



**SAINT ANDREW'S**  
EPISCOPAL CHURCH  
*Committed to Prayer Work & Study*



Mission Statement: Saint Andrew's is a Christian worship community committed to prayer, work, and study. Work includes in-reach and outreach, all in response to God's gracious gift of salvation in Jesus Christ.

### **Wedding Policies & Procedures at Saint Andrew's Episcopal Church**

We are honored to celebrate your wedding at St. Andrew's Church. We hope that God blesses your marriage, and that the ceremony will be a joyful experience.

St. Andrew's is a Christian faith community, and we hold marriage in high regard as a sacramental sign of Christ's love for the church. It is our hope that these guidelines will provide you with the information you in need in marriage deciding if you want to have the ceremony here.

Marriage is a covenant between one man and one woman before God. It is intended to be a mutual, exclusive, lifelong commitment. As this is a church, at least one of the members of the couple needs to be a baptized, practicing Christian. Any wedding in this sacred space must be appropriate to traditional Christian practice.

The Episcopal marriage ceremony can be found in the Book of Common Prayer (p. 422ff). Any modifications require approval of the Rector. Our music guideline reflects our liturgical beliefs. The organist will be consulted in making musical choices. If there are valid reasons for making musical adjustments, such changes must be made with the Rector's approval.

If a couple use an outside minister, it is appropriate for the minister to contact the Rector for consultation. It is our desire to provide hospitality whenever it is possible within the constraints of our church practices.

#### **Fees for non-members include the following:**

- \$500 for use of the sanctuary
- \$50 for administrator fees
- \$150 for custodial fees
- \$250 for organist (paid to her)
- \$250 for the parish wedding coordinator
- \$300 for the parish hall reception if needed (paid to church)
- A donation to the priest is appropriate

#### **Fees for St. Andrew's Church members include the following:**

- \$250 for organist (paid to her)
- \$250 for the parish wedding coordinator
- \$300 for the parish hall reception if needed (paid to church)
- A donation to the priest is appropriate.

**Saint Andrew's Wedding Planning Record**

*Thank you for providing the following information. Please complete and give it to the Rector during your first meeting.*

**Proposed Wedding Date & Time:**

**Bride**

Name:

Address:

City:

State:

Zip:

Phone(H)

(W)

(Cell)

Email:

Birth Date:

Religious Affiliation:

**Groom**

Name:

Address:

City:

State:

Zip:

Phone(H):

(W)

(Cell)

Email:

Birth Date:

Religious Affiliation:

Will you have Holy Eucharist at your wedding?

**Saint Andrew's Episcopal Church  
Wedding Checklist**

*Please complete this form and bring it back with you when you meet with the wedding coordinator. If you have any questions, please call: Kristina Jones (901-292-4739)*

Bride's parents \_\_\_\_\_

Groom's parents \_\_\_\_\_

Date & Time of Rehearsal \_\_\_\_\_

Number of guests expected \_\_\_\_\_

Will the front pew be used for seating? \_\_\_\_\_

Will the choir area be needed for seating? \_\_\_\_\_

Will anyone be in a wheelchair? \_\_\_\_\_

**Who will escort?**

Bride's grandmothers \_\_\_\_\_

Groom's grandmothers \_\_\_\_\_

Bride's mother \_\_\_\_\_

Groom's mother \_\_\_\_\_

**Bride's Attendants:**

Maid of Honor \_\_\_\_\_

Or Matron of Honor

Bridesmaids \_\_\_\_\_

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**Groom's Attendants:**

Best Man \_\_\_\_\_

Groomsmen \_\_\_\_\_

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Ringbearer \_\_\_\_\_

Flowergirl \_\_\_\_\_

Saint Andrew's Episcopal Church  
106 Walnut Street, P. O. Box 626  
Collierville, TN 38017-0626  
Telephone: (901) 853-0425 Fax: (901) 853-0423  
Email: [mail@standrewscollierville.org](mailto:mail@standrewscollierville.org)

### **General Guidelines**

The Rector performs weddings for active members of Saint Andrew's.

Advance notification of at least 120 days will be needed if the bride or groom has been divorced.

The State of Tennessee requires that every minister shall have in his possession before the wedding a license granting the couple the right to marry. This marriage license should be presented to the Rector at the wedding rehearsal.

Assistant Clergy and/or Visiting Clergy must be invited by the Rector to participate in the service at the request for the Bride/Groom.

Counseling is required by the Canons of the Church. The Rector will meet with the couple to assist with meeting this requirement.

A team of Altar Guild volunteers will assist the Rector with the rehearsal and ceremony. The wedding coordinator and Altar Guild member is Kristina Jones, (901-292-4739).

The service for the Celebration of Marriage begins on page 423 in the Book of Common Prayer. It is also available online at <http://www.auburn.edu/~ulcm/wed04.html>

#### **Fees for non-members include the following:**

\$500 for use of the sanctuary  
\$50 for Administrator fees  
\$150 for custodial fees  
\$250 for organist (paid to her)  
\$250 for the parish wedding coordinator  
\$300 for the parish hall reception if needed for up to 3 hours (paid to church)  
A donation to the priest is appropriate

#### **Fees for St. Andrew's Church members**

\$250 for organist (paid to her)  
\$250 for the parish wedding coordinator  
\$300 for the parish hall reception if needed for up to 3 hours (paid to church)  
A donation to the priest is appropriate.

\*All fees should be paid by or before the wedding rehearsal date.

## **Ceremony Guidelines**

When planning your ceremony, please remember that the seating capacity of our sanctuary is 100-110.

### **Times for Weddings:**

Saturday afternoon weddings must begin no later than 2:00 pm.

Saturday night weddings must begin no earlier than 7:00 pm.

**Wedding Rehearsal:** The rehearsal date and time should be arranged with the Rector and wedding coordinator at least a day or two before the wedding.

*No weddings will be scheduled during the following times:*

**Lent (the days between Ash Wednesday and Easter)**

**Thanksgiving or the weekend immediately following Thanksgiving Day**

**Advent (the four weeks before Christmas)**

### **Attendants:**

Space limitations dictate that there will be no more than five Groomsmen, including the Best Man, and no more than five Bridesmaids, including the Maid of Honor.

Children participating in the wedding ceremony must be six years or older.

Dressing rooms are available for the bride and her attendants and for the groom and his attendants. These rooms will be unlocked three hours before the ceremony.

### **Flowers:**

Decisions about flowers should be made in consultation with Kristina Jones (901-292-4739) or one of the Altar Guild volunteers. They will meet with you and your florist at the church if necessary. Saint Andrew's uses C. J. Lily for our weekly altar flowers.

Only live greenery and flowers may be used.

Two arrangements of flowers may be placed on the altar. Arrangements may be made in the container liners provided by the church. The flowers must not be higher than the cross nor extend over the cross in width. The 2 arrangements cannot be taller than 25 inches and not wider than 14 inches.

No other flower arrangements may be placed in the sanctuary.

Ribbons may be used to designate reserved pews at the end of the pews facing the center aisle.

Modest swags or wreaths for the front doors are acceptable.

Flowers must be left on the altar following the service. You may request that they be acknowledged in the Sunday bulletin as a memorial or a thanksgiving. Please notify the church office of any such request. (853-0425)

The florist needs to arrange pick up of containers and delivery of altar flowers, bouquets, corsages, and boutonnieres with the church office. (853-0425)

**Candles:**

Only the candles normally on the altar during services are to be used. These are the two Eucharistic candles and the two Office candelabras.

**Photography/Videography at Weddings:**

The church will be unlocked three hours before the wedding for pre-wedding pictures.

We have a 5:00 PM Saturday service, so no pictures can be taken in the church between 4:00 - 6:00 PM on Saturdays.

Pre-wedding photos must end 30 minutes prior to the beginning of the wedding ceremony.

No flash or non-flash pictures may be taken during the service, including the processions, by a professional photographer or by members of the congregation.

Videotaping must be pre-arranged with the Rector.

Post-ceremony pictures are limited to 30 minutes. This is a firm time as volunteers and Altar Guild members must prepare for the weekend church services. When your 30 minutes has elapsed, the Altar Guild will begin their work extinguishing candles, removing flowers, etc. Please respect the time that these volunteers have willingly offered to you and to our church.

## **Wedding Music Policy**

The celebration and blessing of a marriage are a sacrament of the Episcopal Church and the music must be of the same nature as the music for any other service. These guidelines should be followed:

Our organist, Cynthia Carpenter, in consultation with the Rector, oversees all music for the wedding.

Contact Cynthia, 603-1704, as soon as possible after setting the wedding date. This allows adequate time for proper selection and preparation of the music.

A list of approved wedding music is below. Selections are not limited to these, but they provide a good example of what songs are considered appropriate.

Secular, sentimental love songs are inappropriate for a religious ceremony.

### **Processionals**

Trumpet Voluntaire - Purcell  
Rigadoun -Campra  
Ode to Joy - Beethoven  
Praise My Soul the King of Heaven

### **Recessionals**

Psalm 19 - Marcello  
Trumpet Tune - Purcell  
any of the processionals

### **Preludes**

Arioso - Bach  
Adagioni A Minor -Franck  
Canon in D - Pachelbel  
Ave Maria - Schubert  
Jesu Joy of Man's Desiring - Bach  
When Thou Art Near - Bach  
Deck Thyself, My Soul with Gladness

### **Hymns**

Joyful, Joyful We Adore Thee  
Now Thank We All Our God  
Praise to the Lord the Almighty  
All Creatures of Our God and King  
Praise My Soul the King of Heaven  
For the Beauty of the Earth  
The King of Love My Shepherd Is  
Love Divine All Loves Excelling

**Parish Hall Reception**

A professional catering service, with their own staff, should be used.

The caterer should contact the church office (853-0425) by the week of the wedding to arrange for the parish hall to be unlocked.

The church must have a copy of the caterer's license and a certificate of insurance for the reception.

Champagne, wine, and beer may be served only when food is served and only if non- alcoholic beverages are equally available. No other form of alcoholic beverage is permitted.

We require that our *No Smoking* policy be observed.

Kitchen equipment may be used with permission from the church. All consumable goods are to be furnished by you or your caterer. Tables and chairs are available for your use. Linens are not provided.

Caterers are responsible for set-up and take down. Tables and chairs must be returned to their original position when the reception has ended.