

The Chapel of the Cross

Wedding Policies and Application

Congratulations! We wish you much joy and happiness in your upcoming marriage and trust your preparations will not overly stress you. Secular culture will soon weary you with its massive focus on the wedding, rather than on the marriage into which the wedding ushers you. We are happy to offer the assistance of the Church for both. God is interested in you and in the family you are forming. A Church Wedding is an excellent beginning to your marriage.

This wedding guide has been prepared for use by the Bride and Groom and their families. It is intended to be a useful aid in planning and performing your day of days, and a step to help make this busy time more orderly. Be assured the Rector, staff and membership at The Chapel of the Cross are ready to assist you in every way we can - and to minimize or negotiate any complications that do arise.

We understand why you would wish to be married in a beautiful, traditional church building. It is important, however, that couples applying to be married in church become aware of the obligations they are undertaking in making this life-long commitment. Wedding ceremonies are important, but fleeting occasions. Marriages are meant to go on for years, for your lifetime, we hope. Marriages that put God first will be blessed by Him. We look forward to helping you enjoy this day, and enter into a productive and happy marriage.

In Christ,

The Rev. John P. Boonzaaijer
Rector, The Chapel of the Cross

O GOD, who hast so consecrated the state of Matrimony that in it is represented the spiritual marriage and unity betwixt Christ and his Church; Look mercifully upon these thy servants, that they may love, honour, and cherish each other, and so live together in faithfulness and patience, in wisdom and true godliness, that their home may be a haven of blessing and of peace; through the same Jesus Christ our Lord, who liveth and reigneth with thee and the Holy Spirit ever, one God, world without end. Amen.

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What is the Service like?

A wedding is primarily a worship service, and then secondarily a social event. It is a religious service in which God himself instructs you on the nature of what marriage is, why it exists and what your duties are. He hears your vows made to Him and each other, and then Himself makes you husband and wife - picturing the union between Jesus Christ and his Bride, the holy Church.

Thus, a wedding ceremony is governed not by the passing fashions of society, but by the teachings and traditions of the Church. Your wedding should not only be a special event for you, it should witness to the gospel of Christ. Your service will be a reverent, beautiful, glorious and never forgotten event.

Do you offer pre-marital Counseling?

Because Holy Matrimony is “an holy estate,” our concern is that both parties to a marriage understand the seriousness of their impending vows, and the consequent need to base their relationship on a serious commitment to Jesus Christ.

Church marriages should be for church people. The idea of a couple appearing at a church for their wedding on a given day and then never returning until the next family wedding or baptism or funeral is foreign to us, and one we believe we cannot in good conscience support. It is with this concern that we insist that couples accede to pre-marital counseling, as determined by the Rector. If you do not belong to a Church or have not made this commitment, our Rector will help you begin this important step, so crucial to begin your marriage well. Committing to worship will make you a much stronger family, and full of life.

The curriculum is informative, enjoyable and productive. You will be better prepared for marriage, and will also end with a stronger relationship, useful tools, and a more committed love. When your wedding day finally comes and you are standing up front, you will understand much more clearly what you are

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saying, what you are doing, and what you are promising as you enter into Christian Marriage during your Church wedding ceremony.

Who may be married at The Chapel of the Cross?

You should be aware that weddings will be performed only for those who are either already committed or who are willing to commit to full life and membership within this Church or another faithful Christian Church. Also be aware the Rector and the Vestry of this Parish reserve the right to decline any application for a wedding, without explanation.

What about Divorce?

The Chapel of the Cross will consider the remarriage of divorced people under the guidelines of Canon 34 of the Reformed Episcopal Church's Constitution. The first requirement of the Canon is that the Rector must submit a statement in writing to the Ordinary of the Diocese as to the circumstances of a divorced person(s) desiring remarriage. The following provisions also apply:

- 1) That one calendar year will have passed since the civil decree of divorcement.
- 2) That documentation will attend the application.
- 3) That evidence of responsible behavior toward former spouse and any children of the marriage will be presented.
- 4) That understanding of the reasons for the marriage's failure have been achieved.

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How do I apply for and schedule my wedding?

1. Initial contact should be made with the Parish Secretary in the Church office. She will pencil in your date and mail you a Wedding Application Packet if you are unable to print or download this one.
2. The Rector will then contact you to establish the initial schedule for counseling and visit briefly with you; prior marriages must also be declared at this time.
3. Print this packet. Fill out pages 12-13, and 15-16, with the appropriate signatures. Return them to the Parish Office within fourteen (14) days with a \$100 deposit in order to secure your chosen date. This deposit is fully refundable until a final date for the wedding has been firmly set.
4. The Secretary will confirm the rehearsal, wedding and reception dates and times with the Wedding Coordinating Committee and others involved. *Note that any request to be married must be submitted at least ninety days in advance and that weddings are not performed on Sundays or during Lent.* Also, time of day must be scheduled so as not to interfere with other church activities. All rehearsals, ceremonies and receptions are expected to begin and end at the mutually agreed upon times.
5. Once the date and time are scheduled, the Bride and Groom will work directly with the Altar Guild Wedding Coordinator and, if required, the Parish Organist. It remains the Bride's responsibility to make the initial contact with each of them at least two months prior to the date of the wedding. The Altar Guild Wedding Coordinator is on hand to assist the Bride and Groom, and will prove to be of great assistance. She and the Organist may be contacted through the Parish Office (214.521.6062).
6. Make an appointment with the Church Secretary to arrange for payment of fees and for a reservation if you desire to use the Parish Hall for a wedding reception. All fees are due and payable two weeks prior to the wedding.
7. Consult with the Altar Guild Directress for special assistance and instructions.

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8. Consult with the Music Director to select your music and to arrange for instrumentalists or other special musical needs.
9. Submit fees to the Parish Office two weeks prior to the wedding.
10. Obtain Marriage License.
11. Complete your pre-marital counseling course. If counseling was not received at The Chapel, the church who did so must send documentation to The Chapel that a course of Christian premarital counseling has been completed and that you are getting married with their blessing.
12. Bring Rings and Marriage License to the Church for the rehearsal.
13. Wedding Day!

Are there restricted dates or seasons?

Other than on Sundays or during Lent, other days are normally appropriate, provided there is no conflict with scheduled worship services. We shall never schedule more than two weddings on the same day. If there is more than one wedding on the day of your choice, the people with the first reservation have priority of choice for time, rehearsal time, flowers, etc.

Who will marry us? May my own Pastor or Priest help?

The Rector, or another clergyman of the Parish will officiate. Ordained clergy, other than the Rector, may be permitted to assist in the ceremony, at the sole discretion of the Rector, recognizing that the Rector maintains the central pastoral role at all weddings.

For planning purposes the Church can comfortably hold a maximum of 225 guests.

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Which Service or Rite may we use?

The Chapel of the Cross is wholly dedicated to the traditional Anglican Book of Common Prayer, and accordingly, the rite of ‘Solemnization of Matrimony’ in the American 1928 Book of Common Prayer will be utilized (or the English 1662), without additions or substitutions. Supplemental material, such as poetry, especially composed vows or other similar material not found in the Prayer Book, are not utilized. (*This service can be read in its entirety at <http://justus.anglican.org/resources/bcp/1928/Marriage.htm>)*

May we decorate the Sanctuary?

Only regular church candles are allowed, and are furnished by the Altar Guild, which has exclusive control over the effecting of all wedding decorations. Extra candles and aisle cloth are not permitted. The Altar Guild can mark family pews with ribbons or bouquets tied or clamped on, never taped or nailed. Glory is best reflected with simple dignity.

May we use flowers?

Wedding flowers are limited to two arrangements at the altar in the church-owned vases. The florist should pick up the vase liners from the church several days before the wedding. Arrangements for the altar should be no higher than 22 inches from the top of the liner and 18 inches wide from tip to tip.

The flowers are a gift from the bride to the church, and later they will be taken to the ill and shut-ins by people of the church. You may designate such a recipient, but Saturday wedding flowers are not removed until the following Sunday afternoon.

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What about Music and Musicians?

Naturally, the music must fit the service; all music must be approved by the Rector and Music Director. The Church's Director of Music or his appointed Organist will serve at all weddings. A said service is possible, or other musical choices may be substituted - with the personal and explicit agreement of the Rector and the Music Director. A repertoire of religious and classical music suitable for weddings has been prepared from which the Bride and Groom may make selections, in discussion with the Organist.

Note that to preserve the dignity of this day and ceremony, contemporary "popular music" is not permitted in the Church. Solos or instrumental music may be played prior to the beginning of the service, but must not intrude upon the flow or solemnity of the ritual to follow, and must be approved in advance by the Organist.

What about pictures and video recordings?

Recording this special day is permitted with the following restrictions:

Flash photography is distracting, and not permitted inside the church building before or during the wedding, including the procession out of the church — either by professional photographers or friends and family of the wedding party. Time exposure photographs may be taken, with prior approval, from a fixed location in the rear of the church.

With prior approval, a simple video recording may be unobtrusively taken from a fixed location in the rear of the church. Under no circumstance will a photographer or video recorder operator be allowed to enter the Chancel before or during the wedding or to position himself/herself in such a fashion as to try to get facial photographs of the wedding party while they are facing the altar.

*****Please explain these regulations to your photographer in advance of the wedding. Suggest that he be at the church one hour before the wedding.*****

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Do you have a Bride's Room?

A lovely parlor with a full restroom is available as a Bride's Room. Arrangements will be made to make other rooms in the church building available to the wedding party on request. Because of our parish office hours, the bride's dress and attendants' dresses must be delivered to the church between the hours of 9:00 a.m. and 3:00 p.m. Monday through Friday.

One or more members of the Altar Guild will be present one hour and thirty minutes before the wedding to assist the wedding party.

The bride (or someone selected by the bride) will be responsible for having all personal belongings removed from the church rooms immediately after the wedding (or the reception, if it is at the church). Please give the Parish Secretary the name and telephone number of a person to notify about any forgotten articles.

Alcohol

While it is recognized that at the time of a wedding a certain amount of exuberant celebration will take place, the Bride and Groom accept that there will be no consumption of alcoholic beverages the day of the wedding prior to the reception. Any sign of intoxication from any of the wedding party will be deemed sufficient reason to delay or cancel the ceremony. ***Please ensure that all the members of the wedding party are aware of this admonition.*** You must receive written permission to serve alcoholic beverages on parish property for your reception. We have only one way to enforce this rule: ***the entire wedding will be cancelled without apology or warning and without rescheduling.*** The bride and groom are responsible for communicating this to the wedding party.

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Rehearsal

The rehearsal is under the complete direction of the Rector, or at his discretion, another officiating minister. An Altar Guild member will be present to assist him, but *wedding consultants may only participate in the wedding rehearsal itself through the clergy or the Altar Guild.*

It is extremely important for all participants in the wedding to be present at the rehearsal and to be on time. The bride must assume her place in the rehearsal.

The proper time for the rehearsal is one and one-half hours before the beginning of the rehearsal dinner.

The Altar Guild and minister will schedule only the normal amount of time for your rehearsal, which means you are responsible for having your wedding party at the rehearsal on time. A shortened rehearsal occasioned by being late for the rehearsal will affect the beauty of your wedding.

At the Wedding

1. We suggest the wedding ring(s) be given to the Altar Guild representative prior to the wedding. It will be placed on the altar before the service. This is a dignified resting place for the ring(s), and the chance of dropping or misplacing the ring(s) is eliminated.
2. Ushers and the groomsmen should be at the Cole Avenue entrance to the church one hour before the wedding time.
3. The gospel (left) side of the church is the bride's side; the epistle (right) side of the church is the groom's side. If, however, either the bride or the groom is from out of town, instruct the ushers to seat guests (but not the family) discriminately. The usher offers his left arm to the lady whom he is seating in the pew. Ushers should be appointed to escort the

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mothers and grandmothers into the church and also out of the church if they have neither husband nor chosen person to escort them.

4. The groom, best man and groomsmen will be in the care of the minister who will guide them.
5. The groom's mother is escorted into the church two minutes before the appointed hour by an usher, and she is followed by her husband. The bride's mother is the last person seated, one minute before the wedding time. She is escorted in by the head usher or someone else after the usher returns from seating the mother of the groom.
6. The wedding party (except groom, best man and groomsmen) will assemble at the Cole Avenue entrance to the church a few minutes before the mothers are seated and will line up in the rehearsed order as follows:
 - a. Bridesmaids
 - b. Maid or Matron of Honor
 - c. Flower Girl or Ring Bearer (or both). (NOTE: The Flower Girl may carry a nosegay or an arrangement of flowers, but she may not throw anything such as flower petals.)
7. An Altar Guild member will be present to start the procession at the appointed time. As the wedding party proceeds into the church, the bride is on her father's left arm and takes her place at the door.

Miscellaneous

An Acolyte will carry the processional cross (just as at every other service in the church) into and out of the church ahead of the wedding party. For the sake of beauty and order, we strongly suggest that only trained and confirmed Acolytes be used. If the Acolyte of your choosing is not a member of The Chapel of the Cross, the Rector must approve your selection before the rehearsal.

Please understand that your wedding, despite immeasurable plans and

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arrangements, cannot and will not be performed unless the premarital counseling has been completed with the Rector and your marriage license has been given into the hands of the Parish Secretary. For your benefit, The Chapel of the Cross *requires that your marriage license be filed with the parish office a minimum of twenty-four (24) hours before the wedding.*

Do you have room for a reception?

The Parish Hall is available for wedding receptions with the following considerations:

1. Receptions are generally limited to two hours in length and do not extend past 10:00 p.m.
2. Written permission to serve alcohol is mandatory; any degree of intoxication whatsoever will not be tolerated.

Rice, Seeds, and Petals

None of these are permitted inside the building. If they are used outside, plan precautions; rice or bird seed can become slippery and cause serious falls.

Modesty

The presentation of the bride to the groom represents the presentation of the Church to Christ. Since the bride pictures this purified church, the attire of the bride and her attendants — whether simple or elaborate — **MUST** reflect Christian dignity and modesty. This is only appropriate. Please keep this in mind in the selection of the bride's and attendant's dresses.

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AGREEMENT PAGE

We, the undersigned, having read all of The Chapel of the Cross Wedding Policies and Guidelines, herewith acknowledge our willingness to abide by these policies by means of our signatures below.

Bride

Groom

Mother of the Bride

Father of the Bride

Dated this ____ day of _____, _____.

This agreement is to be returned within fourteen (14) days in order to reserve the date of your wedding. A \$100 deposit, along with this agreement, shall be fully refundable until a date for the wedding is set.

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Declaration of Intent to be Married

We, _____
(Name – please print or type)

and _____
(Name – please print or type)

Desiring to receive the blessing of Holy Matrimony in the Church, do solemnly declare that we hold marriage to be a lifelong union of husband and wife as it is set forth in the Form of Solemnization of Holy Matrimony in the Book of Common Prayer. We believe it is for mutual fellowship, encouragement and understanding and (if it may be) for the procreation of children and their physical and spiritual nurture, and for the safeguarding of society. And we do engage ourselves, so far as in us lies, to make our utmost effort to establish this relationship and to seek God's help thereto.

Signature

Date

Signature

Date

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Schedule of Fees

Fees & Honoraria:

Facilities:

Sanctuary (includes Altar Guild)	\$400.00
Parish Hall (receptions)	\$400.00
Flowers	Variable

Acolyte: * (cash) \$ 25.00

Sexton (included with Facilities Fee)

Musicians: All musicians must be approved by the Music Director.

Organist: * Organists will typically charge between \$200 - \$250 for a wedding; check with the Parish Office. The Chapel's Organist and Director of Music is the Dr. Paul Lindsley Thomas.

Clergy: * _____ While no amount is mandated, it is customary to make an honorarium commensurate with the other expenses of your wedding. Other participating clergy, invited by you, should receive a separate honorarium.

Church fees and honoraria are due two weeks prior to the wedding.

** Cash honoraria, or fees to individuals, should be in individual envelopes and given to the Altar Guild person in charge of your wedding at the rehearsal.*

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WEDDING INFORMATION

Bride _____	Groom _____
Address _____	Address _____
Home Phone _____	Home Phone _____
Work Phone _____	Work Phone _____
Cell Phone _____	Cell Phone _____
E-Mail _____	E-Mail _____
First Marriage? _____	First Marriage? _____
Is a former spouse still living? _____	Is a former spouse still living? _____
Age _____ Date of Birth _____	Age _____ Date of Birth _____
City and State of Birth _____	City and State of Birth _____
Baptized _____ Confirmed _____	Baptized _____ Confirmed _____
Denomination _____	Denomination _____
Your Parish Church _____	Your Parish Church _____
Father's Full Name _____	Father's Full Name _____
_____	_____
Mother's Full Name (including Maiden)	Mother's Full Name (including Maiden)
_____	_____

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Wedding Date & Time _____

Rehearsal Date & Time _____

Reception at Chapel? Y/N _____

Approximate # of Guests _____

Size of Wedding Party: Bride, Father, Honor Attendant, Groom, Best Man,

Bridesmaids _____

Groomsmen _____

Married Residence

OFFICE USE ONLY:

Priest in Charge: _____

Altar Guild Coordinator: _____

Acolyte _____ Reminder _____

Communion: Y / N If Yes, who is to receive? _____

Counseling Completed by _____ Certificate on File _____

Sexton Confirmed _____ Organist/Music Confirmed _____

License & Fees Received (Date and Name) _____