

Wedding Handbook



Saint Michael and All Angels
Episcopal Church

Welcome!

We are honored that you are choosing to be married at Saint Michael and All Angels Episcopal Church. The clergy, staff, and Wedding Guild want you to know we are looking forward to sharing this joyful experience with you.

This booklet has been prepared to assist you with planning your wedding at Saint Michael. The guidelines are based on *The Book of Common Prayer (BCP)*, and on the customs of our church. They are designed to offer information as outlined by the Constitution and Canons of The Episcopal Church.

At Saint Michael, the rector is always the final authority on any question you may have concerning your wedding service. All weddings at Saint Michael follow the service called *The Celebration and Blessing of a Marriage*, which is found on pages 423-431 of *The BCP*. You will receive a booklet with the wedding service when you have your initial wedding consultation meeting with the Assistant for Worship and Liturgy.

Please do not make any plans until you have received permission from the Associate for Worship and Liturgy to proceed with your ceremony at Saint Michael. *Selection of a wedding date will become final only with the approval of the clergy member designated to officiate at your wedding.*

WEDDING PREPARATIONS TIMELINE

Contact Dianne Boyd, *Assistant for Worship and Liturgy*, at least 6 months before your intended wedding date regarding the completion of the *Reserve Your Date* form and setting up an initial wedding consultation meeting. Your wedding goes on the Saint Michael calendar only with the approval of the Associate for Worship and Liturgy and the payment of the Facility Use Fee.

Until this is completed do not announce or print wedding details such as save the date cards or invitations.

PRIOR TO THE WEDDING...

- 6+ MONTHS:** Contact Dianne Boyd, dboyd@saintmichael.org
- 6+ MONTHS:** Consult with a Saint Michael priest
- 60 DAYS:** Schedule a meeting to discuss service music with Jonathan Ryan, *Director of Music*. jryan@saintmichael.org
- 4-6 WEEKS:** Respond to the Wedding Guild Directress letter
- 30+ DAYS:** Work with the priest to complete the planning of wedding service details. If you are preparing a wedding bulletin, a copy must be approved by the priest at least 30 days before the wedding
- 30+ DAYS:** Work with the priest to complete pre-marital counseling, or arrange with the priest to have your counseling completed elsewhere
- 30 DAYS:** All fees are to be paid
- 30 DAYS:** All vendor contact information submitted to Dianne Boyd
- 3+ DAYS:** Turn in the marriage license to Dianne Boyd, *Assistant for Worship and Liturgy*

*M*ARRYING AT SAINT MICHAEL AND ALL ANGELS: F.A.Q.s

WHAT DOES IT MEAN TO BE A MEMBER AT SAINT MICHAEL?

To be a member of Saint Michael, you, your parents, or grandparents, must be an active member in good standing, which means baptized, confirmed in the Episcopal Church, participating in stewardship by maintaining a pledge, and attending Church services at Saint Michael on a regular basis for at least one year at the time of scheduling the wedding.

WHAT DOES IT MEAN TO BE A NON-MEMBER OF SAINT MICHAEL?

Non-members are persons who do not attend Saint Michael or who have been official members for less than a year at the time of scheduling. Persons who have no record of giving are considered non-members.

MAY NON-MEMBERS GET MARRIED AT SAINT MICHAEL?

At least one of the couple must be a baptized Christian. People who live in the area but are not members of Saint Michael can be married at Saint Michael if our schedule permits. Non-members may not schedule a wedding more than 8 months in advance. We do not schedule weddings for non-members during the month of December. If the couple does not have a faith community, they are encouraged to share actively in our worship and parish life for six months or more before the wedding. They must complete the pre-marital counseling sessions provided by Saint Michael or make arrangements for private counseling with the presiding priest. All weddings at Saint Michael must follow the Episcopal wedding liturgy.

WHAT ABOUT PEOPLE WHO DO NOT LIVE IN THE AREA?

People who live out of town but wish to be married in Dallas can be married at Saint Michael if our schedule permits. If the couple does not reside in Dallas they may complete pre-marital counseling with clergy where they reside.



WHAT ABOUT PEOPLE PREVIOUSLY MARRIED?

The policies of Saint Michael and the Diocese of Dallas for the solemnization of marriage following divorce, consistent with the canons of the Episcopal Church, are based on two Christian truths. First, marriage is a lifelong union, instituted by God, signifying the union between Christ and the Church. Second, God gives hope where there is despair, and brings healing to our brokenness. When a marriage has died, new life can spring forth.

If there has been a divorce of one or both parties intending to be married, a petition to the Bishop of the Diocese of Dallas must be made for permission to marry. When this consent is requested, application also may be made to the Bishop for a judgment of dissolution or nullity (i.e. an annulment – see next question for more information) regarding the previous marriage. This upholds the Church's teaching both that marriage is for life and also the pastoral responsibility to ensure that divorced persons fully comprehend the reasons for the failure of the first marriage. More than half of second marriages end in divorce, often because of unresolved issues present in the previous marriage. This process requires interviews with officiating clergy.

Our desire is to assist you in building a strong marriage after the death of your prior one. Experience has taught us that after a divorce, time is necessary for healing, for learning, and for forgiveness. We also seek to help you resolve any issues left over from a prior marriage and keep commitments (e.g., child support) that remain from that marriage. The Church requires that at least one year has elapsed between the final decree of divorce and the wedding.

The Bishop will not ordinarily give permission for third and subsequent marriages. When such permission is given, however, at least two years will have passed since the final decree of the most recent divorce. In addition, the Church requires that you seek professional help to assure that you are ready for a new commitment.

We further expect that at least one of the couple must have been an active member of Saint Michael for at least one year prior to the petition. Any children from the former marriage must be properly cared for and provided for, and all matters of property and custody must be settled.

WHAT IS AN ANNULMENT?

An ecclesiastical annulment is a declaration that no marriage occurred in the eyes of the Church. Such a judgment, made by the Bishop of the diocese, is based on an investigation into the conditions of the marriage with respect to the following:

- a. INTENT - one or both parties were incapable of forming the intent to establish a Christian union
- b. FORM - the rite used did not intend a Christian marriage and was inconsistent with the Christian understanding of marriage
- c. MINISTER - the person solemnizing the vows of marriage was not competent to do so, either by civil or ecclesiastical authority
- d. SUBJECT(S) - one party misrepresented his or her true identity, or otherwise deceived the other party
- e. MATTER - the parties never consummated the union

An ecclesiastical judgment of nullity is not based on a merely legal or mechanical assessment. Rather, it is based on a serious pastoral assessment of the whole circumstance surrounding the marriage. Nonetheless, judgments of nullity by a civil court would likely meet the grounds for an ecclesiastical annulment.

Communicants whose marriage has been dissolved or declared null may obtain letters assuring them of their continued good standing, on request; provided that such persons are not at the same time applying for permission to be remarried. It must be made clear to the party/parties making this petition that such a judgment in no way affects the legal validity of the marriage (in the eyes of civil authority), or the legal status of their children.

SETTING THE DATE

As soon as you know your desired wedding date, it is advisable to visit our website at saintmichael.org/weddings to complete the *Reserve Your Date* form. You must make an appointment and meet with one of our priests before any other plans are finalized. It is important for both the bride-to-be and the groom-to-be to be present at that meeting. No arrangements, which involve the church, church facilities, or the priest who will perform the ceremony, are to be announced until the clergy's approval has been received. Until this is completed do not announce or print wedding details (save the date cards or invitations.)

Episcopal Church law requires at least a 30-day notice before a wedding takes place. Beyond that, there must be time for premarital counseling, so it is important to call the church office as early as possible to begin discussing marriage and wedding plans. A six-month to one-year period is ideal. If either party has experienced a divorce, permission must be obtained from the Bishop of the Diocese of Dallas no later than 60 days prior to the wedding date. This entails additional paperwork and additional time. In this situation, several months before the anticipated wedding date must be allowed.

At Saint Michael, weddings are not permitted during holiday weekends or the season of Lent, including Holy Week. No more than two weddings may be scheduled on one day and there must be at least four hours between the start times of each wedding. Beginning in Advent until The Epiphany (late November until Jan 6) the church and chapel may have an Advent Wreath, Christmas trees, and a crèche in place. These liturgical furnishings of the Church will not be removed to accommodate weddings and floral arrangements.



*P*REMARITAL COUNSELING

At Saint Michael we feel it to be enormously important to offer a significant opportunity, to those getting married, to lay the groundwork for their life together as husband and wife. The “Christian Marriage” course includes:

- I. *Marriage: Covenant, Christ, & Community*
- II. *The Role of Power & Influence*
- III. *Creating your Vision of Marriage*
- IV. *Generosity & Money in Marriage*

Classes are at 10 a.m.

Attendance at four Sunday morning premarital classes is required:

2020

JAN 12, 19, 26 & FEB 2 10 – 11 a.m., Chapel Conference Room (CCR)

APR 5, 12, 19, 26 10 – 11 a.m., CCR

SEPT 6, 13, 20, 27 10 – 11 a.m., CCR

Private counseling with Dr. Saleem Ateek

One 2-hour session which will include taking the FOCUSS inventory

One 1-hour session which will include going over the findings of the FOCUSS Inventory.

There will be a fee of \$350 for the private counseling sessions. *This fee will be due at the first session with Dr. Ateek. Address: 5949 Sherry Ln Ste 125, Dallas, TX 75225 Phone: (214) 691-3882*

*P*LANNING THE CEREMONY

All wedding ceremonies at Saint Michael are done in accordance with *The Book of Common Prayer*. However, within the prayer book framework, there is room for some creativity and there are many choices to be made. These choices should be discussed with the presiding clergy and be well thought out before the rehearsal, including the decision to include or omit the sacrament of Holy Eucharist.



SEATING CAPACITY

Seating capacity of the Church is **650**

Seating capacity of the Saint Michael Chapel is **175**

Seating capacity of the Bishop Moore Chapel is **50**

RESTRICTIONS

- The use of rice, confetti, birdseed, bubbles, sparklers, etc. after the service is strictly prohibited.
- Dropping of flower petals (real or artificial) by a flower girl/boy is strictly prohibited.
- Theme weddings (i.e. Medieval, Elizabethan, Antebellum, etc.) and/or costumes are not permitted to be worn by anyone participating in the wedding service under any circumstances.
- Pets/animals are strictly prohibited from being in the wedding.
- Smoking is prohibited. Saint Michael is a non-smoking facility.
- Flash photography by wedding guests is strongly discouraged.

MUSIC

The Director of Music (DOM) or Associate Director of Music (ADOM) takes part in planning the musical portion of all Saint Michael weddings. They are happy to provide you with suggestions, some are listed on the next page. Since the wedding is a church service, the DOM or ADOM have final approval of all musical selections as the music should be appropriate for Episcopal worship.

Unless the couple choose to not have music or have music that does not use an organ, a staff organist plays for all weddings. On the rare occasion when a staff organist is not available, the DOM will engage an excellent organist as a substitute.

The couple should contact the DOM as soon as they know they want music for their scheduled wedding so an organist can be assigned to play the wedding. Once the couple has planned the details of the wedding with the



presiding priest, they should contact the assigned organist for the selection of music. This should be done no later than 60 days prior to the wedding.

Saint Michael regularly employs the finest musicians in the Metroplex as vocal soloists and instrumentalists. If the couple wishes to employ a singer, instrumentalist, or group of singers or instrumentalists (such as choir or string quartet), the music department will engage these musicians. *Additional fees will be incurred.* Saint Michael does not allow outside musicians to perform in wedding ceremonies.

All musician fees must be paid 30 days prior to the wedding ceremony.

PROCESSIONAL SELECTIONS

- ♪ “Prince of Denmark’s March” -*Jeremiah Clarke* (*also sometimes called Trumpet Voluntary*)
- ♪ “Canon in D” -*Johann Pachelbel*
- ♪ “Jesu, Joy of Man’s Desiring” -*Johann Sebastian Bach*
- ♪ “Air on the G String” (*from Suite No. 3*) -*Johann Sebastian Bach*
- ♪ “Air” (*from Water Music*) -*George Frideric Handel*
- ♪ “Rondeau” -*Jean-Joseph Mouret*
- ♪ “Trumpet Tune” -*Henry Purcell*

HYMNS

- ♪ #657 “Love divine, all loves excelling”
- ♪ #376 “Joyful, joyful, we adore thee”
- ♪ #362 “Holy, holy, holy, Lord God almighty”
- ♪ #304 “I come with joy to meet my Lord” (*during Holy Eucharist*)

VOCAL SOLOS

- ♪ “Come my way, my truth, my life” -*Ralph Vaughan Williams*
- ♪ “Ave Maria” -*Franz Schubert*
- ♪ “Ave Maria” -*J.S. Bach/arr. Gounod*
- ♪ “Panis Angelicus” -*César Franck* (*if wedding has Holy Eucharist*)

RECESSIONALS

- ♪ “Hornpipe” (from Water Music) -*George Frideric Handel*
- ♪ “Rondeau” -*Jean-Joseph Mouret*
- ♪ “Trumpet Tune” -*Henry Purcell*
- ♪ “Toccata” (from Symphony No. 5) -*Charles Marie Widor*
- ♪ “Final” (from Variations on Veni Creator) -*Maurice Duruflé*

FLOWERS & DECORATIONS

The wedding couple is required to provide altar flowers from a local, professional florist. Saint Michael works closely with *My Secret Garden*, *Dr. Delphinium*, and *The Garden Gate*. It is your florist’s responsibility to contact our Assistant for Worship and Liturgy to discuss flower arrangements.

The church building is open on Saturday mornings by 8 a.m. The altar flowers, bouquets, and all other flowers may be delivered any time before noon (12 p.m.) These flowers should be labeled, “groom,” “usher,” etc. An email address and a cell phone number for your florist *must* be provided in order for the Wedding Guild to contact your florist if a problem arises the day of the wedding.

WEDDINGS IN THE CHURCH: two fresh flower arrangements are needed: Minimum/Maximum size: 4’ x 4’ / 4.5’ x 4.5’

WEDDING IN SAINT MICHAEL CHAPEL: two fresh flower arrangements are needed: Minimum/Maximum size: 3’ x 3’

*If there is another wedding the same day as yours,
you may want to share flowers.*

NOTE: Altar flowers may not be removed from the Church or Chapel after the ceremony under any circumstances, since they are considered to be a “gift to God” in honor of the marriage. Floral gifts are acknowledged in

the upcoming Sunday's worship booklet. These flower arrangements need to last through the 5:30 p.m. Sunday service.

Only living flowers and plants may be used. No synthetic, silk, dried, or any kind of floral substitutes are to be used anywhere in either the church or the chapel.

No objects (unity candles, pictures, displays, etc.) may be placed directly on the altar. Kneelers will be provided in the sanctuary for the bride and groom. Dropping flower petals and using aisle runners are not permitted. Decorations other than altar flowers and pew markers should be cleared with the Assistant for Worship and Liturgy.

*P*RINTED PROGRAMS

Some couples desire to have a printed program for the service. Printed programs are not necessary for a Saint Michael wedding because the presiding priest provides Prayer Book and Hymnal page numbers to the congregation. If you want to prepare a program, the Assistant for Worship and Liturgy will assist you in the planning of it. *It is the responsibility of the wedding party to coordinate the printing of the programs. These programs must be approved at least 30 days in advance* by the priest who will preside at the wedding. Please do not print until the priest has approved the program. Plan to have several more programs than the number of guests you expect to attend.

*P*HOTOGRAPHY

In an effort to preserve the worship experience for the bride and groom and all those who attend the wedding, no photographs, either with or without flashes, may be taken in the Church during the service. PLEASE instruct your family and guests who might be likely to snap pictures during the service. You may want to put this note in your program, if you have one:

"We are honored to have you all as witnesses to our vows and the beginning of our marriage. We invite you to be truly present at our ceremony, and respectfully request that all cameras and phones be turned off. We look forward to sharing our professional photos."

The one exception is a professional photographer who may shoot without flash from the rear of the Church.

Professional photographs may be taken in the church after the wedding has taken place. If the photographer agrees to this, family and friends may be allowed to take their personal photographs at this time. Pictures must be completed 30 minutes after the end of the service.

If pictures are to be taken in the church before the wedding, all photography should be completed at least 30 minutes before the service and be coordinated with the organist and Wedding Guild representatives.

If you wish to have the wedding videoed, your videographer must consult with the priest and organist before the day of the wedding.

For the complete list of photography and videography policies, please download the document from the website: saintmichael.org/weddings

MARRIAGE LICENSE

A marriage license from the state is a prerequisite to the Solemnization of Matrimony. The state of Texas requires both the prospective bride and groom to go to the County Clerk's Office with picture ID and proof of your Social Security number to receive a marriage license. The marriage license should be obtained no more than 90 days in advance of the wedding.

With the presentation of a *Certification of Completion of Premarital Preparation Course* form, the \$60 state portion of the marriage license fee will be waived upon presenting your certificate to the county clerk. Counties may add up to \$22 in additional fees to a marriage license. Those local fees will

not be waived. This form will be provided following the completion of the Saint Michael premarital class series.

The marriage license should be dropped off at the south entrance reception desk between 8:30 a.m. and 4:30 p.m., the Wednesday before the ceremony. The appropriate certificates will be signed at the wedding and the marriage license will be mailed to the County Clerk's office after the ceremony. The County Clerk's office will send the license to the couple after being registered at the county. This process usually takes 4-6 weeks.

WEDDING GUILD

Two to five members of the Saint Michael Wedding Guild will be present at all weddings and rehearsals. Guild members will contact you in order to plan details of your service. They will serve as your point of contact to answer any of your questions.

THE REHEARSAL

The purpose of the rehearsal is to acquaint members of the wedding party with their respective roles in the service so that the service itself may be conducted in a relaxed but worshipful manner. *All rehearsals are at 5 p.m. the day prior to the wedding.* Rehearsals begin promptly at the scheduled time and last approximately one hour. All participants in the wedding (attendants, ushers, parents, bridal party, readers) should participate in the rehearsal.

Wedding Guild members will be present to assist the clergy in directing the rehearsal and coordinating the order of procession. Please alert them to any special seating arrangements (grandmothers, etc.) and the number of pews needed to be reserved for family.

The priest in charge has final authority over the order of the marriage service and all matters concerning the wedding party once inside the church. It is not necessary to have a professional wedding consultant involved in

either the rehearsal or the wedding ceremony at Saint Michael.

Please remember that the rehearsal takes place in a house of prayer. Ask people to dress appropriately. Cell phones are not to be used in the church and should be turned off so they do not ring during the rehearsal. No food or drink is allowed before, during, or after the rehearsals.

WEDDING DAY

All members of the wedding party should arrive at the church not less than one hour or more than two hours before the scheduled time of the service. If the bride's and/or bridesmaids' dresses are being delivered, they must arrive by noon on the day of the wedding. It is the bride's responsibility to check with the church to see if the dresses have arrived by this time. If not, the bride will need to contact the store and send someone to the church to wait for the dresses. *This is not the church's or the Wedding Guild's responsibility.* The bridal party should arrive with hair and makeup done. The groom and groomsmen should arrive already dressed. Please arrange for someone to secure clothing, etc. before the service begins. Please do not leave valuables unattended.

The bride, groom, and two witnesses (usually the honor attendants) are required to sign Saint Michael's wedding register and the marriage license after the wedding.

CONDUCT

Under no circumstances will alcoholic beverages be allowed on the premises (includes parking lots) of Saint Michael and All Angels. The couple and their families are responsible for explaining that any drinking prior to coming to the Church may result in our not being able to go forward with the service. The simple truth is that even the least bit of alcohol to "calm the nerves" is a mistake and inevitably takes away from the grace and meaning of the service.

*S*ECURITY

For your protection and the protection of your guests, a uniformed off-duty City of Dallas police officer is required for your wedding. The cost of the officer is included in the facility fee, which covers 30 minutes before and after the wedding.

For security reasons, personal items and valuables should be entrusted to a designated person before the service begins. A friend or family member should be designated to take care of any gifts brought to the church. Saint Michael cannot be responsible for the loss or theft of any gifts, personal items, or clothing. *The bride and groom assume full liability for their event and for their guests.*

*W*Edding contacts

THE REV. ROBERT A. SCOTT, *Associate for Worship and Liturgy*
214-363-5471 x229 | bscott@saintmichael.org

DIANNE BOYD, *Assistant for Worship and Liturgy*
214-363-5471 x255 | dboyd@saintmichael.org

GIGI POGLITSCH, *Wedding Guild Directress*
512-415-5389 | ggpogs1@att.net

JONATHAN RYAN, *Director of Music & Organist*
jryan@saintamichael.org

MEG HARPER, *Associate Director of Music & Organist*
mharper@saintmichael.org

WEDDING FEES AND CHARGES

Normal fees and charges are listed below, but will be finalized after discussion and agreement with the rector (or another presiding priest). *All fees subject to change and must be paid in full 30 days before the wedding.*

CLERGY HONORARIA

Since the planning of the wedding, the rehearsal, and the wedding day are not part of normal duties, the priest who presides at your wedding should receive a gift of not less than \$500. *The exact amount is up to you.*

Saint Michael Clergy: \$500.00+

Saint Michael clergy assisting for out-of-town *Episcopal* clergy: \$250.00

PRE-MARITAL CLASS FEE

A check payable to Dr. Saleem Ateek is to be delivered to Dr. Ateek at the first private session. \$350.00

FACILITY USE FEES

Active/Pledging Member: \$1,100.00

Non Member: \$2,200.00

Pew Torch Fee: \$100.00

MUSIC FEES

Standard Wedding Base Music Fee: \$100.00

Includes one consultation with bride and groom but not a rehearsal for requested soloists/instrumentalists

Common Musician Add-On Fees*

Rehearsal with requested soloists/instrumentalists: \$75.00

Organist: \$250.00

Vocal Soloist: \$150.00+

Instrumentalist *e.g. trumpeter, violinist, etc.* \$250.00+

String Quartet: \$850.00

Other musician combinations available. Contact DOM

**Prices subject to change with special requests.*

Fee Worksheet

CLERGY FEE

SMAA Clergy: (\$500.00+) _____

SMAA assisting clergy: (\$250.00)

PRE-MARITAL CLASS FEE

Private Session (\$350.00) _____

FACILITY USE FEES

Member: (\$1,100.00) _____

Non Member: (\$2,200.00)

Pew Torch Fee: (\$100.00)

MUSIC FEES

Base (\$100.00) _____

Common Add-On:

Rehearsal (\$75.00) _____

Organist (\$250.00) _____

Vocal Soloist (\$150.00+) _____

Instrumentalist (\$250.00+) _____

String Quartet (\$850.00) _____

TOTAL: _____

Notes



saintmichael.org
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