

Weddings
at St. Anne's Episcopal Church

A Guide to Policy
and Customary Practice

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Weddings Are Worship

In the Episcopal Church, we believe deeply that Christian marriage is about more than just two people. It is about God's love and how God has the power to transform *all* of us through that love. When two people enter into the covenant relationship of Holy Matrimony, they become an icon to us of the infinite love God has for all of God's people, and their marriage has the capacity to teach us about the grace, forgiveness, trust, honesty, and redemption made possible in the love of God. For that reason, we believe marriage to be a sacrament.*

Therefore, a wedding is an act of worship. Although the priest officiates and pronounces God's blessing on the relationship, the bride and groom are the true ministers of the sacrament, for they are the ones who proclaim the covenant. It is in their lives that the sacrament is lived out. (For those who have no intention of regular involvement in the life of the Church, it would be more appropriate to be married in a different setting.)

While weddings at St. Anne's are religious events of festive proportion and specific intention, they are, nonetheless, Episcopal worship services. At St. Anne's, all weddings are performed in accordance with *The Book of Common Prayer*. Church wedding customs vary in detail from place to place, so the guiding principle to remember is that marriage in the Episcopal Church is first and foremost a sacramental act of worship and will be conducted accordingly.

This Wedding Customary is designed to guide you in planning your wedding at St. Anne's and to offer explanations of the many particular customs we observe. Please read it thoroughly. You will find that things that are permitted – or even common practice – in other churches may not be appropriate here. If there are questions as to the permissibility of anything, it is always best to check with the Rector of St. Anne's before making plans.

Thank you for considering St. Anne's Episcopal Church as the location of your wedding. May God bless you as you make your plans, and may you never tire of the adventure of life shared in mutual companionship!

Grace and peace,

The Rev. Thomas A. "Lonnie" Lacy, II
Rector, St. Anne's Episcopal Church

* A sacrament is something outward and visible that points to an inward, spiritual grace.

Planning Your Wedding at St. Anne's

First Steps

Your FIRST action upon engagement is to contact the church office to set up an appointment with the Rector. While it would be wise to “pencil in” your preferred date with the Parish Administrator at that time, no *official* announcements, plans, or reservations may be made until the Rector has met with the couple. This initial meeting must include both the bride and groom unless one is unavailable due to issues of extreme geographical distance. One parent of each of the affianced (e.g. mother of the bride) may also be present at this initial meeting if both the bride and groom both agree to their presence. To contact the church office, call (229) 382-7505.

Please bring your calendar to this meeting. At this time, the Rector and couple will discuss:

- Pertinent guidelines for weddings at St. Anne's
- The general shape and purpose of the service
- The date of the wedding
- Facilities to be reserved
- The timeline of responsibilities for the bride and groom
- Dates for premarital counseling sessions

Who May Be Married at St. Anne's?

Marriage in the Episcopal Church is first and foremost an act of worship by the gathered congregation, whereby we celebrate the joining of two people in our midst. For that reason, weddings at St. Anne's are celebrated only for the following people:

- **Members of St. Anne's** - Members include those who are active in the ongoing life of this congregation, typically evidenced by regular attendance at worship and an appropriate, discernible commitment to the financial sustainability of the church.
- **Children and Grandchildren of Members** - Weddings may also be celebrated for children or grandchildren of members. Children are not required to be currently active at St. Anne's if the parents are, but they will be strongly encouraged by the Rector to join this church if they live in Tifton and do not have a church home.

In accordance with Church canon law, at least one member of the couple must be baptized. Those who have no intention of regular involvement in the life of St. Anne's (or a church in the town in which they live) should seek another setting for their wedding.

Selecting a Date & Time

At St. Anne's, we do not perform weddings during the forty days of Lent (i.e. from Ash Wednesday through Easter Day). In an exceptional circumstance, such as imminent overseas deployment of the bride or groom, a very simple service with no decorations, restrained music, and limited ceremonial may be possible during Lent at the pastoral discretion of the Rector. Weddings never occur during Holy Week.

While social custom clearly prefers Saturday weddings, there are no theological or liturgical reasons to prefer one day over another. For practical reasons, Sunday weddings can work a hardship on both the Altar Guild and the Priest and are therefore discouraged. Only one wedding may be scheduled per day at St. Anne's.

Weddings may be scheduled for any convenient time of day that does not conflict with existing commitments. Saturday weddings may not begin later than 7:00 p.m.

Premarital Counseling

Statistics show that couples who receive premarital counseling tend to experience healthier marriages and lower divorce rates. To that end, the Episcopal Church believes strongly in premarital counseling and requires it by canon law. The primary objective of such counseling is to equip couples with valuable tools for a healthy marriage.

At St. Anne's, premarital counseling is typically performed by the Rector. There are usually six sessions at an hour-and-a-half each. There is no charge for this counseling when performed by the Rector. Topics typically include:

- Introductions and personality inventories
- Effective communication in marriage
- Financial planning as a couple
- Parenting, children, and extended family issues
- The role of God and the Church in marriage
- Final plans for the Wedding Ceremony

In some cases, including marriages of persons previously divorced, the Rector may, at his discretion, refer the couple to another member of the clergy or to a licensed counselor. In such cases, the couple will likely incur counseling fees, which are the couple's responsibility.

Please note: Although it is exceedingly rare, Church canon law grants the Rector full right to decline the solemnization of any marriage.

Marriage License

A marriage license is the instrument that conveys to the Priest the authority of the state to officiate at the ceremony. Without a marriage license, the Priest cannot proceed; it is illegal. Arrangements for the marriage license should be made at the Tift County Courthouse well in advance of the date of the ceremony.

The marriage license must be presented to the Priest for inspection at the time of the rehearsal. Without it, the rehearsal will not go forward. It is the responsibility of the priest to complete the license and return it to the appropriate authorities. If you have questions about the proper procedure, you are encouraged to contact the Tift County Courthouse at (229) 386-7850.

Couples Who Do Not Reside in Tifton

If one or both parties live a considerable distance from Tifton (e.g. members' children who have moved away but still wish to be married at St. Anne's), the Rector is often willing to perform the ceremony, but **all premarital responsibilities must still be met**. Geographical distance adds a level of complication, so time is of the essence.

The initial appointment with the Rector (described under "First Steps" on page 4) remains critical, but in this case may be done by telephone or online video chat. Premarital counseling is still a mandatory requirement, which the Rector will entrust to a member of the clergy or a licensed counselor in the couple's locale, who must submit a written statement of completion to the Rector at least six weeks prior to the wedding. The Rector is happy to assist the couple in locating a suitable premarital counselor, but **timely enrollment in such counseling is the sole responsibility of the couple**.

Because premarital counseling is a mandatory requirement given by Church canon law, the Rector cannot agree to solemnize the marriage of any couple who cannot fulfill the requirement. This must be taken into serious consideration by couples who are spending their engagement separated by long geographical distances.

Remarriage of Divorced Persons

In cases wherein one or both parties have been divorced from a spouse who is still living, the Episcopal Church requires that the Priest petition the Bishop for consent prior to planning the wedding. The bride and groom do not need the Bishop's permission to get married; rather, the

priest must have the Bishop's permission to officiate. **Absolutely no invitations may be issued or dates announced until the Bishop's consent is received.**

The petition process for remarriage involves several extra steps and often requires significantly more preparation time. Couples must take this into account and work with the Rector to plan well ahead of the wedding date. In order, the steps of the petition process include:

- Early submission of all divorce decrees to the Rector
- Additional premarital counseling by a licensed counselor wherein the divorced will discuss the previous relationship and reasons for the divorce
- Receipt by mail of the counselor's written evaluation
- Submission by mail of the Rector's written petition to the Bishop, including a form to be completed by the couple
- Receipt by mail of the Bishop's written consent

Unless there are extreme extenuating circumstances, it is required that there be at least a year between the date of the final divorce decree and the date of the proposed wedding. Only under the rarest of circumstances is it possible for a priest to receive consent to officiate at a third marriage, and such permission is by no means assured. The Bishop does not give consent for priests to officiate at weddings where one or both of the parties has been married and divorced three or more times.

DRAFT

The Wedding Ceremony

Officiant(s)

The Rector is the officiant for all weddings at St. Anne's. With the permission of the Rector, Episcopal clergy from other churches within the Diocese of Georgia (and from outside the Diocese with the permission of the Bishop of Georgia) may be invited to assist at a wedding.

A clergy person from another Christian denomination may be invited to assist at the request of the couple and the approval of the Rector. In cases of interfaith marriages (marriages involving a Christian and a non-Christian), it is possible to include a religious leader from another faith. It should be noted, however, that those arrangements are often complicated and require considerably more advanced notice. Not all religious leaders in other faiths are willing to participate in interfaith weddings.

Service Format

All weddings at St. Anne's conform strictly to *The Book of Common Prayer*. **Couples are strongly encouraged to familiarize themselves with the wedding ceremony, found on pages 422-432.** Except where the BCP provides for choices and flexibility, nothing may be added or deleted from the service. Marriage vows may not be written or edited. Practices such as unity candles, while perhaps customary in other churches, are not permitted at weddings at St. Anne's.

Holy Eucharist

Holy Eucharist (i.e., Communion, the Lord's Supper) is a meaningful way for Christians to mark the beginning of their married lives and is the preferred liturgical setting for weddings at St. Anne's. The couple should decide whether to incorporate Holy Eucharist in conversation with the Rector and in consideration of the predominant faith background of the guests invited.

If Communion is planned as a part of the ceremony, it will be available to *all* guests present who are baptized and desire to receive the Sacrament. The Episcopal Church does not limit the Eucharist to the bride and groom or to the wedding party. Our experience has been that it is quite possible to invite wedding guests to the Holy Table in such a way that they do not feel embarrassed or coerced.

Facilities Available

The most appropriate location for Christian weddings is in the church. Weddings at St. Anne's are typically performed in the main Sanctuary, which seats up to 250 guests. For smaller guest lists numbering less than 40, our chapel – known as “Little St. Anne's” – is also available. Bear in mind that guest lists often balloon unexpectedly as plans unfold, so please be realistic when you reserve your preferred worship space. No furniture may be added or removed in either space.

Outdoor weddings are not performed at St. Anne's given the extreme, unpredictable climate of the region and the labor required to set up an appropriate worship space outdoors.

The Parish Hall, including the kitchen, is available for receptions. A refundable deposit of \$150 is required; see the Fee Schedule on page 14. The deposit will be refunded after the wedding if the Parish Hall is left in a clean and orderly condition, as outlined in the guidelines posted in the Parish Hall kitchen.

Master of Ceremonies

St. Anne's utilizes a corps of extremely capable and well-trained Masters of Ceremony for all services, including weddings. An MC will be assigned to assist the Rector and church office in the administration of your wedding. He or she will be present at both the rehearsal and the wedding to ensure that the events go as smoothly as possible. The presence of the MC eliminates the need for a bridal consultant at the rehearsal and wedding. Because this person is giving generously of his/her own time to assist in your rehearsal and wedding ceremony, an honorarium of \$50 is customary. See the fee structure on page 15.

Other Liturgical Ministers

If your wedding does not include a Eucharist, the Priest and Master of Ceremonies will be the only liturgical ministers involved.

However, if Eucharist is to be included, a number of additional liturgical ministers are required for the service to be performed correctly. These additional ministers include:

- Minimum of 2 Acolytes
- Minimum of 1 Chalice Administrator
- Minimum of 2 Ushers (*if groomsmen will not function as ushers*)

Only persons who have been trained previously for these roles at St. Anne's will be asked to perform these functions. Couples who are current members and have personal relationships with the many lay ministers at St. Anne's may request specific people to fill these roles, utilizing the form on pages 19-20. Because these people are giving generously of their own time to assist in your service, an honorarium of \$20 each is customary. See the fee structure on page 15.

Music

The Rector delegates the responsibility of all wedding music at St. Anne's to the St. Anne's Organist, who by contract has first right of refusal for playing all weddings. If the St. Anne's Organist is unable to play for the service, it is his responsibility to designate a substitute organist. Only music appropriate for an Episcopal worship service at St. Anne's is to be used, whether instrumental, choral, or vocal.

It is important to remember that a wedding is first and foremost a worship service. There is much wonderful music appropriate for a wedding reception that is not suitable for worship. Music from movies, Broadway shows, or popular culture typically is not suitable. The Organist (in consultation with the Rector) will be the final judge as to the appropriate nature of all musical selections. Appointments to discuss the wedding music with the Organist may be made by calling him/her at the number listed on page 18 of this customary.

Given the various demands on people's schedules, it is difficult to assemble a full representation of the St. Anne's choir outside of Sundays. Therefore, the choir typically is not involved in weddings.

Flowers and Decorations

The Floral Guild Coordinator is responsible for all floral decorations in the church. Arrangements for all floral decorations should be made only after consultation with her and should be delivered at a time agreed upon during the consultation. The couple is asked to give the name and phone number of their florist to the Floral Guild Coordinator. Flowers are limited to the altar area only. They should begin with a primary arrangement under the *Christus Rex* (the large cross), with the possibility of one or two more arrangements at the corners of the chancel area.

Bows are not to be used on any arrangements at the altar. Floral pew markers are permitted. Tacks, nails, florist tape, and balloons may not be used anywhere on the premises. In general, it is well to remember that St. Anne's is a beautifully appointed building in its own right, making elegant simplicity the best approach in planning floral decorations. If floral decorations are

determined to be inappropriate after they are delivered, the Floral Guild Coordinator reserves the right to adjust them so they are in keeping with the standards for worship at St. Anne's.

Additional candles are available for placement under the *Christus Rex*. Please consult the Altar Guild Chairwoman for more information about this decorative possibility. A kneeling cushion is provided at St. Anne's for all weddings. Because of the danger of tripping, the use of a "runner" in the aisle is not permitted.

Please ensure that wedding guests do not throw rice, confetti, flower petals, birdseed or the like at any time. Similarly, the decoration of the church with flower petals is not permitted as they can permanently stain surfaces.

Appointments to discuss flowers, candles, and other decorations with the Floral Guild Coordinator and the Altar Guild Chairwoman may be made by calling them at the numbers listed on page 18 of this customary.

Scripture Readings

Page 426 of *The Book of Common Prayer* provides several options for appropriate Scripture readings. If your wedding does not include Holy Eucharist, please choose two readings. For weddings with Holy Eucharist, please choose three, one of which must be from the Gospels. Please designate one reader per reading who can project well and read clearly and slowly.

Photography

The couple is to give the name and address of the photographer to the church office via the form on pages 19-20 so a copy of the St. Anne's photography policy can be mailed to him/her. **It is the couple's responsibility to review these instructions with their photographer so there will be no misunderstanding at the time of the wedding.**

Flash equipment shall not be used inside St. Anne's at any point after guests have begun to be seated for the ceremony. The photographer is a guest of St. Anne's and is expected to observe the rules and customs of the church. The photographer is encouraged to keep equipment with him/her at all times; St. Anne's is not responsible for loss or damage.

As a sacramental rite of the Church, the marriage service is not to be interrupted or disturbed by overly distracting photography or video. Flash photographs may be taken before and after the ceremony. Photographs taken prior to the ceremony must be concluded 30 minutes before the

ceremony's start time. Photographs taken after the ceremony should begin only after the last guests have left the church. Photographs taken after the ceremony should be limited to the wedding party and families.

For non-flash photographs, there are designated areas in the Nave where the photographer will be permitted during the service; to minimize the level of distraction, no other vantage points are allowed. Wedding guests should also be discouraged from taking photographs during the service. The bride and groom—as well as the entire wedding party—can be helpful in encouraging friends and relatives not to take pictures during the service.

No more than 2 videographers are permitted in St. Anne's and must remain in specially designated locations. Videographers are not allowed to change the cameras' locations once the service has begun.

Printed Programs

You may request St. Anne's to create a one-page printed order of service, which will offer your guests simple directions and page numbers for navigating the service in the *Book of Common Prayer*. Requests must be made at least six weeks prior to the ceremony via the form on pages 19-20. The couple will be asked to proofread the final bulletin no later than three weeks before the ceremony. After that, no changes may be made.

You may choose instead to have a fuller program designed and printed elsewhere at your own expense. However, the Rector and the Organist must give final approval of the program proof, regardless of where or how it is printed.

The Rehearsal

The time for the wedding rehearsal should be determined in consultation with the Rector. Rehearsals are normally scheduled for 5:00 p.m. on the evening preceding the wedding. No rehearsal will be scheduled to begin after 6:00 p.m.

The Rector alone conducts the rehearsal. Bridal consultants and/or florists are not needed at either the rehearsal or the wedding. They are, of course, welcome to attend to the bride and her needs before the wedding. If a bridal consultant is utilized, she/he must understand that she/he will work under the direction of the Rector and the Master of Ceremonies.

The bride and groom are both required to be full and active participants in the rehearsal. As the purpose of the rehearsal is to give participants a “feel” for the wedding liturgy and the space in which it is conducted, the use of a stand-in for either the bride or groom at the time of the rehearsal is not permitted. All persons associated with the wedding—readers, ushers, bridesmaids, groomsmen, musicians, etc.—are required to be present at the rehearsal. As those people from St. Anne’s who are assisting with the wedding rehearsal often have other plans for the same evening, it is expected that every effort will be made to start and end the rehearsal on time. **The rehearsal will not start until the Rector has seen the marriage license.** Photographs may be taken during the rehearsal in the nave; under no circumstances may photos be taken from behind the altar rail.

If any member of the wedding party, including the bride or groom, appears to be intoxicated at the rehearsal, he or she will be excused from the premises by the Rector.

The Wedding Day

The wedding party should arrange to arrive at the church no *earlier* than four hours prior and no *later* than 30 minutes prior to the scheduled start of the service. All doors are unlocked 1 hour before the service unless otherwise requested via the form on pages 19-20. Specially designated rooms are made available to the bride’s and groom’s parties for their comfort before the ceremony. Alcohol is not permitted in these rooms during this time.

The Rector and/or Master of Ceremonies will instruct ushers at the wedding rehearsal. Generally, groomsmen acting as ushers are expected to be in the back of the church 30 minutes prior to the start of the ceremony. They are expected to begin seating the guests as soon as they arrive. The Rector and/or Master of Ceremonies will assemble the wedding party and space them properly for the procession.

If any member of the wedding party, including the bride or groom, appears to be intoxicated at the wedding, he or she will be excused from the premises by the Rector without exception.

Alcohol and Beverage Policy

Alcohol may be served in the St. Anne’s Parish Hall only when the reception is to be held on the premises. All other usage is prohibited. The bride and groom accept full legal responsibility and liability for those who are served alcohol during their reception, including appropriate transportation where necessary. If alcohol is served, non-alcoholic alternatives must also be served in a readily accessible, equally pleasing manner. Smoking is not allowed inside any building at St. Anne’s.

Fee Schedule

Fees and Deposits

The following fees are due in the Church Office no later than six weeks before the date of the ceremony, accompanied by the form on pages 19-20. Payment may be dropped off in person or mailed to St. Anne's Episcopal Church, P.O. Box 889, Tifton, Georgia 31794. Fees may be combined into one check, payable to St. Anne's Episcopal Church, with the bride and groom's names in the memo line.

<i>Person/Item</i>	<i>Fee</i>	<i>Information</i>
General Fee	\$150	The General Wedding Fee covers the overhead and administrative costs incurred by the church, including energy use, cleaning costs, sound operator, etc. This fee applies to all weddings at St. Anne's, including those of members.
Organist's Fee	\$250 + 50	The organist receives a fee as weddings are an additional duty not covered under the regular contract. He charges \$250 for the wedding itself, and \$50 for the rehearsal.
[Parish Hall Deposit	\$150]	A \$150 refundable deposit is required for couples utilizing the Parish Hall for their reception. The deposit will be refunded after the wedding if the Parish Hall is left in a clean and orderly condition, as outlined in the guidelines posted in the Parish Hall kitchen.

Suggested Honoraria

St. Anne's suggests the following honoraria for additional persons assisting in your wedding. While the actual amount is left to your discretion, it is only polite to offer a gift of thanks to those who give freely of their time to make your wedding a special and memorable occasion.

<i>Person/Item</i>	<i>Suggested Honoraria</i>	<i>Information</i>
Priest	\$150-\$300	The priest is not paid for performing his sacramental duty. However, it is customary for the groom (or the couple) to

honor the priest's time with an honorarium given the significant amount of work involved in planning and executing a successful wedding. Such work includes, among other things: premarital counseling, planning sessions, paperwork and proofreading, and typically two weekend evenings away from spouse and children.

Master of Ceremonies	\$50 each	The Master of Ceremonies is the Priest's primary assistant at all weddings and works to ensure a smooth ceremony.
Acolytes	\$20 each	Acolytes are young people who assist the priest in the preparation of Communion during the Eucharist. <i>A minimum of two (2) are required if your wedding includes Eucharist. None are required for non-Eucharistic weddings.</i>
Chalice Administrator	\$20 each	Chalice administrators assist in the distribution of Communion during the Eucharist. <i>A minimum of one (1) is required if your wedding includes Eucharist. None are required for non-Eucharistic weddings.</i>
Ushers	\$20 each	Ushers assist in seating guests, directing traffic inside the church, and guiding people during Communion. <i>While groomsmen may be trained at the rehearsal to perform these functions, it is less stressful to the entire wedding party when St. Anne's ushers are utilized instead. A minimum of two (2) are required if your wedding includes Eucharist. None are required for non-Eucharistic weddings.</i>

Timeline & Checklist

The following timeline is not exhaustive but will give you a good sense of the responsibilities involved in arranging your wedding at St. Anne's. Please utilize the information below in conjunction with the instructions found in the rest of this customary.

<i>Time</i>	<i>Check Information</i>
Immediately upon Engagement	_____ Contact church office for an appointment with the Rector <i>See page 4. Your FIRST action upon engagement is to set up an appointment with the Rector. To contact the church office, call (229) 382-7505. Please bring your calendar to this initial meeting.</i>
	_____ [Submit previous divorce decree(s) to the Rector] <i>See pages 6-7. This applies only to those who have been divorced from a spouse who is still living.</i>
3 months before wedding	_____ Begin premarital counseling <i>See page 5. Premarital counseling is required by Church canon law and is typically performed by the Rector. There are usually six sessions at an hour-and-a-half each. Those previously divorced should begin counseling earlier as more sessions and paperwork are required.</i>
2 months before wedding	_____ Decide if ceremony will include Communion <i>See page 8. This is an important decision that should be made in consultation with the Rector and in consideration of the predominant faith backgrounds of the guests invited.</i>
	_____ Contact St. Anne's Floral Coordinator <i>See pages 10-11. Floral arrangements must be in keeping with St. Anne's floral standards. The Floral Coordinator will assist you in making all floral plans.</i>
	_____ Contact St. Anne's Altar Guild Chairwoman <i>See pages 10-11. The Altar Guild Chairwoman is responsible for all liturgical furnishings, including Communion setup, placement of additional candles, etc.</i>

6 weeks before wedding	<hr/> <p>Contact St. Anne’s Organist <i>See page 10. St. Anne’s organist has first right of refusal for playing at all weddings. He will work with you to ensure that selections are in keeping with St. Anne’s standards for music in worship</i></p> <hr/> <p>Pay all appropriate fees and deposits <i>See fee structure on pages 14-15.</i></p> <hr/> <p>Provide Parish Administrator with the form on pages 19-20 <i>A significant amount of internal paperwork and administration is involved in preparing weddings in the Episcopal Church. This includes the printing of bulletins, data entry into record books, and more, all of which are additional to the Parish Administrator’s day-to-day duties. Please submit the form on pages 19-20 in a timely manner to allow the Parish Administrator ample time to process it.</i></p> <hr/> <p>[Have Premarital Counselor mail written statement to Rector] <i>See pages 6-7. This applies to out-of-town couples receiving premarital counseling from someone other than the Rector. The Rector must receive a written statement from an approved, qualified counselor certifying the completion of premarital counseling. This must be received six weeks prior to the wedding.</i></p>
3 weeks before wedding	<hr/> <p>Obtain marriage license <i>See page 6. The marriage license may be obtained at the Tift County Courthouse. Contact the courthouse at (229) 386-7818 for details.</i></p> <hr/> <p>Proofread and approve final printed program <i>See page 12. Couples requesting program to be printed at the church office must proofread and approve the final copy no later than 3 weeks prior to the ceremony. No changes may be made thereafter.</i></p>
Day of the rehearsal	<hr/> <p>Present marriage license to Rector for inspection</p>
Day of the wedding	<hr/> <p>All doors are unlocked 1 hour prior to service (unless otherwise requested via the form on page 19-20)</p> <hr/> <p>Wedding party may take pictures up to 30 minutes prior to the service and immediately after the service</p> <hr/> <p>Breathe, relax, give thanks . . . you’re getting married!</p>

Helpful Contacts

Church Office & Rector

St. Anne's Episcopal Church
P.O. Box 889
Tifton, Georgia 31794
Phone: (229) 382-7505
Fax: (229) 386-5989

Tift County Courthouse

P.O. Box 826
Tifton, Georgia
31793-0826
Phone: (229) 386-7850

Church Organist _____

Altar Guild Chairwoman _____

Floral Guild Coordinator _____

Planning Form

This form must be completed and submitted to the church office with all applicable fees *no later* than six weeks prior to the ceremony.

Groom's Full Name: _____

Bride's Full Name: _____

Wedding Time _____ **Rehearsal Time** _____

Number of Guests Invited: _____ **Is St. Anne's printing the program?** **YES** **NO**

Wedding Party: Please list the full names of all wedding party members (bride's maids, groomsmen, etc) as they should be listed in the bulletin:

Bride's maids: _____

Groomsmen: _____

Others (Parents, etc.): _____

Holy Eucharist: Do you wish to include Holy Eucharist (Communion) as part of the wedding ceremony? (See page 8) **YES** **NO**

Music, Flowers & Decorations: I have met and coordinated all appropriate details with the St. Anne's Organist, Floral Guild Coordinator, and Altar Guild Chair, as outline on pages 10-11.

Organist **YES** **NO** **Floral Guild** **YES** **NO** **Altar Guild** **YES** **NO**

Doors open: We wish the doors to the facilities to be unlocked **1** **2** **3** **4** hours prior to the ceremony on the wedding day.

Lay Ministers: If you are a current member, list the names of any lay ministers you would especially like to participate (master of ceremonies, acolytes, chalice administrators, ushers etc.):

Florist's name & address: _____

Photographer's name & address: _____

Videographer's name & address: _____

Readings: We wish to use the following readings. (For a wedding *without* Holy Eucharist, choose two. For a wedding *with* Eucharist, choose three, one of which must be from a Gospel.)

OT: Gen. 1:26-28 Gen. 2:4-9, 15-24 Song of Solomon 2:10-13;8:6-7 Tobit 8:5b-8

NT: 1Cor. 13:1-13 Eph. 3:14-19 Eph. 5:1-2, 21-33 Col. 3:12-17 1John 4:7-16

Gospel: Mat. 5:1-10 Mat. 5:13-16 7:21, 24-29 Mark 10:6-9, 13-16 John 15:9-12

Readers' Full Names: _____

Applicable Fees: We have included the following fees with this Planning Form:

- \$150 General Wedding Fee** (*non refundable*)
- \$250 Organist's Wedding Fee** (*non refundable*)
- \$50 Organist's Rehearsal Fee** (*non refundable*)
- \$150 Parish Hall Deposit** (*refundable upon inspection after the ceremony*)

We have received, read, and fully understand the policies for weddings at St. Anne's Episcopal Church as outlined in the Wedding Customary.

Bride and Groom

Date