



ST. ANDREW'S  
EPISCOPAL CHURCH

W edding  
Planning  
and Guidelines



# St. Andrew's Episcopal Church Staff

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# Forward

Marriage is one of the most important commitments we make in life. We at St. Andrew's Church are delighted that you wish to express that commitment in our beautiful building. We want to assure you that we shall do whatever we can to assist you in your preparations. Because marriage in the Episcopal Church is a sacrament, there are certain requirements which are set forth in the Canons of the Church. In addition, this parish has its own guidelines for weddings held here. While all inquiries regarding marriage are invited, priority is given to members of this parish.

Christian marriage is a solemn covenant between two people entered into in the presence of God and lived in the support of the Christian community. The actual service is an act of corporate worship from *The Book of Common Prayer* and it is not a creation of the wedding couple. The final determination of the form and content of a marriage service is the responsibility of the clergy who will assist and guide you in this process.

By Episcopal Canon Law, it is within the discretion of any clergy of this church to decline to solemnize any marriage. (Canon 17, Sec. 4) In addition, St. Andrew's asks the wedding couple and

their families to observe the customs, traditions and policies that serve as guidelines for all weddings performed here.

Before your wedding date can be guaranteed at St. Andrew's, you need to speak with a member of the clergy staff. The priest will check the church calendar to see if your prospective date and time are available, and will also let you know whether he or she is available to officiate at the wedding on the date. Early planning is encouraged.

In the Episcopal Church, couples preparing for marriage are asked to receive pre-marital counseling. The clergy will help you make arrangements for the counseling. Additionally, the wedding couple should meet with the priest to complete the Application Form long before the planned ceremony. At least one of the individuals being married must be a baptized Christian at the time of the application, and the marital status of both must be ascertained. Divorced persons are required to obtain permission from the Bishop of Massachusetts before being remarried in the Church. The priest can guide you through this process.



# Wedding Guidelines

## **Appropriate Times of the Year to Be Married**

Unless there is a need for a “pastoral exception,” marriages are not scheduled for New Year’s, Ash Wednesday, any time during lent or Holy Week, Easter Day, Thanksgiving Day or weekend, Christmas Eve or Christmas Day. (These dates vary year to year). In addition, there may be scheduled activities at St. Andrew’s that will take precedence.

## **Setting the Date**

Church Canons require that the wedding couple give at least thirty days’ notice of their intention to be married. We at St. Andrew’s recommend six months. Please speak to one of our clergy as soon as possible as you cannot assume that the church and/or clergy will be available for the date you have in mind. Therefore, neither the wedding date nor any arrangements should be set prior to a scheduled consultation with one of the clergy.

## **Pastoral Counseling**

The Episcopal Church requires that clergy counsel the wedding couple prior to marriage. This is taken seriously at St. Andrew’s and the wedding couple is asked to meet with the clergy for at least three sessions. The focus will be the couple’s relationship with one another, their communication, preparedness for marriage, and the meaning of the

theology and sacrament of Holy Matrimony.

## **The Ceremony**

The most beautiful marriage liturgy in the English language is to be found in *The Book of Common Prayer*. This is the only liturgy we use. Since our service identifies the ring(s) as the physical symbol for the sacrament of marriage, competing symbols (unity candles, etc.) are discouraged. There are a number of choices to be made regarding the prayers, scripture reading and hymns; the wedding couple will be actively involved in making decisions with the priest who officiates at their wedding.

## **Holy Communion**

You are encouraged to include Holy Communion as part of your wedding service. The rector will be responsible for inviting those in attendance to the altar to receive the sacraments at the appropriate time during the ceremony. In the Episcopal Church, all baptized Christians are invited to receive Communion and we do not allow reception to be restricted to the Wedding Party.

## **Wedding Kneeler**

St. Andrew’s has a beautiful needlepoint Wedding Kneeler as well as a cream kneeler that is available for your use during the ceremony and for your rehearsal.

## **Other Clergy**

All marriages at St. Andrew's must have one of the St. Andrew's clergy as the chief celebrant. However, if the wedding couple wishes that another priest or minister take part in the service, the rector must first be consulted. He will then invite the other clergy, as he deems appropriate, and assign parts of the service accordingly. On occasion we do allow another Episcopal priest to perform the ceremony, but permission must be obtained first from the rector of St. Andrew's. In all cases, an Episcopal priest must preside over weddings in the Episcopal Church.

## **The Rehearsal**

The wedding rehearsal is usually held the afternoon or evening before the wedding and lasts at least an hour depending upon the size of the wedding party. Rehearsals are scheduled in consultation with the priest who will officiate at your wedding. All members of the wedding party should attend (the wedding couple, all attendants, ushers, readers, parents of the wedding couple.) The priest, who is responsible for your wedding, is in charge of the rehearsal. A valid Massachusetts marriage license must be obtained by the wedding couple. The wedding couple is required to bring the marriage license to the rehearsal. The signing of the license and church documents is part of the wedding ceremony. You will be instructed about this during your pastoral counseling and at the rehearsal. At the time of the rehearsal you will decide which

members of the family you wish seated in special places, and which usher will seat the mothers of the wedding couple. It is extremely important for all parties to be on time for both the rehearsal and the wedding ceremony.

## **Ushers**

Wedding couples are strongly urged to designate ushers to welcome your invited guests, assist in the seating of guests and the families of the wedding couple, and the distribution of service programs if you choose to have one. On the day of the wedding, ushers should arrive one hour before the service begins to get their boutonnieres and begin seating guests.

## **Service Programs**

The Parish Administrator will print a wedding service program for an additional fee if one is desired. The wedding couple will provide the church office with the number of expected guests if an in-house program is to be printed. A program may be printed elsewhere at the wedding couple's expense. However, the contents and order of service must first be approved by the rector or officiating priest.

## **Attendance**

If you are expecting a large attendance and desire police assistance for traffic control, please call the Wellesley Police Department at 781-235-1212.

## **Policies of this Parish**



Rice, birdseed, confetti, rose petals, bubbles, etc are not permitted anywhere inside the church buildings or on the grounds. Please keep this in mind if the Parish Hall is used for the reception. The receiving line and wedding guest book

should be located at the reception. Placing them in the church creates problems for the ushers and often leads to a "logjam" just before or after the ceremony. Thank you for respecting these specific policies of our Parish.

# The Church Building

Seating capacity of the church is limited to 400 which includes both the main aisle and the transept. The Chapel, which is separate from the main church, seats 60.

Arrangements can be made for the wedding couple to come to the church early on the day of the wedding to get ready for the ceremony. If the wedding couple wishes to remain separate before the ceremony, St. Andrew's church offers two suitable waiting spaces. One location is the Harvey Room which is located directly above the Parish Hall. This location has a small kitchen and bathroom accessible for the wedding party. Additionally, from this location, part of the wedding couple can be guided by the altar guild attendant under the main church area to the main entrance of the church to begin the ceremony. It is recommended that the wedding party come dressed to the church for the convenience of dressing at home. The Harvey Room will be open and available up to one hour before the service begins.

The other waiting location is the rector's office which is located down the hall from the Harvey Room and has direct access to the sanctuary. Again, the wedding party should come already attired. It is recommended that the wedding party does not arrive more than

a half hour before the service for this location.

The wedding couple should arrange for two friends or relatives not in the wedding party to collect and remove all personal belongings from the various waiting areas. This should take place immediately following the ceremony so that the sexton can secure the building.

The Parish Hall is available for smaller wedding receptions and can accommodate a sit-down reception of up to 70 people. This must be a catered affair. The kitchen can be used for warming and serving caterer-prepared food. A table and seating diagram must be provided to the parish administrator 2 weeks in advance of the reception, to be used by the sexton to set up the room. Receptions must end by 8:00 p.m. so that the sexton can set up the room for use on the next day and secure the building. Please consult the parish administrator for use of alcohol in the Parish Hall.

## The Altar Guild

Two or three St. Andrew's altar guild members will be assigned to your wedding. Their job is to assist the rector at your rehearsal as well as on the day of your wedding. These people will be available to assist you and answer any questions as needed. Following the ceremony and indoor picture taking,

they will ready the church for the Sunday service and secure the building.

### **The Church Sexton**

The services of the church sexton are a necessary part of weddings at St. Andrew's; he will open the church buildings, ready the sanctuary, prepare

the Parish Hall if needed and will clean and close the church buildings when the wedding is over. Additionally if you are having an evening wedding and wish to have aisle standards, the sexton along with the altar guild member will be responsible for installing and removing them before the next Sunday service.

# Music at Your Wedding

Music at St. Andrew's Church is arranged through the organist. In order that the music may be of the finest quality possible, you should discuss the choice of music with the organist well in advance. In order to allow adequate preparation time, please meet with the organist at least one month prior to the wedding for the simplest ceremonies and sooner if soloists, other instrumentalists or unusual requests will be involved. As soon as the rector has officially scheduled your wedding, please contact the organist.

The St. Andrew's organist plays at all weddings held in the church. Any exceptions to this must be made with the consent of the rector and the organist. In the event that another organist is permitted to play the service, musical selections arranged with the guest organist are to be reviewed and approved in advance by the St. Andrew's organist.

If you wish to include additional singers or instrumentalists in the wedding ceremony, the organist can help in locating these musicians. These individuals and their musical selections are arranged in consultation with the organist. The fees for guest musicians are to be negotiated by the wedding couple and paid to them directly. Keep in mind that inclusion of additional musicians requires rehearsal and preparation time,

and may incur additional fees. While additional musicians can be used to great effect in a wedding, make necessary arrangements with the organist and with additional musicians well in advance.

## **Selection of Music**

The music for your wedding must be tailored specifically to your ceremony and to our church building to be successful. It is also important to distinguish between the music required for a service of worship and the reception or party that follows. Secular love songs are no more appropriate to your wedding ceremony than Gregorian chant is to your reception.

## **Prelude Music**

This music, which is played as your guests enter the church but before the ceremony begins, usually last up to 20 minutes. If you have particular requests appropriate to the occasion, they can usually be incorporated; but, in general, you should plan to leave the selection of prelude music to the organist. Prelude music often has to be adjusted the day of the wedding depending on distances guests must travel, weather conditions and unforeseen last minute delays.

## **Processional Music**

This music, which is played as the wedding party enters the church, requires some thought on the part of the wedding couple. In a building the size of

St. Andrew's, it is typical for the attendants and ushers to process to one piece and the wedding couple to another. The organist is happy to help in the selection and length of the pieces.

## **Hymns**

While hymns are not required by the wedding liturgy, singing one or two hymns is typical. The rector or the organist can guide you in the selection of hymns that have texts suitable to the ceremony and that will be comfortable for your guests. Hymns should be selected from the *Episcopal Church's Hymnal 1982*. Hymns from other sources may be used, with the expressed approval of the rector, but they require reprinting of the text and tune. If you wish to use a hymn from another source, consult with the organist to ensure that the Church's reprint license covers the specific hymn you may have selected without violating Federal copyright law.

## **Vocal Music**

Vocal solos may be included as part of the prelude music, between readings in all ceremonies, and during the Offertory or the Communion of the People if your wedding includes a Eucharist. Texts for solos must be taken

from *The Book Of Common Prayer*, from an authorized hymnal of the Episcopal Church, from Holy Scripture, or be congruent with them. The organist will consult with a guest soloist to ensure an appropriate selection.

## **Recessional Music**

This music will accompany the departure of the wedding party and guests from the church. The organist is happy to help select an appropriate and upbeat selection for you.

## **Other Music Details**

Music that is not in the organist's current repertoire may be requested, but the wedding couple is responsible for delivering the music to the parish office soon enough to allow adequate preparation time. Photocopies of copyrighted materials are not permitted. Please keep in mind that recorded music is also governed by Federal copyright laws, and licensing requirements do not make the use of recorded music feasible for St. Andrew's. The organist does not typically attend the rehearsal. That rehearsal is for logistical purposes for the wedding party. Music for your wedding is timed to the moment and not rehearsal run-through.

# Flowers at Your Wedding

St. Andrew's Church is a beautiful worship space, and little in the way of extra adornments is necessary. It is the recommendation of The flower guild that the two main candles on the altar may be supplemented with either two 15"x24" arrangements (with Communion) or one large arrangement of 2'x3' wide without Communion.

Altar flowers customarily remain for the following Sunday services. A notation will appear in the Sunday service bulletin that the flowers are given to the Glory of God in thanksgiving for your marriage. However, if you choose to take the flowers to your reception, you must advise the church so that the flower guild will have ready flowers for the following Sunday service.

Decorations may be used for the pews, but may not be affixed with nails, tacks or any hardware that will leave a mark on the wood.

The church will provide two altar candles. You may request additional candles to be placed in aisle standards (along center aisle) and/or the wall sconces for a fee. This is only advised for evening weddings.

A representative from St. Andrew's Flower Guild would be happy to discuss the use of flowers on the altar with you and/or your florist. Additionally, some of our flower guild members have their own in-house businesses and would be happy to provide the flowers for you at a negotiable rate.

Additionally, your florist is welcome to visit the church prior to the wedding during business hours. This appointment can be made through the parish administrator.

Flowers for the altar should be delivered to the church at least two hours before the service begins. Notification of arrival of the flowers should be made with the altar guild members and/or sexton at the rehearsal at the latest, so that the church is open. Other wedding flowers, corsages, boutonnieres, etc. should be delivered at this time or one hour before the ceremony at the latest. Additional wedding flowers may be placed in other appropriate areas of the church with the guidance of the altar guild member.

# Pictures at Your Wedding

While St. Andrew's Church is sensitive to your desire to preserve this important moment in your lives, it is also concerned that the dignity and reverence of the marriage ceremony be maintained, and that the worship experience of those attending the ceremony not be compromised. The cooperation of the wedding couple and the entire wedding party is sought and appreciated.

Photographers should be instructed that NO flash photography is permitted during the wedding ceremony itself.

Pictures may be taken with natural light. Flash pictures may be taken only during the procession at the beginning of the service, and at the end. All photographers should check in with the priest officiating at the wedding before the ceremony begins. After the service, fifteen minutes can be set aside for formal poses in the church.

Ushers are asked to kindly remind guests at the door to refrain from taking any photos especially flash, during the ceremony.

# Fees for Weddings at St. Andrew's

*Off-site wedding location fees need further negotiation.*

## For Active Communicants of St. Andrew's (Pledging Members or Members of Their Family)

Church .....	No Charge
Chapel .....	No Charge
Clergy Honorarium .....	\$600
Organist .....	\$350 (not at rehearsal)
.....	\$450 (present at rehearsal)
Sexton .....	\$200
Extra Candles .....	\$100 aisle standards (total of 12)
.....	\$100 wall sconces
Use of Parish Hall .....	No charge
Service Programs .....	\$100
Pew Bows .....	\$50

## For Non-Members of St. Andrew's

Church .....	\$300
Chapel .....	\$200
Clergy Honorarium .....	\$1,000
Organist .....	\$350 (not at rehearsal)
.....	\$450 (present at rehearsal)
Sexton .....	\$200
Extra Candles .....	\$100 aisle standards (total of 12)
.....	\$100 wall sconces
Use of Parish Hall .....	\$300 (includes additional Sexton Fee)
Service Programs .....	\$200
Pew Bows .....	\$50

*The church, chapel, candles, parish hall and pew bow checks are all made out to St. Andrew's. All other checks are made out to individuals whose names will be provided to you by the clergy. All checks are due to the Church Office two weeks prior to the ceremony.*



# St. Andrew's Holy Matrimony

79 Denton Rd., Wellesley, MA 02482

• 781-235-7310 • [adrian@standrewswellesley.org](mailto:adrian@standrewswellesley.org)

Date of Application \_\_\_\_\_

Spouse 1 Full Name \_\_\_\_\_

Maiden Name \_\_\_\_\_

Single, Divorced or Widower (circle one)

Number of This Marriage \_\_\_\_\_

Permanent Residence \_\_\_\_\_

\_\_\_\_\_

Home phone \_\_\_\_\_

Cell phone \_\_\_\_\_

Email \_\_\_\_\_

Date of Birth \_\_\_\_\_

Birth Place City, State \_\_\_\_\_

Baptized \_\_\_\_\_

In What Denomination \_\_\_\_\_

Confirmed \_\_\_\_\_

In What Denomination \_\_\_\_\_

Communicant \_\_\_\_\_

In What Denomination \_\_\_\_\_

Parent 1's Full Name (maiden name)

\_\_\_\_\_

Parent 2's Full Name (maiden name)

\_\_\_\_\_

Parents' mailing address \_\_\_\_\_

\_\_\_\_\_

Witness 1's Full Name (maiden name)

\_\_\_\_\_

Witness mailing address \_\_\_\_\_

\_\_\_\_\_

Witness 2's Full Name (maiden name)

\_\_\_\_\_

Witness mailing address \_\_\_\_\_

\_\_\_\_\_

Date & time of Ceremony \_\_\_\_\_

Officiant \_\_\_\_\_

Spouse 2 Full Name \_\_\_\_\_

Maiden Name \_\_\_\_\_

Single, Divorced or Widower (circle one)

Number of This Marriage \_\_\_\_\_

Permanent Residence \_\_\_\_\_

\_\_\_\_\_

Home phone \_\_\_\_\_

Cell phone \_\_\_\_\_

Email \_\_\_\_\_

Date of Birth \_\_\_\_\_

Birth Place City, State \_\_\_\_\_

Baptized \_\_\_\_\_

In What Denomination \_\_\_\_\_

Confirmed \_\_\_\_\_

In What Denomination \_\_\_\_\_

Communicant \_\_\_\_\_

In What Denomination \_\_\_\_\_

Parent 1's Full Name (maiden name)

\_\_\_\_\_

Parent 2's Full Name (maiden name)

\_\_\_\_\_

Parents' mailing address \_\_\_\_\_

\_\_\_\_\_

Witness 1's Full Name (maiden name)

\_\_\_\_\_

Witness mailing address \_\_\_\_\_

\_\_\_\_\_

Witness 2's Full Name (maiden name)

\_\_\_\_\_

Witness mailing address \_\_\_\_\_

\_\_\_\_\_



# St. Andrew's Wedding Details

Wedding Coordinator: Mrs. Linda Reineman,  
Cell Phone 781/258-0288 [reineman@comcast.net](mailto:reineman@comcast.net)  
(To Be Completed 3 to 6 months Prior to Your Wedding)

Spouse 1 Full Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mother's Name and phone number: \_\_\_\_\_

Arrival Time the Day of the Wedding: \_\_\_\_\_

Spouse 2 Full Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mother's Name and phone number: \_\_\_\_\_

Arrival Time the Day of the Wedding: \_\_\_\_\_

Date & time of Ceremony: \_\_\_\_\_

Will there be Communion: YES or NO

Rehearsal Date & Time: \_\_\_\_\_

Number in Wedding Party: \_\_\_\_\_ Attendants: \_\_\_\_\_ Ushers: \_\_\_\_\_

Number of guests expected at the church: \_\_\_\_\_

Do you want aisle standards (fee \$100): YES or NO

Do you want wall sconces (fee \$100): YES or NO

Florist's Name and Contact Name: \_\_\_\_\_

Florist's Phone Number: \_\_\_\_\_

Will the Altar Flowers be left at the church after the wedding? \_\_\_\_\_

*(Note: with Communion, 2 arrangements 15"H x 24"W; otherwise one 2'H x 3'W)*

Photographer's Name and phone: \_\_\_\_\_

Will there be photographs in the church after the service? (15 min max)

YES or NO

Will the Harvey Room be used for the wedding party prior to the service?

YES or NO

Will the Rector's Office be used for the wedding party prior to the service?

YES or NO

Special Instructions:



Officiate: \_\_\_\_\_

St. Andrew's Church Altar Guild Support (completed by Coordinator)

Hanging Changes:

1. \_\_\_\_\_

2. \_\_\_\_\_

Rehearsal: \_\_\_\_\_

Wedding: \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

*If Communion*

**Wedding Coordinator: Mrs. Linda Reineman,**

Cell Phone 781/258-0288 [reineman@comcast.net](mailto:reineman@comcast.net)





**ST. ANDREW'S**  
**EPISCOPAL CHURCH**

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