

Wedding Ceremony Packet



Christ Church Parish Kent Island
830 Romancoke Rd
Stevensville, MD 21666

Wedding Ceremony Information

ABOUT US

Marriages have been celebrated at Christ Church Parish in Stevensville, Maryland, for more than 395 years. Clergy, staff and members of our congregation are committed to making the celebration and blessing of each marriage a lovely and special occasion within the applicable policies and guidelines of our Parish and the Episcopal Church.

As an Episcopal Church we believe that marriage is sacrament, an outward sign of God's Blessing and Grace poured out upon two consenting adults in the presence of witnesses. It is both a legal contract and a service of public worship, where two people offer their vows to each other before the gathered community and Christ's table. Holy Matrimony celebrates and affirms the establishment of a lifelong relationship in the presence of God. The Book of Common Prayer teaches that "The union of two persons in heart, body, and mind is intended by God for their mutual joy; for the help and comfort given one another in prosperity and adversity; and, when it is God's will, for the procreation of children and their nurture in the knowledge and love of the Lord. Therefore, marriage is not to be entered into unadvisedly or lightly, but reverently, deliberately, and in accordance with the purposes for which it was instituted by God."

REQUIREMENTS AND ADVANCE NOTICE

Christian marriage is a solemn and public covenant between two people in the presence of God. In the Episcopal Church, it is required that at least one of the parties be a 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 thirty (30) 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 in the Rector's office. Please note that ninety (90) days' advance notice is required in these circumstances.

PREMARITAL COUNSELING

Because marriage is expected to be a life-long union, the Episcopal Church requires that both parties have been instructed as to the nature, meaning, and purpose of Holy Matrimony by a member of the clergy, or that they have both received such instruction from persons known by the member of the clergy to be competent and responsible. 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.

OFFICIATING CLERGY

The clergy of Christ Church may officiate at your wedding at Christ Church. At the approval of Christ Church, other Episcopal clergy and ministers of other denominations may officiate or assist at your wedding service. Arrangements must be approved by Christ Church concerning all aspects of the ceremony and are the responsibility of the minister conducting the service.

CHURCH SEATING AND TIME OF BUILDING USE

Our church sanctuary will seat more than 300 people. **The church is reserved for four (4) hours per wedding;** additional time can be arranged subject to availability. You will also have two rooms for the wedding party to dress and gather before the wedding.

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 regarding your music selections. If you plan to use the church sound system for music, a Church sound technician will be required.

FLOWERS

Flowers for your ceremony are the responsibility of the wedding family. A representative of the Church will explain where flowers may be placed.

PHOTOGRAPHS

A wedding is a sacred service of worship. Therefore, all pictures must be taken from a discreet location during the service. Flash photography is permitted as the wedding party enters and leaves the church. No flash photography is permitted during the service. Other pictures may be taken before or after the service. A video camera (using natural light) may be used in a location designated by the clergy. No photographs or videos may be taken from the altar area.

WEDDING HOST

A wedding Host designated by the Church will be your point of contact and will be present at the rehearsal as well as the wedding ceremony. The wedding party may also have their own wedding coordinator who will work in conjunction with the church's wedding Host.

APPLICATION PROCESS FOR SCHEDULING WEDDINGS AT CHRIST CHURCH

To conduct your wedding at Christ Church, please complete, sign, and submit the wedding Application included in this packet, accompanied by the **\$50 Booking Fee** at least 90 days before the wedding date.

At least 30 days before the wedding date, the party responsible must pay the security deposit and facility fees, sign and submit the Building Use Agreement

Wedding Ceremony Application

Date of Application _____

Names of Couple: _____

Proposed Wedding Date: _____ Time: _____

Proposed Rehearsal Date: _____ Time: _____

Place of Ceremony: _____

Place of Reception: _____

Number of Guests Expected: _____

Primary Contact: _____ Phone: _____

Home Address: _____

City State Zip

Wedding Coordinator: _____ Phone: _____

Email Address: _____

Clergy Performing Ceremony: _____ Church: _____

Assisting Clergy: _____ Church: _____

What type of music will you have?
(Check all that apply)

☐ Organist

☐ Pianist

☐ CD

☐ Other

Musician's Name: _____ Phone: _____

Florist's Name: _____ Phone: _____

Photographer's Name: _____ Phone: _____

Videographer's Name: _____ Phone: _____

Marriage License #: _____ Where Issued: _____

Spouse #1 Information Sheet

Spouse #1: _____
First Name Middle Name Last Name

Home Address: _____

City State Zip

Phone: _____ Email Address: _____

Age: _____ Date of Birth: _____ Place of Birth: _____

☐ Baptized _____ In what
Date if known Denomination? _____

☐ Confirmed _____ In what
Date if known Denomination? _____

☐ Communicant _____
Church

☐ Single ☐ Divorced ☐ Widower Number of Previous Marriages _____

Father's Full Name: _____
First Name Middle Name Last Name

Home Address: _____

City State Zip

Mother's Full Name: _____
First Name Middle Name Last Name

Home Address: _____

City State Zip

Spouse #2 Information Sheet

Spouse #2: _____
First Name Middle Name Last Name

Home Address: _____

City State Zip

Phone: _____ Email Address: _____

Age: _____ Date of Birth: _____ Place of Birth: _____

☐ Baptized _____
Date if known In what Denomination? _____

☐ Confirmed _____
Date if known In what Denomination? _____

☐ Communicant _____
Church

☐ Single ☐ Divorced ☐ Widower Number of Previous Marriages _____

Father's Full Name: _____
First Name Middle Name Last Name

Home Address: _____

City State Zip

Mother's Full Name: _____
First Name Middle Name Last Name

Home Address: _____

City State Zip

Wedding Ceremony Information Sheet

Witnesses & Wedding Party

Spouse #1 Attendants

Ring Bearer:

Acolytes:

Eucharistic
Ministers:

Spouse #2 Attendants

Flower Girl:

The Service

☐ Holy Communion

Prayer A B C D Other

1st Reading:

Reader:

2nd Reading:

Reader:

Psalm:

Reader:

Gospel:

Gospel
Reader:

Music

Prelude:

Procession 1:

Procession 2:

Sequence:

Offertory:

Sanctus:

Communion 1:

Communion 2:

Recessional:

Postlude:

Wedding Ceremony Fee Schedule

BOOKING FEE: A non-refundable **\$50.00** booking fee is due at the time the Wedding Application is submitted to the Church. This fee is applied toward your wedding fee total.

SECURITY DEPOSIT: A \$200.00 Security Deposit is required 30 days prior to wedding date. The Church will return the entire Security Deposit to the Renter within 30 days of the event if all conditions of the Rental Agreement are met. The Church may make deductions from the Security Deposit for damage to or loss of Church property, extra cleaning required, extending use beyond agreed time, use of facilities other than those authorized by the Church, and, at the Church's discretion, other non-compliance with the Rental Agreement.

FACILITY FEES: Facility fees are required 30 days prior to wedding date. Fees are based on the space used and the length of time of the rental. The facility fees are:

Sanctuary: Seats up to 300+ people

- Rehearsal and up to 4 hours for wedding service and pictures: \$1,000
- Rental time includes up to 2 additional hours for set-up and clean-up
- Additional Hours: \$100/hour

Shand Hall: Seats up to 287 (without tables) or 134 (with tables) people

- Up to 4 hours with Kitchen use: \$750
- Up to 4 hours without Kitchen use: \$650
- Rental time includes up to 2 additional hours for set-up and clean-up
- Additional Hours: \$100/hour

STAFF FEES: Staff fees are required 15 days prior to the wedding date. Staff fees are based on the length of time and services needed. Payment for staff fees are paid to the church for disbursement.

- Clergy Fee \$400-500
- Assistant Clergy \$300
- Organist/Pianist \$300-400
- Host \$200

**Checks returned by the bank for non-payment are subject to a \$35.00 fee per check as provided by Maryland law.

Wedding Ceremony Agreement

This Wedding Ceremony Agreement is between Christ Church Parish Kent Island (“the Church”) and the Responsible Party for the wedding. The Church and the Responsible Party agree as follows:

Use/Condition of Church Property:

1. The Responsible Party shall use only the space and equipment specified in this Agreement and only on the dates and at the times set forth in this document. Those dates and times are hereinafter sometimes referred to as “the wedding.”
2. Under no circumstances shall the Responsible Party sublease or allow any other organization or individual to use the facilities covered by this Agreement or occupy any room in excess of the authorized fire regulation capacity for that room.
3. The Responsible Party shall ensure compliance with all applicable Federal, State and local laws and regulations during the wedding.
4. If professional caterers are used for the wedding, the caterers must provide proof of insurance and be approved by the Church seven days prior to the wedding. Caterers must furnish all food and equipment, including linens, flatware, cups, dishes, and utensils for the Wedding.
5. Parking shall be in designated areas only. There is absolutely NO parking on any Church grounds surface other than the parking lots.
6. The Responsible Party is responsible for the care and clean-up of Church facilities, furnishings, and equipment, leaving all in pre-rental condition. The Responsible Party must remove all trash, food, and other supplies.
7. Any loss or damage to the facilities, furnishings, or equipment must be immediately reported to the Church. All repairs and/or replacements will be arranged and completed by the Church. All costs associated with damage and loss will be paid by the Responsible Party through the Security Deposit and additional funds as needed.
8. The Church reserves the right to have a representative present during the wedding.
9. The Church does not assume any responsibility for goods delivered to or left at the Church for the Responsible Party before the wedding or for lost or stolen articles or items left on the Church premises.

Smoking and Alcohol:

10. Smoking/Vaping within any part of Church facilities is strictly prohibited and will result in the forfeiture of your deposit. If people attending the wedding smoke/vape outside of the building it must be at least 25 feet from building entrances and the Renter is responsible for cleaning up any smoking materials.
11. Alcohol consumption at the wedding reception is allowed only if agreed to by the Church in writing before the Wedding. If approved, non-alcoholic beverages must also be as readily available as alcoholic beverages and alcohol service must be monitored by a responsible adult. Alcohol service to people under age 21 is prohibited.

Indemnification and Insurance:

12. The Responsible Party agrees to indemnify, defend and hold harmless Christ Church Parish Kent Island, its officers, agents, and employees, and each of them, from any and all losses, costs, expenses (including reasonable attorney's fees), claims, liabilities, actions or damages including liability for injuries to any person(s), damage to property or third persons directly or indirectly arising out of or in any way connected to the use of the Church's facilities.

13. At least 30 days prior to the wedding, the Responsible Party must provide the Church with a Certificate of Insurance that names Christ Church Parish Kent Island as an additional insured and shows insurance for at least \$500,000.00 for each occurrence, and \$1,000,000 total for bodily injuries and property damage covering risks associated with the use of the Church facilities.

14. The Church is excused from performance for any period where it is prevented from performing in whole or in part, as a result of an act of God, court order, or other cause beyond its reasonable control.

15. The Church kitchen, sound system, organ, piano and other musical instruments shall not be used during the wedding unless authorized in this agreement or otherwise authorized in writing by the Church.

Fees:

16. Fees for the rental are (1) a \$50 Booking Fee, (2) a \$200 Security Deposit, and (3) a Facility Fee based on the space and equipment that are rented. The Booking Fee is due when the wedding Application is submitted and is applied to the total fees due from the Responsible Party. The Security Deposit and Facility Fees are due 30 days before the Wedding.

17. The Facility Fee for this rental is: \$_____.

Compliance:

18. The Responsible Party is responsible for compliance with all of the conditions of this Agreement.

The person signing this Agreement for the Responsible Party is at least 21 years of age and has read, understands, and agrees to the terms of this Agreement.

(Responsible Party Print Name)

(Responsible Party Signature)

(Date)

(Church Staff Authorized Signature)

(Date)