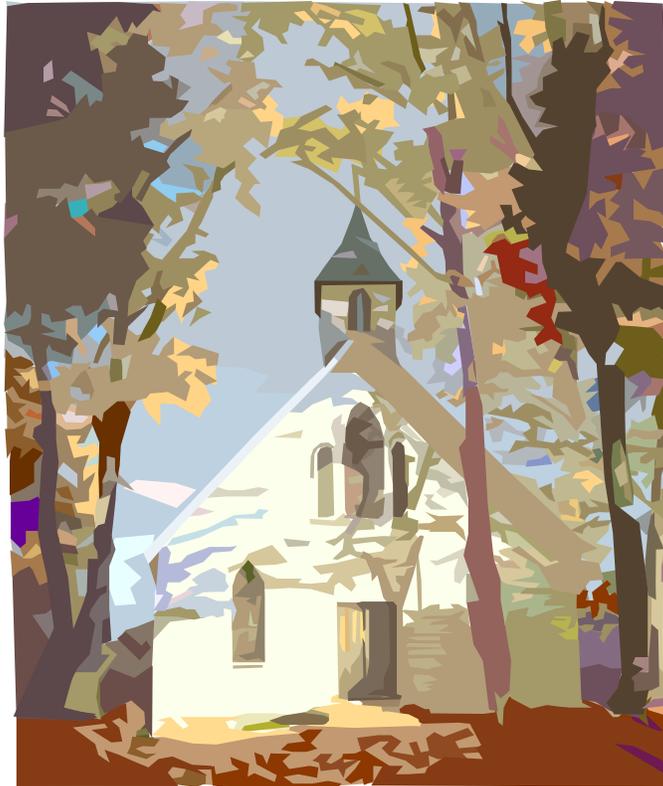


**YOUR
WEDDING
CEREMONY
INFORMATION**



Christ Church Parish, Kent Island

*830 Romancoke Road
Stevensville, MD 21666*

*410.643.5921
410.643.9397 (fax)*

www.christchurchkentisland.org

WEDDINGS AT CHRIST CHURCH PARISH, KENT ISLAND

Christ Episcopal Church † Stevensville, Maryland 21666

WELCOME

Welcome to Christ Church Parish in Stevensville, Maryland, founded in 1631. Marriages have been celebrated in this church for more than 380 years.

We want to work with you to make the celebration and blessing of your marriage the very best we can. Clergy, staff and members of our congregation are committed to making your wedding a lovely occasion within the applicable policies and guidelines of our Parish and the Episcopal Church.

In the Episcopal Church, marriage is a sacrament. The wedding is a service in which a man and a woman offer their vows to each other at Christ's table. Holy Matrimony not only binds the two parties together in a contractual obligation, but also celebrates and affirms the establishment of a lifelong relationship in the presence of God and representatives of the community. Holy Scripture, speaking of the relationship of man and woman in marriage says, "and the two of them shall become one flesh," thus describing the intimacy of this new unit of marriage to each other. The presence of the priest is solely to confer the blessing of the Church and, if so desired, to celebrate a Nuptial Eucharist with special attention to God's guidance and continued presence in the marriage.

Basic Requirements and Advance Notice

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 be baptized Christian (not necessarily in the Episcopal Church), that the ceremony be attended by a minimum of two witnesses, that the marriage conform to the Canons of the Episcopal Church, and that the Clergy be given at least sixty (60) days notice. Please note that a Marriage License *issued by Queen Anne's County*, takes at least 48 hours after application is made before it is issued. From that point, it is valid for six (6) months.

For persons who have been divorced and who are seeking remarriage in the Church, it is necessary to obtain consent from the Bishop of the Diocese of Easton prior to the wedding. The applicable forms are available in the Clergy's office. Please note that ninety (90) days advance notice is required in these circumstances.

Premarital Counseling

Because marriage is a state of life and not merely a convenient contract to be dispensed with at will, it is required that those who wish to be married at Christ Church do so only after careful preparation with the clergy person officiating at the service. The initial counseling session and the final session should be conducted by the Clergy of Christ Church Parish. In some instances, when

the couple lives some distance from Stevensville, another clergy person, acting on behalf of Christ Church, and in consultation with the Clergy, may do the premarital counseling.

The premarital counseling will be discussed with the couple by the Clergy. Additional counseling may be advisable, and occasionally couples are encouraged to take advantage of the professional services available locally.

Assisting Clergy

The Rector or Deacon, assistant to the Rector, may officiate at your wedding at Christ Church. At the invitation and approval of the Clergy of Christ Church, we welcome Episcopal priests and ministers of other denominations to assist at your wedding service. Arrangements must be approved by Christ Church concerning all aspects of the ceremony are the responsibility of the priest conducting the service.

MUSIC

Holy Matrimony is a service of worship in the Church. Christ Church honors the standards of the Standing Commission on Church Music of the Episcopal Church regarding music at weddings. Please consult with the Clergy and the Church Organist before making music selections. The Church Organist is available to play for your wedding for a fee, payable directly to the organist. If special music and rehearsals are necessary, this fee will be negotiated by the couple and the Organist. Please consult with the Church Music Director if you wish to have your own organist or other musicians for your wedding.

FLOWERS

Floral decorations should be planned in consultation with the Christ Church Wedding Host/Hostess, or Altar Guild, who are members of Christ Church. Florists or representatives of the wedding family, **not the Altar Guild**, will decorate the flowers for your ceremony. Couples are encouraged to use florists in the Stevensville area for the sake of convenience. Only the Altar Guild may change the decorations of the Altar.

Flowers placed on the altar for a wedding normally remain in the Church for the following Sunday services. Special requests for distributing the flowers after the Sunday service will be honored; otherwise, they are taken to members of the parish who are ill or shut-in. Other floral arrangements should be removed after the marriage service by representatives of the wedding family.

ALTAR GUILD

The Altar Guild of Christ Church Parish, or Wedding Host/Hostess, provides a person at the wedding service to assist with the various details of this special occasion. The Wedding Host/Hostess will be available at the rehearsal as well as on the day of the wedding to assist in any way possible.

UNITY CANDLE

It is not part of the customary marriage service in the Episcopal Church to light a “Unity Candle”. Should the couple desire to do so, the necessary supplies/stand/candles need to be purchased by the family and brought to the church at the time of the rehearsal.

PHOTOGRAPHS

Because a wedding is a sacred service of worship, no flash photography is permitted during the actual service. Flash pictures just as the wedding party enters and leaves the church are permitted. Other posed pictures may be taken before or after the service. A video camera (using natural light) may be used, provided it is located in an area which is designated by the Clergy. **Photographing the wedding party in the church is limited to one (1) hour preceding the ceremony and no more than one (1) hour following the ceremony. Additional time for pictures can be negotiated at the time of the signing of the Building Use Agreement.**

Camp Wright, which is situated next door to Christ Church, is run by The Diocese of Easton as a summer camp for children. The camp is set on 71 waterfront acres with beautiful views of the Chesapeake Bay and the Chesapeake Bay Bridge. By prior arrangement, you can have waterfront wedding pictures, engagement pictures, etc., taken for a relatively low fee. Please ask Clergy or your Wedding Host/Hostess for information regarding contacting **Camp Wright**.

CHURCH SEATING AND TIME OF BUILDING USE

Our Church Sanctuary will seat 400 people. **The church is reserved for four (4) hours per wedding**; additional time can be arranged subject to availability. You will be able to use the “Large Group Room”, off the Sanctuary to the right from the front; the “Choir Room”, through the middle door; three (3) bathrooms (men’s and women’s), the Family Restroom, and also use of the refrigerator in the kitchen for snacks and non-alcoholic beverages. Alcoholic beverages are not allowed.

Explanation of Wedding Expenses

Although our church welcomes and encourages weddings to be held in our facility, we must be realistic about the fact that weddings incur expenses to the parish which have not been budgeted. Air conditioning, heat, cleaning, altar and church preparation, utilities, and other costs place a burden on our operating budget. See the attached sheet for costs.

MARRIAGE COLLECT

O gracious and ever living God, you have created us male and female in your image: Look mercifully upon this man and this woman who come to you seeking your blessing, and assist them with your grace, that with true fidelity and steadfast love they may honor and keep the promises and vows they make; through Jesus Christ our Savior, who lives and reigns with you in the unity of the Holy Spirit, one God, forever and ever. Amen.

(Book of Common Prayer, pp. 425)



Christ Church Parish
KENT ISLAND
est. 1631

Wedding Information Sheet

Bride Name: _____
Address: _____
Phone: Home: _____ Cell: _____
Email: _____
Member of Christ Church Kent Island: YES NO

Groom Name: _____
Address: _____
Phone: Home: _____ Cell: _____
Email: _____
Member of Christ Church Kent Island: YES NO

Wedding Date Requested: _____ Time: Start: _____ End: _____

Rehearsal Date: _____ Time: _____

Number of Guests expected: Adults: _____ Children: _____

Clergy Performing Service: _____

Please note that outside Clergy must be approved by Christ Church Priest-in-Charge prior to the approval Ceremony Date.

Bride & Groom's Wedding Coordinator Name: _____

Phone: Cell: _____ Office: _____ Email: _____

Person(s) Responsible for Payment: _____

Address: _____

Phone: Home: _____ Cell: _____

Email: _____

Member of Christ Church Kent Island: YES NO

Ceremony Information

MUSIC

Do you need the Church Organist: YES NO

Will you provide your own Musician(s): YES NO If YES, requires approval from CCKI Musical Director 90 days prior to Ceremony.

Will you provide a CD for Music: YES NO

MUSIC OTHER:

FLOWERS

Will there be flowers for your ceremony: YES NO

FLORIST: _____ FLORIST PHONE: _____

Will you be taking the flowers to the Reception after the ceremony: YES NO

If NO, are they staying on the altar for CCKI Sunday Services: YES NO

FLOWERS OTHER:

PHOTOGRAPHS/VIDEO

Will there be a photographer for your ceremony: YES NO Videographer: YES NO

Photographer: _____ PHONE: _____

Videographer: _____ PHONE: _____

Will you be taking photographs in the Sanctuary before or after the ceremony: BEFORE AFTER

Photographs are an important part of your ceremony! Please note that there is a one hour time limit after the ceremony for photos and is part of the four hour total rental time. Photographs taken in the sanctuary must be done immediately following the ceremony and then the wedding party may proceed outside the Church for any other photographs.

We also have a wonderful opportunity to provide outdoor photos to be taken from Camp Wright located next to the Church which provides beautiful views of the Chesapeake Bay. Please ask for more information.

Please note that Videographers should have their own microphones to record sound for your wedding video.

Wedding Ceremony Fees

- **Church Sanctuary (4 Hours):** **\$300.00**
- Clergy: by arrangement
- **Altar Guild: Non-Eucharist/Eucharist** **\$75.00/\$150.00**
- **Wedding Host/Hostess:** **\$125.00***
- **Custodian:** **\$100.00***
- Sound Technician: **\$100.00***

Please note that fees in **bold** are required as part of the ceremony. Fees not in bold may be charged depending on your ceremony requirements and will be determined by the Christ Church Host/Hostess. Fees listed with * are paid directly to the individual performing the service for the Wedding Party.

Music/Sound

Christ Church can provide your ceremony with our Church Organist, Sound System or you may provide your own. If you choose to provide your own organist/pianist they are required to contact our Music Director 90 days prior to the ceremony for approval. If you choose to use recorded music we will provide you with a sound technician during your ceremony.

- **Church Organist:** **\$200.00/by agreement**
 - Church Organist fee is based on a one hour Service.
 - Church Organist fee may differ based on rehearsals and additional music requirements. Church Organist reserves the right to determine other fees based on these additional factors once contacted by the Wedding Party.
 - All other musicians using Christ Church organ or piano **MUST** have prior approval from Christ Church Musical director 90 days prior to Ceremony.

- **Sound System Technician:** **\$100.00**
 - If the Wedding Party is using microphones for speaking and/or CD's for music, a Christ Church sound technician is required to be at the ceremony to use sound system.
 - Wedding Party to provide sound technician will labeled CD(s) and information on when music is to be played.

Shand Hall Reception Fees

The following fees will apply to those Weddings that will be having their reception in Shand Hall. These fees are in addition to the Wedding Ceremony Fees.

- | | |
|--|--------------|
| • Shand Hall (4 Hours): | \$300.00 |
| • Additional Hours (upon arrangement): | \$75.00/Hour |
| • Host/Hostess (4 Hours): | \$125.00 |
| • Custodian: | \$100.00 |

Christ Church Parish Personnel

WEDDING HOST/HOSTESS: The Wedding Host/Hostess will be the CCKI point of contact for each Wedding Party and be paid directly by the Wedding Party to be at the Wedding Rehearsal, the Wedding Ceremony and the Reception. The Wedding Host/Hostess is to make sure that your wedding runs smoothly the day of the Wedding as well as ensure that the Sanctuary and building are treated with respect. The Wedding Party may also have their own Wedding Coordinator; this person(s) will work in conjunction with the CCKI Wedding Host/Hostess during your ceremony.

CHURCH ORGANIST: The Church Organist will be the CCKI musician to play the organ/piano during your wedding and will be paid directly by the Wedding Party. Contact the Church Organist a minimum of 90 days prior to the ceremony to determine if any additional costs will be required.

CUSTODIAN: The Custodian will be the CCKI person to clean up after the Wedding Ceremony to ensure the Sanctuary and areas used are cleaned and ready for regular building use and will be paid directly by the Wedding Party.

SOUND TECHNICIAN: The Sound Technician will be the CCKI person to run the sound equipment during the wedding and will be paid directly by the Wedding Party to be at the Wedding during the entire ceremony. The Sound Technician is not responsible for the music or supplying sound equipment during the reception.

Application Process

1. **COMPLETE ALL INFORMATION:** Fill out completely the Wedding Information Sheet form and sign Use of Building Agreement form. Please verify with Church the availability of desired date. Submit forms to Parish Office with \$50.00 deposit to hold your date.
2. **SECURITY DEPOSIT:** Submit security deposit 90 days prior to Group event date. Failure to do so may result in loss of event date.
3. **BALANCE OF PAYMENT:** Submit balance of payment 90 days prior to Group event date. Failure to do so may result in loss of event date.
4. **CERTIFICATE OF INSURANCE:** A Certificate of Insurance is required from all Groups, within 90 days of event date, using the building naming **Christ Church Parish Kent Island** as an additional insured on the Group policy. When submitting the application forms, the applicant Group shall attach a copy of its proof of general liability and property damage insurance to cover risks associated with the use of the Church facility. **No event is allowed to take place without a proper Certificate of Insurance.**
5. **USE OF BUILDING AGREEMENT:** Your written agreement is included, executed by the designated representative of the Group, holding the Church harmless from any injuries or deaths sustained while using the Church facility.

Payments & Certificate of Insurance

- ALL Weddings will require a **\$50.00 Deposit** to place the event in the Church Calendar.
 - This deposit reserves the event date and is applied to your Wedding Fees Total.
 - This is NON-REFUNDABLE if canceled within 90 days prior to Wedding Date.
- ALL Weddings require a **\$200.00 Security Deposit & Certificate of Insurance** no later than 90 days in advance of the Wedding Date.
 - This is separate from your Wedding Fees Total and will be refunded to Wedding Party within 30 day after Wedding Date unless deductions are necessary.
 - Deductions from Security Deposit include but not limited to: extra clean up, extending beyond allotted rental time, damages to building or property.
 - This is NON-REFUNDABLE if Wedding is canceled within 60 days of Wedding Date.
 - The responsible party is required to submit a Certificate of Insurance naming **Christ Church Parish Kent Island** as an additional insured on the Homeowner's Insurance policy for the dates of the event.
 - Dates to be listed include the Wedding Rehearsal date and Wedding date.
- **All payments**, including checks payable to other parties, must be made in full to the Wedding Host/Hostess no later than 30 days in advance of the Wedding Date.
 - Checks payable to others should be given to the Wedding Host/Hostess for disbursement to the appropriate people.
 - Checks returned for non-payment by the bank are subject to a \$35.00 fee per check as provided by Maryland law.

Terms & Conditions

The Rector, the Vestry of Christ Church Parish Kent Island, and the Parish Hall Committee (hereinafter collectively called "Church" or "CCPKI"), are called upon to be stewards of its property and buildings. The use of these facilities by groups is part of the Christian outreach to the community of Stevensville and the Diocese of Easton.

Subject to the provisions hereof...

The Church welcomes the use of its Sanctuary by persons interested in getting married in our Church, (hereinafter called "Wedding Party" or "Group"). Use of the Church Sanctuary is strictly limited to religious services and Church functions unless otherwise approved by the Church.

The Sanctuary and other rooms are not available for those activities which may interfere with functions of the Church, or are inappropriate for use of the Church facility. All applications for use by the Wedding Party are subject to review by the Church and Parish Hall Committee, which may, on its own volition and without limit, approve or disapprove acceptance of the application.

RENTAL FEES: Please see fee schedule for pricing of each event and dates payable. Make checks payable to **Christ Church Parish Kent Island** based on fee schedule in advance of the Sanctuary use. Checks returned for non-payment by the bank are subject to a \$35.00 fee as provided by Maryland law. The Church reserves the right to waive, from time to time, the fees for certain non-Church organizations. The Church also reserves the right to refuse any application if, in its sole and absolute discretion, it deems the proposed activity to be inappropriate for the use of the Church facility. The Church further reserves the right to cancel without any liability, upon short notice, any scheduled use when it determines that inclement weather, including but not limited to, snow, ice or fog, justify such.

RESERVING A DATE: There is a \$50.00 deposit to reserve the Group event date in the calendar. **NO EVENTS WILL BE CONSIDERED RESERVED IN THE CALENDAR WITHOUT THIS DEPOSIT IN HAND BY THE CHURCH.** This deposit is non-refundable within 90 days of Group event.

SECURITY DEPOSIT: There is a security deposit required for all Wedding Ceremonies. This deposit will be refunded to the Wedding Party within 30 days of event date if the facility is left in a clean and orderly state at the conclusion of the event. If any damages to the Church facility occur as a result of the Group event, cost to repair damages will be deducted from security deposit. If the resulting damages cost more than the security deposit, the Group is responsible for the full amount to repair said damages. The Church, in no way, shall agree to pay for damages resulting from Group event. All damages shall be repaired by the Church and/or its contractors; the Group agrees to pay the Church for **all** costs incurred in the repair.

EXECUTED AGREEMENT: In addition to presenting a Certificate of Insurance for the date(s) of the event, Groups using Church facilities must execute a **Use of Building Agreement** holding the Church harmless from injuries or deaths sustained while using Church facilities and ground. This document is attached on page 12 of this document.

General Event Rules

1. The group shall be responsible for the care of the Church facilities and furnishings used, plus the basic cleanup of the Church event room(s) and the Church grounds at the end of the Group event. The Group shall also be responsible and accountable to the Church for any damages incurred, by acts of omissions, while using the Church facilities and furnishings. Any and all damages or breakages to Church facilities and furnishings shall be reported immediately to the Parish Administrator/representative. All damages shall be repaired by the Church or its contractors, the Group to pay the Church for **all** costs incurred in the repair.
2. Smoking within any part of the Church is strictly prohibited. This NO SMOKING policy extends to electronic or vapor devices as well.
3. The consumption of alcoholic beverages or other controlled substances within the Church, Sanctuary and other rooms are strictly prohibited. **If you are having your reception in Shand Hall, the Wedding Party or Caterer is responsible for purchasing an alcohol permit, as required by Queen Anne's County.**

Alcohol Policy:

- a. Alcohol consumption at CCPKI is under the direct discretion of the Church. If alcohol will be served at the event, please contact the Queen Anne's County Liquor Board at 410.758.3133. A copy of any applicable liquor license must be submitted to CCPKI 90 days prior to your event. **Events without licenses will not be allowed to serve alcohol.**
 - b. All alcohol must be served by a certified bartender/catering company who has either a state or Queen Anne's County license. A copy of certification/licensure must be presented to CCPKI 90 days prior to the event. Alcohol service may not begin more than 30 minutes prior to food being served; service must end no later than one hour beyond cessation of food service. **ALL ALCOHOL SERVICE MUST CEASE 30 MINUTES BEFORE GROUPS CLEAN-UP TIME BEGINS.**
 - c. Groups or Guests are **NOT** permitted to bring and/or consume any type of alcohol on the premises at any time without bartender/catering services, including within private vehicles located in CCPKI parking areas or any buildings/facilities.
 - d. Steps that will be taken if this alcohol policy is not adhered to by the Group and/or Guests during the event include, but are not limited to, the following:
 1. The immediate eviction from the property of any person(s) engaging in any of the activities referred to in this policy.
 2. If the bartender is not allowed by Client to refuse service to any guest, the bar will be closed to all guests.
 3. The immediate cessation of service and the immediate removal of *all* alcoholic beverages from CCPKI property.
 4. Any persons found to possess or use illegal drugs on the premises will immediately be required to leave the premises and the Sheriff's Department will be notified.
 5. If the Client and/or any Guests do not immediately comply with the decision of CCPKI personnel regarding the enforcement of any CCPKI policies, they will be subject to removal from the property by the Sheriff's Department.
4. Use of the Church facilities for other than that approved upon the application form is strictly prohibited.
 5. No decorations, banners, etc. may be hung upon the wall of the Church facilities. Nails, screws, thumbtacks, staples or other devices may not be inserted into or onto the physical structures of the Church facility. Tape may not be used to attach decorations or materials listed above to the Church walls.
 6. The Group using the Church facilities shall confine their activities to the space allocated to them. Failure to do so may result in forfeiture of the security deposit.
 7. Animals are not permitted in the Church buildings or on Church grounds unless being used for sight assistance.

8. Parking shall be in designated areas only. There is absolutely NO parking on any Church grounds surface other than the parking lot.
9. Music and Lyrics must be in good Christian taste, pre-approved by the Church Music Director. The Church organ, piano and other musical instruments are not available for use by any Group, unless pre-arranged and approved by & with the Church Music Director.
10. The Church sound system is not available for Group use without prior approval of the Parish Hall Committee. An additional fee is required for use of this equipment.
11. The Church is not responsible for lost or stolen articles or items left on the Church premises.
12. Failure of the Wedding Party to abide by the rules and regulations may result in the immediate cancelation of the Wedding Ceremony.
13. Under no circumstances shall a group occupy a room(s) in excess of the authorized fire regulation capacity for that room. Doors to the meeting room shall remain unlocked at all times during use and occupancy of the meeting room(s). It is the responsibility of the Group to properly and honestly give an accounting of the number of people expected to attend the Wedding Ceremony.
14. Before leaving, the Group shall restore the room(s) to the cleanliness and order in which it was found. The Group shall place all trash in trash bags furnished by the Group, placing them in the trash container or dumpster behind the kitchen of the Church building.
15. Upon conclusion of the event, rooms shall be left as they were found, doors shall be closed and locked, chairs put back in the position they were found and the lights turned off by the person making the application for the use of Church facilities.
16. If professional caterers are engaged, the caterers must provide proof of liability insurance and be approved by the Church 30 days prior to event date(s). Caterers must furnish all food and equipment, including linens, flatware, cups, dishes, utensils to prepare & serve food for event. In no way shall the Church kitchen be used without prior permission and written approval stated in rental agreement.
17. The Wedding Ceremony, Reception and photos must conclude prior to 11:00pm.

By signing below, I/we certify and affirm that I/we have read and understand the Policy, Rules and Terms of the Church and agree to abide and comply with the same in respect to the use of the Church facilities and property. I/We also understand that this is not an approval for the Wedding Date and/or Reception Date requested. All Wedding Ceremonies must be approved by the Christ Church Priest-in-Charge.

Authorized Signature Date

Authorized Signature Date

Print Name

Print Name



Use of Building Agreement

In consideration for the use of the Christ Church Parish Kent Island facilities and property:

Waiver: I/We, _____, do hereby certify and affirm unto Christ church Parish Kent Island (hereinafter called Church) That I am authorized to represent the Group _____, including its members, employees, agents, and invitees (hereinafter collectively called Group) and to enter into this Agreement with full knowledge of the risks and hazards associated with the use of the facilities and property of the Church, and do hereby, on behalf of the Group, (1) irrevocably waive any and all claims against the Church and its officials, employees, members and agents for any bodily injury (including death), loss or property damage incurred by the Group as a result of using the facilities and property of the Church, and (2) hereby irrevocably release and discharge the Church, its officials, employees, members, and agents from any all claims of liability arising out of our associated use of the Church facilities and property aforesaid.

Indemnification: I also hereby affirm that the Group, its members, employees, agents and invitees have and hereby agree, collectively and severable, to indemnify and hold harmless the Church, including its officials, employees, members, and agents from and against any and all liabilities, judgments, settlements, losses, costs and charges (including attorney fees) incurred by the Church, its officials, employees, members, and agents as a result of any claims, demand, action or suit relating to any bodily injury (including death), loss or property damage caused by, arising out of, related to or associated with the use by the Group of the facilities and property of the Church.

Property Damage: The Group agrees to pay the Church for any and all physical loss and damage to the Church facilities and property (including the cost to repair or replace the property) caused by, arising out of, relating to or associated with the use of the Church facilities and property by the Group or by the Group's members, employees, agents or invitees.

Rules and Regulations: I further certify and affirm that I and the Group are familiar with and understand the Policy, Rules and Regulations of the Church and agree to abide and comply with the same in respect to the use of the Church facilities and property.

Authorized Signature Date

Authorized Signature Date

Print Name

Print Name

Christ Church Use Agreement Authorized by:

Signature Date
Fr. Mark Delcuze – Priest-in-Charge