St. Thomas' Episcopal Church
CAMDEN MAINE

St. Thomas' Episcopal Church
Wedding Information Packet

PLEASE RETURN COMPLETED PACKET TO:
St. Thomas' Episcopal Church
P.O. Box 631
Camden, Maine 04843

If you have questions:
207-236-3680
admin@stthomascamdenme.org
www.stthomascamdenme.org

Revised 01/2019

St. Thomas' Episcopal Church
33 Chestnut Street, P.O. Box 631, Camden, Maine 04843
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Wedding Guidelines

If you are contemplating marriage, congratulations and may God bless you! Thank you for considering having your wedding ceremony at St. Thomas.' Since ours is a traditional Episcopal Church, we feel it is helpful to all concerned to have our parish customs and regulations printed in advance, so that the entire procedure, if approved, will move smoothly and harmoniously toward the happy beginning of a life together. Please read the following material carefully. You may discuss all or any part of it with the Rector.

1. Please speak to the Rector as soon as possible about your wedding. The Episcopal Church requires formal notification at least thirty (30) days in advance. Marriage preparation meetings, either with the Rector or another counselor, are required by the Episcopal Church.

2. Divorced persons may be married in the Church only with the Bishop's permission. Requests are made to the Bishop through the Rector. *This process must be done 3-6 months in advance.*

3. Weddings are not celebrated on Sundays, nor during Lent. Other times can be arranged between the Rector and the couple. Most weddings are celebrated in the Church, though the Rector will officiate at other venues if you are interested.

4. Wedding Fees: See **Event Contract for Wedding** pages.

5. *The Book of Common Prayer* (1979) or other approved Episcopal church services are used at St. Thomas'. Readings must be approved by the Rector. At least one reading must be from the Bible. Friends or family members may read lessons or lead prayers.

6. The Minister of Music of St. Thomas' Church plays for ***all weddings***, performing a repertoire of music suitable for the occasion. Solos of instrumental or vocal music may be included, subject to the approval of the Minister of Music with whom couples must discuss all music for the wedding. Soloists' fees are the responsibility of the wedding couple.

7. The wedding party is responsible for flower arrangements. Placement is done with the approval of the Rector. Altar arrangements may be left for the following Sunday Eucharist or they may be taken home.

8. Photographers and those taking videos should consult with the Rector before the service. During the service one photographer may take pictures at a point determined by the Rector. One video camera is permitted so long as the camera is located in a fixed position agreed upon with by the Rector.

9. A valid Maine marriage license is required and must be received by the Church Office no later than rehearsal day.

10. No rice or confetti are permitted to be scattered in the church or the grounds.

11. Members of the wedding party must not be impaired by drugs or alcohol for the ceremony. Any impairment will cause the ceremony to be delayed or to be cancelled altogether, per state law.

12. It is expected that both rehearsal and ceremony begin promptly at the agreed-upon time. Please plan ahead to see that all the members of the wedding party are able to be present at the agreed-upon hour for the wedding rehearsal. It should take no more than one hour.

13. The Parish Hall and grounds may be used for a reception at the stated fees. Alcoholic beverages for the reception must be approved by the Rector. Musical ensembles should maintain a reasonable volume, and all music must conclude by 10:30 pm per town noise ordinance for our neighborhood.

14. The clergy of St. Thomas' Church officiate at all weddings at St. Thomas'. Visiting clergy are welcome to assist at weddings at the invitation of St. Thomas' clergy. If possible, visiting clergy are expected to be present for the rehearsal, having met or communicated with the Rector prior to that time.

Concerning the Service

Christian marriage is a solemn and public covenant between a man and a woman in the presence of God. In the Episcopal Church it is required that at least one of the parties must be a baptized Christian; that the ceremony be attested by at least two witnesses; and that the marriage conform to the laws of the State and the canons of this Church.

A priest or a bishop normally presides at the Celebration and Blessing of a Marriage, because such ministers alone have the function of pronouncing the nuptial blessings, and of celebrating the Holy Eucharist.

When both a bishop and a priest are present and officiating, the bishop should pronounce the blessing and preside at the Eucharist.

A deacon, or an assisting priest, may deliver the charge, ask for the Declaration of Consent, read the Gospel and perform other assisting functions at the Eucharist.

Where it is permitted by civil law that deacons may perform marriages, and no priest or bishop is available, a deacon may use the service which follows, omitting the nuptial blessing which follows The Prayers.

It is desirable that the Lessons from the Old Testament and the Epistles be read by lay persons.

In the opening exhortation (at the symbol of N.N.) the full names of the persons to be married are declared. Subsequently only their Christian names are use.

Additional Direction are on page 437.

-Book of Common Prayer, 1979

Declaration of Intention

for

Marriage

We understand the teaching of the Church that God's purpose for our marriage is for our mutual joy, for the help and comfort we will give to each other in prosperity and adversity, and when it is God's will, for the gift and heritage of children and their nurture in the knowledge and love of God. We also understand that our marriage is to be unconditional, mutual, exclusive, faithful and lifelong; and we engage to make the utmost effort to accept these gifts and fulfill these duties, with the help of God and the support of our community.

_____

Signature

_____

Signature

_____

Date

St. Thomas' Episcopal Church

Registry Information Form

Please complete the following information for St. Thomas' Church Registry.
Please print.

Date of Wedding: _____ Time of Wedding: _____ am/pm
Place: _____ St. Thomas' Episcopal Church _____

BRIDE:
Bride's Name: _____ Age: _____
Address: _____
City: _____ State: _____ Zip: _____
Church status or religious background: _____
Parent's names: _____
Parent's hometown(s):_____

GROOM:
Groom's Name: _____ Age: _____
Address: _____
City: _____ State: _____ Zip: _____
Church status or religious background: _____
Parent's names: _____
Parent's hometown(s):_____

WITNESSES (2):
(1) Witness Name:
_____
Address: _____
City: _____ State: _____ Zip: _____

(2) Witness Name:
_____
Address: _____
City: _____ State: _____ Zip: _____

OFFICIATING MINISTER:
Name: _____

St. Thomas' Episcopal Church
Event Contract for Weddings

St. Thomas' Episcopal Church is pleased to offer its facilities for use for your wedding.

All weddings applying for **use of the reception facilities** must provide an insurance waiver to be in effect for the duration of the event.

This contract must be signed by the responsibly party. Final approval on use of the church building rests with the Rector and Vestry of St. Thomas' Church.

Rules for Use of Facilities

This application must be signed on the reverse by the person in charge of the event at least three weeks in advance of the event. **Please acknowledge these rules by initialing them in the left margin:**

- ❑ The security deposit, insurance waiver and other fees (if applicable) must be received at least 3 weeks in advance of the event.
- ❑ Food and drink are prohibited in the church sanctuary.
- ❑ All events must conclude by 10:30 pm.
- ❑ If used, tables and chairs should be arranged and put away in consultation with the Administrative Assistant.
- ❑ Pianos may be used only with the permission and guidance of the Minister of Music.
- ❑ No alcohol or tobacco products may be consumed on church property.
- ❑ No rice, confetti or the like may be scattered on church property.

Regulations for Use of Kitchen

(if applicable)

St. Thomas' offers the use of its kitchen, including stove, refrigerator and preparation areas. **Please acknowledge these kitchen rules by initialing them in the left margin:**

- ❑ Use of utensils, dishes, coffee makers, pots and pans is not included in this agreement and will be granted only by specific permission.
- ❑ Use of the dishwasher will be granted only after the responsible party has been instructed on its operation.
- ❑ The kitchen, scullery, parish hall and adjoining areas must be left clean, i.e., counters cleaned, floors swept, materials removed and furniture returned to its original position.
- ❑ All garbage, refuse, flower arrangements, etc. must be removed from the premises unless specific arrangements have been made with and agreed upon by the Administrative Assistant.
- ❑ Failure to leave the premises as described above will result in the forfeiture of the security deposit.

Fee Schedule

❑ **Security Deposit** *(refundable contingent upon condition of contract being met)*	$200.00
❑ **Use of church sanctuary for weddings** (Three months' notice requested; must be approved by the Rector in accordance with the canons of the Episcopal Church)	Church members: No Charge Non-Church members: $600.00
❑ **Clergy fee** (non-members only—directly payable to clergy)	$250.00 ($100 rehearsal fee/$150 wedding)
❑ **Organist's fee for weddings** (directly payable to the organist)	$250.00
❑ **Parish Hall (if applicable)**	$400.00
❑ **Kitchen (if applicable)**	$200.00
❑ **Utensil fee** (subject to review and separate agreement—if applicable)	$100.00
❑ **Sexton fee** (directly payable to the Sexton)	$25.00 per hour; minimum 4 hours
❑ **Additional Donation to St. Thomas' Church (if applicable)**	$_____
Total fees (checks payable to St. Thomas' Church)	$_____

Application

Please complete the following and return to the parish office in person, via email or regular mail, along with your deposit for the event, and insurance waiver (if applicable). Only then will your date be held. ***The Sexton, Organist and Clergy fees are made payable directly to the individuals, and MUST be paid in full prior to the event.*** *The parish office will provide this information once your application is approved.*

Type of Event:_____WEDDING_____

Date: _____ Beginning time: _____ Ending time: _____

Bride's Name: _____

Address: _____

Email address: _____ Cell phone: _____

Groom's Name: _____

Address: _____

Email address: _____ Cell phone: _____

Number of people in wedding: _____ Number of anticipated guests:

Room Use: ❑ Church ❑ Parish Hall ❑ Sun Room ❑ Kitchen ❑ Other

If Parish Hall is used for reception:

Name and telephone of caterer: _____

[By signing this contract you hereby agree to all terms, and if using the Parish Hall for your reception, your group assumes financial responsibility for cleanup and any vandalism, breakage, or theft, which results from this event or from unlocked doors from the time of the vacating of the structure until the buildings are officially opened the following morning.]

_____

Signature of the Bride or Groom Date

_____

Signature of representative of St. Thomas' Church Date

For Office Use: ❑ Insurance waiver received ❑ Security deposit received ❑ Payment received ❑ Donation received

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