the rules of the Church. It will be helpful to you to have had this preparation completed far in advance of the wedding. The main purpose of the meetings is for the bride and groom to have an opportunity to explore different aspects of their relationship in the context of their desire to live a Godly life. If you live out of town and are active members of an Episcopal Church, the clergy here will help you make special arrangements for the pre-marital counseling with your own priest. Your priest will need to provide a letter to the Rector of St. Wilfrid's indicating you have completed the required preparation.

7. There is a small fee for active members of this parish, i.e. communicants in good standing whose participation in worship and record of financial giving reflects ongoing support in the parish and ongoing involvement in the community. There is a larger fee for non-communicants because pre-marital preparation and the wedding require the time and resources of the clergy.

8. All persons who wish to be married at St. Wilfrid's are asked to attend church on a regular basis before your wedding.

9. Bring your license to the REHEARSAL and give it to the Wedding Director before the rehearsal begins. The best man and maid of honor as well as the bride and groom must sign all relevant documents at the wedding rehearsal.

10. On the day of the wedding, the ushers need to be at the church and ready to seat guests thirty minutes before the service. The Wedding Guild will be available at whatever time you choose to arrive. We have a room in the Church to be used by the groomsmen before the wedding. The bride and her attendants will have a room in the sacristy area. You may arrive dressed for the wedding or dress here.

BASIC INFORMATION

Baptism

The canons (rules) of the Church require that one of the two persons to be married shall be baptized using water and in the name of the Trinity.

Notice

The rules also require a minimum of 90 days notice before a wedding. Several months notice is the norm since pre-marital preparation takes up to four meetings, and the church calendar fills up quickly.

Divorced Persons

In the Episcopal Church, no priest is permitted to preside at the wedding of a divorced person without the consent of the Bishop. A request for permission for re-marriage of a divorced person must be sent by the clergy to the Bishop at least 30 days prior to the wedding. It is a further requirement in our Diocese that we have a copy of any applicable divorce decree that shows its finality at least one year prior to the remarriage

The Date of your Wedding

Weddings are usually scheduled for Saturdays although other days or evenings will be considered. We do not do weddings on Sundays. We schedule only one wedding a day. Because the Christian family is in a special time of self-examination and repentance, it is not customary to celebrate weddings during Advent or Lent.

Whatever the season of the church year, all liturgical designs, arrangements, accoutrements, including literature, should remain intact and in place.

Rites

We use the Book of Common Prayer for weddings, but we allow for variations. We do not allow variations from it in the matter of vows or declaration of consent. If you and or your family are from a tradition which celebrates the Holy Eucharist you may wish to include this in your wedding. The entire service will last approximately 25 minutes, depending on music, prayers and readings chosen. If the Eucharist is celebrated, add 15 minutes.

Guest Clergy

While guest clergy may sometimes officiate, it is a complicated matter. Invitations to guest clergy are usually issued by the Rector of St. Wilfrid's. Please do not issue an invitation to guest clergy until it has been approved by the Rector. As a visible sign of Christian unity, we do allow other Christian congregations to use our facilities if theirs are not adequate. This special arrangement requires a call from your pastor or priest to the Rector as a courtesy. It is assumed that your own clergy will do the pre-marital counseling as well as preside at the wedding. In this case, the Wedding Director will still be in charge of the wedding.

Wedding Director

The Wedding Director, under the direction of the clergy, is in charge of all parts of the ceremony in the Church. She will schedule the Wedding Guild to be present for the rehearsal and the wedding. She will cover all the details of the ceremony itself – number and function of the attendants, when music will occur in the ceremony, where family will sit, facilitate photographer time and any special incidentals which are part of your wedding. Our Wedding Director may also serve as a Wedding Consultant. She will assist you with: photographers and photo opportunities, caterers, video recording, local reception sites, local rehearsal dinner sites and florist.

Altar Guild

The Altar Guild prepares the sanctuary for the wedding. Six pavement torches may be placed in the aisles along with the two seven branched candelabra in the sanctuary.

Respect for the Building

When you have your wedding at St. Wilfrid's, you are not "renting the building". You are entering a community of faith. We consider this to be sacred space and ask that you treat it as such. No smoking is allowed inside Church facilities.

Decorations

All arrangements for decorations must be approved by the Wedding Director.

Flowers

You need to hire your own florist. The flowers decorating the altar are a gift from the bride and groom to the parish to be used for the following Sunday or taken to the ill and shut in.

Size of Chapel/Church

The Chapel is appropriate for smaller weddings, and it seats 70. The Church seats 400.

Music

One of our staff musicians will normally be the organist or pianist for all weddings in the parish. They offer a wide variety of music including traditional organ music, piano, electronic orchestra, and guitar arrangements. Additional instrumentalists and vocalists may perform under the direction and authority of the St. Wilfrid's staff musician. Music selection is done with the Wedding Director, who then works with the staff musician.

Photographs

We suggest that you have most of your pictures taken before the service. This helps you arrive at the reception in a timely manner. We have beautiful grounds with lots of attractive settings for photographs.

Because they are so distracting, **no flash pictures are permitted inside the Church during the wedding.** The professional photographer may take time exposures from the rear of the church providing that they are done unobtrusively, not taken during prayers, and limited to as few as possible. Pictures may be taken in the Church after all guests have left, but we encourage you to direct your photographer to take as many pictures before the wedding as possible. Please explain these regulations to your photographer in advance. He/she may speak to the Wedding Director directly if there are questions. Video taping of the service is permitted. The Wedding Director will instruct the Videographer on the day of the wedding.

The wedding party exits into the chapel while the guests exit the Church. You will then be able to take your pictures as soon as the Church is cleared and be off to your reception without delaying your guests too long. After the ceremony, photos involving the clergy should be taken first.

Rehearsal

The rehearsal is normally held on the evening before the day of the wedding. It takes about one hour. Please keep this in mind when scheduling your rehearsal dinner. You are responsible for having your wedding party at the rehearsal on time. The rehearsal is under the direction of the Wedding Director. Outside wedding consultants are not allowed to participate in the wedding rehearsal or the wedding.

Alcohol at Rehearsal or Wedding

It is inappropriate for anyone to come to the rehearsal or wedding intoxicated. The clergy reserve the right to refuse to perform the ceremony if the participants are intoxicated.

Receptions at the Church

Our parish hall (Sacquety Hall) may be used for wedding receptions depending on availability. Reservations are made through the Administrator. There is a non-refundable \$100 deposit to reserve the Parish Hall for a reception. It is our policy to have our buildings available for use, but we are not in the “rental business”. We ask you to consider the following rules if you are having a reception here.

Functions must end by 10:00 p.m.

Music cannot be played outdoors or at high volume as we abut a residential neighborhood.

Caterers must make arrangements with the Administrator well in advance of the date. You have reserved the Hall only for the reception—set up time must be arranged through the Administrator. There is a large kitchen off the Hall with two large refrigerators and a large freezer.

You may serve beer or wine or champagne at the reception. The Episcopal Church requires that you also serve appealing non-alcoholic alternatives.

You are in charge of arranging for clean-up. The Hall and kitchen will be used by the Church the next morning and should be left as it is found.

Rice, confetti, bubbles, flower petals and birdseed etc.

Sorry, nothing is permitted that might cause a slipping hazard in the church or on the parish grounds. You might check with your reception facility.

Fees

All fees due the church must be given to the Wedding Director the night of the rehearsal. The Rector has authority to reduce fees for communicants in the case of financial hardship. Fees to be paid to individuals [clergy, organist, musicians and Wedding Director] should be by check, made out to them, and given to the Wedding Director.

Clergy Honorarium

Clergy do not charge for performing wedding ceremonies. However, wedding participants, communicant and non-communicant, usually wish to express their gratitude by giving the performing priest an honorarium. The Wedding Director can suggest an appropriate amount.

Fees for Members [attending and givers of record]

Organist	\$ 200
Wedding Director	\$ 200
Pre-Marital Inventory	\$ 35
Acolyte	\$ 25
Sound support	\$ 50
Clergy honorarium	Suggested
Refundable key deposit*	\$ 200

Fees for Non-Members

Fee for Church	\$ 750
Organist	\$ 200
Wedding Director	\$ 200
Pre-marital Preparation Inventory	\$ 35
Acolyte	\$ 25
Sound Support	\$ 50
Clergy Honorarium (suggest)	\$ 200
Non-refundable deposit*	\$ 150
Refundable key deposit*	\$ 200

Parish Hall

Reception in Parish Hall	\$ 500
- Member fee	\$ 250
Cleaning fee	\$ 100
Non-refundable deposit*	\$ 100

Refundable key deposit of \$200 for any event that requires a key to open-up and lock-up.

*Non-refundable deposits required to hold a date are applied towards the fees for the event but are not refunded if the date is cancelled.

Revised 1/11/2011