



## HOLY MATRIMONY POLICY AND GUIDELINES

**Congratulations on your engagement! You are entering into a very joyful season in your life together. We are pleased and blessed to share in the joy you have as you prepare to celebrate the sacrament of Holy Matrimony. This Wedding Guide will give you information essential to your planning.**

**St. Aidan's Episcopal Church  
2425 Colorado Avenue, Boulder, Colorado, 80302-6806  
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office@saintaidans.org and www.saintaidans.org**

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*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.*

**The Book of Common Prayer p. 422**

Holy Matrimony is a Sacrament, a means of grace by which God blesses those who come before Him in love to join in a sacred covenant. Weddings are, first and foremost, worship within the Christian community. At St. Aidan's we aspire to a simplicity and dignity of worship at weddings and every liturgy. **The guidelines that follow are designed to enhance your wedding. Please read them before meeting with the member of the clergy who will be presiding over your wedding.**

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Location: S:\Liturgy\Weddings\St. Aidan Wedding Guide.doc

## WEDDINGS IN THE EPISCOPAL CHURCH

- Before making other arrangements please contact the Church Office and clergy. All Weddings must be approved by the clergy before being placed on the Church calendar. A minimum of thirty days notice must be given to the Church prior to the wedding; it is helpful to allow six months for planning.
- **Premarital preparation, usually done by the priest, is necessary. If it is done by someone other than the priest who is presiding over the wedding, that person needs to contact the priest 1 month prior to the wedding**
- Other ministers and members of the clergy may participate with prior permission of the Clergy-in-Charge of St. Aidan's.
- The wedding service will be drawn from **The Book of Common Prayer 1979** (BCP), pp. 422-438. It is the couple's decision whether or not to have Holy Communion in addition to the marriage ceremony, or simply to have the Celebration and Blessing of a Marriage. A short homily will always be given by the priest. A **Wedding Customary**, with annotations on the service, is provided with this guide in print and as a computer file.
- At least one of the marriage partners must be baptized.
- Both partners must understand the sacrament of marriage as taught by the Episcopal Church. In signing the license and making the "Declaration of Consent" (BCP p. 424), they will agree to enter into the covenant of marriage by making a life-long commitment to each other, forsaking all others.
- If either of the couple has been divorced, permission to marry must be obtained from the Bishop of Colorado. A *minimum* of six months is necessary to complete this process, called an adjudication or marital judgment. The couple to be married and the priest complete this application and submit it to the Bishop for approval.
- A license from the Clerk of the County in which the wedding will take place must be obtained by the couple before the wedding and brought to the wedding rehearsal and given to the priest.

## WEDDINGS AT ST. AIDAN'S

### Setting the Date, Time, and Location

- Please schedule your wedding with the church before making other arrangements. Dates are made available on a first-come, first serve basis. Weddings may be scheduled on most days of the year, with the exception of these holy days: Christmas Eve, Ash Wednesday, Holy Week, Easter Day, Easter Week, the Feast of Pentecost.
- Because Sunday is the primary day of worship for the Christian community, it is important that weddings be scheduled so that the priest can be physically and spiritually refreshed for our regular Sunday worship. Therefore, it is best not to schedule late evening Saturday weddings. Thank you for your consideration in this matter.
- Weddings rightfully take place in the church. Exceptions must be cleared with the priest before scheduling the wedding.

### **Preparation and Pre-marital Counseling**

Pre-marital preparation is necessary and is usually comprised of three or four sessions. The nature, meaning, and purpose of Holy Matrimony will be discussed. Some of the pre-marital counseling may be done by a licensed counselor designated by the clergy-in-charge. This decision depends on the number of couples that are in preparation at any given moment in time. If the cost for such counseling is a burden for the couple preparing, assistance will be provided.

Premarital counseling is a wonderful opportunity to share each other's hopes, expectations, and family experience of marriage; it is also an opportunity to learn some tools for healthy relationships. Most couples find pre-marital counseling to be good time well spent in the midst of a hectic and sometimes stressful time in their lives. Premarital counseling focuses on marriage, not the wedding details. Specific plans for the wedding day details are normally discussed in the final session of pre-marital counseling, or on an as-needed basis prior to that time.

### **Physical Arrangements**

St. Aidan's Episcopal Church seats 350 adults and the Chapel seats 50 adults. The length of the aisle in the church is at least 56 feet. Our parking lot will accommodate 130 cars. The Bride and Groom will both be provided with a place to dress and to gather with their attendants.

Rice, confetti, and birdseed may not be thrown anywhere in the church or on the church grounds.

A member of the St. Aidan's Altar Guild will be designated to serve for your wedding. This person can be contacted through the Church Office. This person should be consulted with you regarding flowers, decorations, and other arrangements for your wedding. It is your responsibility to initiate contact with the Altar Guild member as early as possible. Please remember that this person is a volunteer who serves the church and is responsible for advising you, but not for making the arrangements for you. If you use the services of a Wedding Coordinator, this person will work with the member of the Altar Guild regarding all decorations in the church.

Receptions may be held at the Church using the parish lounge and/or the Gingly Pat Parish Hall. We ask your cooperation in observing our few rules:

- The serving of alcoholic beverages at the reception needs to be discussed with the priest.
- Rice, confetti, and birdseed may not be thrown in the church building or on the church grounds
- An outside caterer must provide all food, beverages, plates, cups, workers, kitchen supplies, wedding supplies and equipment. The caterer needs to contact the Church Office in order to be given access to the kitchen and parish hall prior to the wedding.
- Receptions held at the Church should end no later than three hours from the beginning of the wedding service.

The Fireplace Lounge overlooking the Garth (garden) is generally used for receptions with fewer than 50 guests. A larger reception would be held in the adjacent Gingly Pat Parish Hall, or held in both rooms.

There is a fee for the additional cleaning required for use of these spaces.

Please be sure to make arrangements for all personal items used on your wedding day to be picked up before or after the ceremony.

### **Music and Musicians**

Music for the wedding is arranged by the couple being married in consultation with the clergy. The Organist of St. Aidan's has the right of first refusal to serve at weddings for which organ music is desired, and the Organist is paid by the wedding party. Musicians should attend the wedding rehearsal. The couple contacts the Organist or other musicians after the date is set on the Church calendar.

### **Flowers and Other Ornamentation**

Altar flowers may be arranged in 6" disposable containers to be placed in the Church's brass vases on either side of the altar. Wedding flowers on the altar may be left for the next Sunday's worship services at St. Aidan's if the couple desires. All other flowers used in the wedding ceremony should be removed from the church at the end of the ceremony. Ribbons, bows, flowers or candles may be placed on the end of the pews to decorate the center aisle, provided the wood is not marred in any way. (We suggest using florist's or masking tape). Unity Candles are not permitted. Candles used must be made of drip-free wax. The use of candles, runners, etc., also needs to be discussed with the church Altar Guild prior to making the arrangements with your florist to include them in the ceremony.

### **Bulletins**

St. Aidan's Church Office will provide a simple black and white service bulletin for you and we can print it on special paper provided by you. If you desire a more elaborate or long service bulletin, you will need to make these arrangements outside of the Church Office. The final draft must be approved by the priest before being printed; information for the bulletin, including names and roles of participants, needs to be given to the Church Office two weeks prior to the date. **Email [office@saintaidans.org](mailto:office@saintaidans.org)**

### **Photographs**

Photographs and videos, whether amateur or professional, are allowed during the wedding insofar as the photographer or videographer remains stationary and minimizes the use of flash equipment. Photographers and videographers need to consult with the priest presiding over the liturgy at the rehearsal about appropriate places from which to take photographs.

If photographs are to be taken before the wedding service, please allow ample time.

### **Rehearsal**

The rehearsal will take place before the wedding, usually the day prior, and will last about one hour. All members of the wedding party need to be present and prompt. Please arrange for the exact rehearsal time with the priest and altar guild, and please understand that the priest will have other scheduled events on the day of the rehearsal. If a wedding coordinator or other professional service is used, that person will work with the clergy to conduct the rehearsal.

Please bring the marriage license to the rehearsal.

**Fees**

A fee schedule will be provided with this Wedding Guide.

**Information about the Bride and Groom**

*This information will be used to complete the Marriage License and the Parochial Register*

Bride's Legal Name \_\_\_\_\_ Birthdate \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Baptized? \_\_\_\_\_ Date \_\_\_\_\_ Where? \_\_\_\_\_

Confirmed? \_\_\_\_\_ Date \_\_\_\_\_ Where? \_\_\_\_\_

Employed? \_\_\_\_\_ Where? \_\_\_\_\_ Telephone \_\_\_\_\_

Parents Names \_\_\_\_\_ Telephone \_\_\_\_\_

Parents' Address  
\_\_\_\_\_  
\_\_\_\_\_

*Please include step-parents names if applicable.*

Groom's Name \_\_\_\_\_ Birthdate \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Baptized? \_\_\_\_\_ Date \_\_\_\_\_ Where? \_\_\_\_\_

Confirmed? \_\_\_\_\_ Date \_\_\_\_\_ Where? \_\_\_\_\_

Employed? \_\_\_\_\_ Where? \_\_\_\_\_ Telephone \_\_\_\_\_

Parents Name \_\_\_\_\_ Telephone \_\_\_\_\_

Parents' Address  
\_\_\_\_\_  
\_\_\_\_\_

*Please include step-parents names if applicable.*

**Wedding Service Information**

*When appropriate, please circle the option you have chosen, or fill in the information.*

Wedding Date and Time \_\_\_\_\_ Rehearsal Date and Time \_\_\_\_\_

How many people? \_\_\_\_\_ Will there be Holy Communion? Yes No; Rite I or Rite II

Will the St. Aidan's Organist play? Yes No Chapel or Church?

Musical Selections  
\_\_\_\_\_  
\_\_\_\_\_

Readings from Holy Scripture and who will read them

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Translation of Holy Scripture to be used \_\_\_\_\_

*Please use the email address [office@saintaidans.org](mailto:office@saintaidans.org) to share information about the service to the Office. If St. Aidan’s does not print the service bulletin, the final draft needs to be submitted two weeks before the wedding for approval. Please do not print the bulletin without the approval of the clergy presiding over the wedding.*

Will the Church Office prepare the service bulletin? Yes No How many will you need? \_\_\_\_\_

Will you be providing special paper on which the black and white bulletin will be printed? Yes No

Where will you hold your reception? St. Aidan’s Other Location \_\_\_\_\_

*If held at St. Aidan’s, a separate Facility Use Checklist will also be provided to you by the Church Office.*

**Bridal Attendants**

*Please write the names and roles of all participants in the Bridal Party, including Flower Girls.*

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**Groom’s Attendants**

*Please write the names and roles of all participants in the Groom’s Party, including Ring Bearers.*

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Other Information and Personnel if Desired, including Soloist(s) and other Musicians, Ushers, Layreaders, etc.

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*Please remember to bring the Marriage License to the rehearsal, and to pay all fees two weeks prior to the date of your wedding according to the Fee Schedule.*

*Other information necessary:*

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**St. Aidan's Checklist**

Clergy\_\_\_\_\_

Contact information for clergy not from St. Aidan's\_\_\_\_\_

Copies of this form given to:

\_\_\_\_Office

\_\_\_\_Altar Guild (name of Altar Guild Contact\_\_\_\_\_)

\_\_\_\_Posted in Sacristy

\_\_\_\_Clergy

\_\_\_\_Organist/Musicians

Deadline for information for bulletin\_\_\_\_\_

Date to print service bulletin\_\_\_\_\_

*Fee Checklist*

Altar Guild\_\_\_\_\_

Building Use\_\_\_\_\_

Organist\_\_\_\_\_

Other\_\_\_\_\_