



christ church
frederica

Christ Church, Frederica
Wedding Guide

Table of Contents

General information	p. 1
The Celebration & Blessing of a Marriage	
Weddings in The Episcopal Church	
Membership Requirements	
Previous Marriages	
Scheduling	
Getting Started	p. 3
Marriage Request Form	
The Wedding Coordinator	
First Meeting	
Wedding Fees	
Deposit and Payment Schedule	
Counseling	
Meeting with clergy	
The Wedding Liturgy	p. 5
Clergy	
Visiting Clergy	
Attendants (witnesses)	
Music	
Flowers	
Candles	
Aisle Runners	
Still Photography	
Videography	
Photos by Guests	
Service Leaflets	
Facilities Use	p. 8
Seating capacities	
Wedding rehearsal	
Receptions at Christ Church	
The Day of the Wedding	p. 9
Arrival and departure times	
Delayed start times	
Overtime fees	
Parking	
Wedding Timelines & Worksheets	p. 10

The Celebration and Blessing of Marriage

The marriage of two people is a holy union. It begins with your desire to form a lasting, lifelong partnership with another person in God's love, and continues throughout your lives as an unfolding process of intentional living and growing together. In a marriage, each of you as an individual and together as a couple, gradually transforms and matures in God's presence and image.

A wedding, then, is a sacred ritual that acknowledges and celebrates your desire to enter a lifelong relationship. It symbolizes the ending of former ways of life and other future possibilities, and establishes a particular pathway into the future – one that you promise to travel together.

By uniting within the context of a faith community, you recognize that God is active in the love you feel for one another, and you place your relationship in God's care. You make your vows before God and the gathered community of family, friends and the Church, and receive the grace and blessing of God to help you fulfill your vows. Your marriage is a sacrament – an outward and visible sign of God's grace bringing you together and nurturing your love.

Weddings in The Episcopal Church

A wedding in the Episcopal Church is governed by The Book of Common Prayer, Canon Law, and the laws of the State of Georgia. The Book of Common Prayer is the foundation for all Episcopal worship services and provides the liturgical framework in which a wedding is celebrated. At CCF we perform weddings according to the marriage rites as laid out in the 1979 Book of Common Prayer, Rite II.

The Episcopal Church requires that:

- at least one of the couple be a baptized Christian,
- the ceremony be attested to by at least two witnesses, and
- the marriage must conform to the laws of the State and the Canons of the Church.

Requirements for Members to be Married at Christ Church

Christ Church considers members, and the children and grandchildren of members to be a "Member" wedding. For the purposes of determining membership we define the member as someone who for at least the year preceding the date of the wedding meets the following criteria:

- regularly attends Sunday worship at Christ Church, and
- actively participates in the life of the parish, and
- has on record an annual financial pledge to support the ministries of the parish.

If neither of the couple is a member of the parish, nor do they have parents or grandparents who are members, we will require additional information before we can approve and schedule a wedding.

Prior Marriages

Please indicate on the Marriage Request Form (discussed below) if either of you has been previously married. In such instances, the officiating priest must meet with you at least 6 months prior to the wedding date to discuss the previous relationship(s). Canon law requires the consent of the Bishop of the Diocese for a new marriage to be made. In making such decisions, the Bishop will consider:

- the depth of understanding of the individual as to why the previous relationship did not endure.
- the continuing care of and consideration for the former spouse or partner and for any children involved in the relationship, and
- faithfulness to the dissolution of the previous marriage.
- whether one full year has elapsed since the divorce was finalized.

Specific paperwork must be completed with a formal application to the Bishop requesting permission to remarry. The priest assigned to your wedding will guide and assist you in this process.

Scheduling

We will schedule your wedding no more than 18 months but no less than six months in advance. This allows plenty of time to plan your liturgy, complete your series of counseling sessions, meet with the priest who will officiate the liturgy, and – if you are not already a member – become familiar with the Christ Church, Frederica community. It also increases the chance that your chosen date will be available given Christ Church's full schedule of activities. Please refer to the back of this booklet for a typical planning schedule.

Weddings are scheduled only through the Wedding Coordinator. Please contact the Wedding Coordinator for more information and to ensure that your desired date is available. While you may reschedule your date if necessary, deposits are non-refundable if you choose to cancel.

Weddings are scheduled on Saturdays during seasons of the Church year with a particular focus on celebrating new life. Marriage liturgies are not customarily scheduled during Lent, and are never scheduled during Holy Week, the first week of Easter, and the final week of Advent. In addition, weddings are not scheduled on any major secular holiday weekend.

Getting Started

From your first contact with the Parish to the day of your wedding, a host of clergy, ministers, artists and volunteers are involved in helping you with your wedding and marriage preparation. The primary team with whom you will work includes the Wedding Coordinator, the Parish Administrator, the priest who will officiate the marriage liturgy, the parish's music staff, and your premarital counselor if different from the officiating clergy. ***Note: All communication with regard to any aspect of the marriage preparation, wedding ceremony, or fees will be between Christ Church Wedding Staff and the couple ONLY.**

Marriage Request Form

The wedding process at Christ Church, Frederica begins when you have completed the Marriage Request Form (included in this booklet) and sent it to the Wedding Coordinator. This form provides us all of the initial information we need to best serve you in preparing for your wedding and your marriage. Simply complete the form as instructed and the Wedding Coordinator will contact you for your first meeting with one of our staff clergy.

The Wedding Coordinator

Distinct from the role of a secular wedding planner, Christ Church's Wedding Coordinator serves as your primary point of contact throughout your wedding and marriage preparation process.

The Wedding Coordinator is responsible for:

- receiving, evaluating requests for and scheduling weddings.
- providing you with resources and answers to your questions, and serving as an ongoing source of information, guidance and support.
- connecting you with other members of Christ Church's wedding and marriage preparation team including music staff, your officiating priest, the flower guild.
- working with the Worship, Music and Communications staff to produce your service leaflets.
- maintaining parish records.

Because weddings may be scheduled only by the Wedding Coordinator, this person is your first point of contact when you are interested in having your wedding at Christ Church, Frederica.

First Meeting

Your first meeting will be with the wedding coordinator who will go over wedding guidelines, requirements, fees and any special requests you may have. This first meeting takes only about 30 minutes and may be done over the telephone. An important part of this first meeting is

establishing where you will complete the pre-marital counseling. If it is to be done by CCF clergy, the next meeting will be with the priest in charge of your wedding ceremony to begin that process. If counseling is done somewhere else, the next meeting will be with the priest in charge of your wedding ceremony after the counseling is completed and a report to that effect has been received.

Weddings Fees

The basic fee for weddings at Christ Church is \$500 for members and \$4600 for non-members. These fees cover the cost most aspects of your wedding including, custodial and other support staff. Additional fees may include fees for the organist, leaflet production, additional musicians, music rehearsal fees, reception rentals. These specific items are discussed in detail below.

If yours is a “member” wedding, a gift to the clergy discretionary fund is a wonderful way to offer thanks for their work with you on this special occasion. There is not a required fee for member weddings. Such gifts are completely voluntary, and the proceeds are placed in a special fund which is used, in part, to assist the poor. Similarly, a gift to the organist is a nice way of thanking that person as well.

Non-member weddings already have a fee for clergy built into the larger fee above. The Organist fee, payable directly to the organist, is \$400.

Deposit and payment schedule

Weddings are scheduled when a non-refundable deposit of \$200 for members and \$500 for non-members is received by the Wedding Coordinator. The deposit is applied toward your total fee and the remainder must be paid no less than one month prior to your wedding date. If payment has not been received at least one month in advance we cannot guarantee the presence of contracted vendors (musicians, floral deliveries, etc.).

Please contact the Wedding Coordinator to discuss fees for your wedding. If the fees present a financial hardship then please be in contact with the clergy in charge of your wedding.

Counseling

While your wedding ceremony is very important, our primary interest is your marriage. Premarital counseling is required. Counseling may be offered by the presiding clergy for your wedding, or an arrangement can be made for outside counseling. Counseling should cover a variety of topics common to human relationships and family matters. When counseling outside of Christ Church has been completed, a short report should be prepared by the counselor and given to the priest responsible for your wedding.

The Wedding Liturgy

All wedding liturgies at Christ Church, Frederica conform to “The Celebration and Blessing of Marriage” as found in *The Book of Common Prayer*.

Clergy

Christ Church, Frederica clergy officiate at all weddings except under unusual and rare circumstances. In an effort to balance their schedules effectively, priests are assigned to weddings according to availability. If you have an existing relationship with a member of our clergy staff, please indicate your preference on the Marriage Request Form. While we will make the best effort possible to accommodate your request, it is not always possible given the many commitments of the clergy.

Visiting Clergy

Visiting clergy may request to participate by a letter to the Rector. Please do not invite clergy not on the parish staff to participate in your wedding until you have spoken with and received permission from the Rector. Former rectors and recently departed staff members do not officiate at weddings and funerals at Christ Church, Frederica.

Wedding Planners

If you engage a wedding planner to help you with the logistics of your wedding plans, please understand that the clergy will direct your wedding according to the liturgical customary of Christ Church, Frederica. There are no exceptions to this policy.

Attendants

Two witnesses are required for a wedding. Customarily these are designated as “best man” and “maid/matron of honor” but there is no requirement for specific gender. Though it is common that there be equal numbers of men and women in the wedding party, there is no requirement for such. Similarly there is no requirement that there be the same number of attendants for the bride and the groom nor that the bride’s attendants be female and the groom’s attendants be male.

Children in the Wedding Party

Children must be supervised by a designated adult. It is recommended that each child participating in the wedding be at least five years of age, in consideration of their comfort and enjoyment of their participation.

Music

The Christ Church music staff will work closely with you and serve as a valuable resource as you select your music. You will be provided with expert assistance to ensure that music is appropriately planned and fitting for you as a couple. Because a wedding is a service of

worship, the liturgical guidelines for music are subject to the same standards as music for any other worship service.

Christ Church's staff organist plays for all weddings at which organ music is desired, unless the organist is unavailable. When not available on the date selected, the Wedding Coordinator will provide you with contact information for approved substitute musicians. Hymns sung by the entire congregation are appropriate and encouraged. When vocal solos are desired, they must be coordinated with and arranged by our organist. In addition to the organ, other instruments – such as harp, strings, brass, flute – may be included. Additional instrumentalists are to be secured by the music staff. Please do not invite musicians without the consent of Christ Church's music staff. All musicians and music must be approved by the music staff. Note that vocalists and instrumentalists necessarily increase the fees for your wedding.

Please contact Christ Church's Director of Music shortly after your first planning meeting with your officiating priest.

Flowers

To facilitate deep engagement with the worship service itself, only simple, primary symbols pertaining to the liturgy are positioned in the chancel. As a result, placement of flowers is reserved to the same locations as you would find at any other worship service.

In the Narthex a wreath may be placed on each of the 'front doors'.

Because of the potential damage they can cause to our historic furnishings, no flowers or other decorations are allowed on the pews.

Christ Church's worship space is unique, so we require that your work directly with the Flower Guild. Please be in contact with the Wedding Coordinator who will put you in touch with the Flower Guild. The Flower Guild also maintains a list of local florists whose work is known to be appropriate for our space.

Any flowers that you provide for the worship space remain in the church in thanksgiving for your wedding. An acknowledgement of your wedding is listed in the following Sunday's service leaflets.

Candles

Altar candles are provided for your wedding. Because your wedding vows are an extension of your baptismal vows, the Paschal candle (Easter candle) will also be burning for your ceremony. Other candles, including Unity candles and candelabras, are not a part of Episcopal wedding liturgies.

Aisle runners

Runners are not used as they distract from the elegance of Christ Church's worship space and create a safety hazard.

Rice, birdseed, etc.

Confetti, rice, birdseed, rose petals, sparklers, balloons or other such items are not permitted inside the Church or on the grounds. Bubbles are a delightful alternative and may be used outside the Church as you exit the worship space following your service.

Service leaflets

Because of the participatory nature of every wedding, your service leaflet is a very important part of your wedding. It contains information that guides those in attendance through the marriage liturgy and helps them actively participate as a community supporting and witnessing your marriage.

We require that Christ Church staff help prepare your service leaflet. While you may use a commercial printer for your service leaflets, you must allow Christ Church's Liturgy and Communications staffs to help prepare the working files for your printer. There are no exceptions to this provision.

Still Photography

Use of the church buildings and grounds for photography must be limited to no more than one hour before and one hour following the wedding ceremony. Please understand that we may have halted other regularly scheduled activities on the church grounds during your wedding.

Flash photography is not allowed during the ceremony except for the procession into and out of the church, and all photography must be kept to a minimum during the service itself.

Photographers may stand at the back of the church, out of view of guests, and use a telephoto lens without flash during the ceremony. All photographers (professional and otherwise) must complete and sign our Wedding Photography Form (included in this booklet) which outlines our policies for photography during weddings at Christ Church, Frederica. Additionally, the presiding priest will need to speak with your photographer in advance of the wedding service to avoid any misunderstanding of our expectations.

Videography

The placement of video recording devices is limited to a very few places during a wedding ceremony at Christ Church, Frederica. The presiding priest will want to meet with your videographer prior to the service to avoid any misunderstanding of our expectations. Typically, videography is done from a stationary tripod.

Photos by Guests

Please instruct your guests that photography during the service is not allowed at Christ Church, Frederica. Photography by guests distracts from both the purpose and solemnity of the occasion. Your wedding is a worship service of The Episcopal Church and should be respected as such.

Use of the Facilities

The campus of Christ Church, Frederica includes the church, the parish house, and the churchyard. Your wedding may be scheduled among several activities taking place that day.

Use of the church

Weddings at Christ Church may use the church buildings and grounds for up to one hour before and one hour following the wedding service. The only exception to this is if your reception is on premises. If you need additional use of the buildings or grounds, please discuss this in advance with the Wedding Coordinator to determine if it is possible. Please keep in mind that other activities may be taking place on the church campus on the day of your wedding.

Seating capacities

The Christ Church nave comfortably seats 150 guests, but can fit more if your guests “squeeze” into pews. Additional seating is available in Winn Building, behind one of the walls of the main nave and adds seating for 30 more people. There is audio and video on a large flatscreen TV available in the Winn Building.

The Wedding Rehearsal

A rehearsal, led by the clergy, will take place in advance of every wedding at Christ Church, Frederica. The purpose of the wedding rehearsal is to help make you and your wedding party more comfortable with their roles in the wedding liturgy. Attentive participation in the rehearsal helps every person, regardless of role, become more familiar with the worship space and the liturgy itself. Those that need to attend the rehearsal include all the attendants and anyone who will be reading Scripture or prayers during the service. Rehearsals customarily take place on Friday afternoons at 4 pm. Rehearsals may begin earlier but not later, and may take place up to one week in advance of the wedding day.

Receptions at Christ Church

Christ Church, Frederica has a reception space available:

- The Parish Hall can accommodate 175 people for a seated meal or 225 for a standing reception.

Additional fees are required for use of these facilities for receptions. The Wedding Coordinator can put you in contact with the Parish Administrator who can assist you with reception planning.

The Day of the Wedding

In addition to the one-hour rehearsal, the standard Christ Church, Frederica wedding fee includes use of the church campus for a maximum of three hours on the day of your service, including photography. Wedding liturgies without a Eucharist usually take 40 minutes. Liturgies with a Eucharist last approximately one hour. Saturday weddings must be completed (including photography) by 4:45 pm.

Because dressing room facilities at the Church are limited, it is recommended that the wedding party arrive dressed and ready for the service.

Delayed start times - this is important

Starting your wedding on time is an important hospitality to your guests. It is also imperative to the ongoing operations of Christ Church, Frederica. For this reason we require that you provide the presiding priest the appropriate phone numbers where the bride and the groom may be reached on the day of the wedding. In addition, we require that you call the presiding priest if any portion of your wedding party will be delayed for any reason. If the wedding service is delayed for any reason then the overtime charges described below may apply.

Overtime charges

Overtime charges accrue at the rate of \$200 per half-hour for using Christ Church spaces for more than the allotted time. Overtime space use charges apply to the rehearsal, the wedding and photography, and any reception taking place on the Christ Church campus.

Parking

Christ Church, Frederica has limited parking available. Your guests should be alerted to park across the street from Christ Church on the graveled area, but not on the sidewalk. Cars parked on the sidewalks surrounding the church are frequently ticketed by County Police. Additional parking is found across from the parish house on a point of land belonging to Fort Frederica. It is best if your guests are alerted to park alongside one another facing the road so that more cars can fit in the space available and so that they can safely pull out onto the road instead of backing out. Also, you may want to alert your guests to the cross walk in front of Christ Church. This is the safest place to cross Frederica Road. The curve just beyond Christ Church can make it difficult for drivers to see pedestrians in a timely manner if they are not in the crosswalk.

Wedding Preparation Timeline

My wedding date is: _____

6-18 months in advance, after application is received and approved:

- Determine and reserve date and time with Wedding Coordinator.
- Pay deposit.
- Arrange initial meeting with the Wedding Coordinator.
- If either person has been married previously, bring copy of final divorce decree to the priest.
- If prior marriage, notice has been sent to Bishop's office (your priest will help you with this).
- If not already members, then begin membership process when applicable (attend services, completed required classes, make financial pledge).
- Schedule counseling sessions.
- Communicate wedding plans with relatives and friends; begin securing witnesses and other wedding party members.

3 months in advance:

- Counseling is complete.
- Witnesses and other wedding party members have been confirmed.
- Photography services have been secured.
- Photography policy statement signed and returned to Wedding Coordinator.
- Arrange next meeting with officiating priest to plan liturgy.
- Meet with the Director of Music.
- Meet with flower guild chair.

2 months in advance:

- Music selections are complete.
- Scripture readings are chosen.
- Arrange final meeting with priest in charge of your wedding.
- Secure rehearsal time and date with Wedding Coordinator.
- Begin work on service leaflet with Wedding Coordinator.

1 month in advance:

- Service leaflet preparation is complete.
- Flower arrangements are complete.
- Final payment to church is complete.
- Last check in with Wedding Coordinator.

Marriage Request Form (also available at <http://ccfssi.org/grow/prayer-spiritual-life/weddings.html>)

Thank you for your interest in holding your wedding service at Christ Church, Frederica. So that we may carefully consider your request, please complete the following form and answer each of the questions on the reverse or in a separate document.

If you have any questions about this form, please contact our Wedding Coordinator.

Full Name		
Street Address		
City, State ZIP		
Telephone:	Home:	Business:
Email	Home:	Business:
Important Dates	Date of Birth:	Date of Baptism:
Members of Christ Church?	<input type="checkbox"/> Yes, since (date)?	<input type="checkbox"/> No
Previous Marriages?	<input type="checkbox"/> No, First Marriage	<input type="checkbox"/> Yes, Remarriage
Parents' Name Street Address Telephone	Mother's Information	Father's Information

Full Name		
Street Address		
City, State ZIP		
Telephone:	Home:	Business:
Email	Home:	Business:
Important Dates	Date of Birth:	Date of Baptism:
Members of Christ Church?	<input type="checkbox"/> Yes, since (date)?	<input type="checkbox"/> No
Previous Marriages?	<input type="checkbox"/> No, First Marriage	<input type="checkbox"/> Yes, Remarriage
Parents' Name Street Address Telephone	Mother's Information	Father's Information

Membership

If either or both of you are members of Christ Church, Frederica, please check the appropriate boxes on the front page of this form.

Otherwise, please complete the following:

Neither of us is a member of Christ Church, Frederica. However, we are active members in good standing of another parish. The Rector/Pastor of our home parish will send a letter confirming our involvement and requesting that the clergy at Christ Church, Frederica perform this rite on her/his behalf. (NOTE: This letter must be received before you may proceed in the planning process.)

Name of Rector/Pastor and Church: _____

Also, Please write a letter to the Rector, explaining why you desire to be married at Christ Church, Frederica.

Address letters to:

The Rev. Thomas Purdy
Rector
Christ Church, Frederica
6329 Frederica Road
Saint Simons Island, GA 31522

Services at Christ Church, Frederica

Which worship services do you usually attend?

8:00 a.m. 9:15 a.m. 11:15 a.m. Saint Ignatius Chapel

Clergy

Christ Church, Frederica clergy officiate at all weddings here. Former rectors and recently departed clergy do not officiate at weddings at Christ Church, Frederica.

Requested Service Date and Time

If we are able to accommodate your request, on what date and at what time would you like to hold the service?

Please indicate your first three choices.

1st Choice: on _____ at _____ (service start times: 10 am, 2 pm, 4 pm)

2nd Choice: on _____ at _____ (service start times: 10 am, 2 pm, 4 pm)

3rd Choice: on _____ at _____ (service start times: 10 am, 2 pm, 4 pm)

Reception Information

Are you interested in receiving information about holding a reception at Christ Church, Frederica? yes no

Request, Acknowledgement, and Signatures

We hereby request consideration of our request to hold a wedding service at Christ Church, Frederica. We realize that due to limited time and space not all service requests can be granted. Therefore, we will not make firm plans regarding locations, dates, and times until our request is formally approved.

Printed Name	Printed Name
Signature & Date	Signature & Date

Please return completed form to (allow at least ten days for a response)

Wedding Coordinator, Christ Church, Frederica, 6329 Frederica Rd.

Saint Simons Island, GA 31522

Email: weddings@ccfssi.org | Telephone: 912-638-8683 | Facsimile: 912-638-4030

CHRIST CHURCH, FREDERICA

Wedding Photography Policy

REV 112

Flash and additional lighting during the service

Christ Church, Frederica does not allow flash photography of any kind during any service as it interrupts the sanctity and flow of the service.

Flash and additional lighting before and after the service

Photographers may take flash photographs of the procession as it enters the church from about six or seven pews in from the west doors. At the end of the service photographers may stand in the narthex and take flash photographs of the procession as it leaves the Church.

Location of People and Equipment

Photographers and videographers must never move between the congregation and the liturgical action in the sanctuary. Videotaping of the service may be done only if the camera is stationary, does not come between the liturgical action and the congregation, and does not require the use of distracting lights.

Group Photographs

We understand the importance that couples place upon the preservation of their day in photographs. Therefore, the couple may make arrangements to take group photographs before the service, or immediately after the service. The couple should make these arrangements with the Wedding Coordinator and confirm them with the officiating priest. Note: If any photographs are to include the officiating priest it will be greatly appreciated if she or he could be in the first photographs taken.

Microphones

No portable microphones may be used as they interfere with the Church’s sound system.

Photographer/Videographer’s Acknowledgement and Signature

I will be photographing and/or videotaping the service for

_____ and _____

I have read and fully understand Christ Church, Frederica's photography policy, which I will respect and follow.

Name _____

Company _____

Address _____

Phone _____ Email _____

Signature _____ Date _____

Please return completed form at least one month before the service to:

Wedding Coordinator

Christ Church, Frederica

6329 Frederica Road, Saint Simons Island, GA 31522

Telephone: 912-638-8683 | Facsimile: 912-638-4030