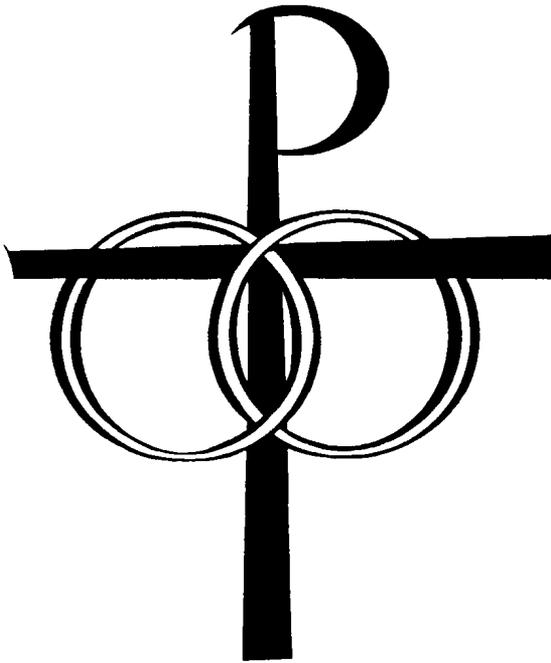


# **WEDDINGS**

**at St. Anne's Episcopal Church**



**A Guide to Custom & Practice**

*Revised 4/21/16 8:05 PM*

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# Weddings Are Worship

**In the Episcopal Church, a wedding is an act of worship.** This truth undergirds every aspect of how we understand and plan weddings at St. Anne's. Weddings are worship in at least three ways:

- **God is present.** The difference between a church wedding and any other isn't just the location. It's the acknowledgment that God is present and active in forging this lifelong covenant. At St. Anne's, God is the primary guest at any wedding and is, therefore, accorded the highest respect.
- **Marriage is a sacrament.** Marriage is one of the most concrete windows we have into God's ability to unite people in love, hope, and reconciliation. For this reason, the couple are the true ministers at a wedding, as they are the ones proclaiming the covenant being made, and it is in their lives that the sacrament is lived out. Those who have no intention of regular involvement and support in the life of the Church should seek to be married in a different setting.
- **It's not all about you.** While your wedding is very much about you, it's not *all* about you. It's also about the people gathered around you, the generations that came before you, those who will come after you, and—most of all—the God who loves you and has brought you together.

Because weddings are worship, all weddings at St. Anne's are performed in accordance with *The Book of Common Prayer* and the canons and traditions of the Episcopal Church. Some customs you've seen in movies, television, or at other weddings—even in other churches—may not be permitted at St. Anne's. This Wedding Customary is designed to guide you in planning your wedding at St. Anne's and to offer explanations about customs we observe. Please read it thoroughly. If you have questions as to the permissibility of anything, it is always best to check with the Rector of St. Anne's before making plans.

Thank you for considering St. Anne's Episcopal Church as the location of your wedding. God bless you as you make your plans.

The Rev. Lonnie Lacy  
Rector

# Planning Your Wedding at St. Anne's

## First Steps

Your first action upon engagement is to contact the church office to set up an appointment with the Rector. While it is wise to “pencil in” your preferred date with the Parish Administrator at that time, no *official* announcements, plans, or reservations may be made until the Rector has met with the couple. This initial meeting must include both members of the couple unless one is unavailable due to extreme geographical distance. One parent of each of the affianced may also be present at this initial meeting if both members of the couple agree to their presence. To contact the church office, call (229) 382-7505.

**Please bring your calendar to this meeting.** At this time, the Rector and couple will discuss:

- Guidelines for weddings at St. Anne's
- The shape and purpose of the service
- Premarital counseling
- The date of the wedding
- Facilities to be reserved
- The timeline of responsibilities for the couple

## Who May Be Married at St. Anne's?

Christian marriage does not happen in isolation; it requires commitment to a supportive community of faith. For that reason, weddings at St. Anne's are celebrated only for those who are:

### Members of St. Anne's

Members include those who are active in the ongoing life of this congregation, typically evidenced by regular attendance at worship and an appropriate, discernible commitment to the ministry and financial sustainability of the church.

### Children and Grandchildren of Members

Weddings may also be celebrated for children, stepchildren, or grandchildren of members. Children are not required to be currently active at St. Anne's if the parents are, but they will be

strongly encouraged by the Rector to join this church if they live in Tifton and do not have a church home.

### **Baptism**

In accordance with Church canon law, at least one member of the couple must be a baptized Christian. Those who have no real intention of regular involvement in the life of St. Anne's (or a church in the town in which they live) should seek another setting for their wedding.

## **Selecting a Date & Time**

### **Lent & Holy Week**

Weddings are not performed during the forty days of Lent (i.e. Ash Wednesday through Easter Day). In an exceptional circumstance, such as imminent overseas deployment of the one of the affianced, a very simple service with no decorations, restrained music, and limited ceremonial may be possible during Lent at the pastoral discretion of the Rector. Weddings never occur during Holy Week.

### **Day of the Week**

Custom prefers Saturday weddings, but other days of the week may also be appropriate. For practical reasons, Sunday weddings are discouraged unless the couple desires a simple blessing as part of the standard morning worship service. Only one wedding may be scheduled per day at St. Anne's.

### **Time of Day**

Weddings may be scheduled for any convenient time of day that does not conflict with existing commitments. Saturday weddings may not begin later than 6:00 p.m.

## **Premarital Counseling**

### **Rationale**

By canon law, the Episcopal Church requires premarital counseling for all couples. Statistics show that couples who receive premarital counseling tend to experience healthier marriages and lower divorce rates. The primary objective is to equip couples with valuable tools for a healthy marriage. Although it is rare, Church canon law grants the Rector the right to decline the solemnization of any marriage.

## **Who Performs the Counseling**

The Rector of St. Anne's is equipped to offer premarital counseling in the case of most first-time marriages but may, in certain circumstances, refer the couple to a licensed family therapist or counselor. If referred, the couple may incur counseling fees, which should be understood as a necessary component of their wedding budgeting process. The couple is solely responsible for all fees, scheduling, and follow-through with the referred therapist or counselor.

## **Topics Covered**

Over the course of 5 to 6 sessions, topics may include: Marriage as a sacrament, extended families and friendships, living together, fighting fair, money matters, sexual intimacy, and the gift of children. When offered by the Rector, counseling typically follows the book *The Marriage Journey: Preparations and Provisions for Life Together* by Grenz and Glover. The couple is encouraged to purchase a copy.

## **Counselor's Statement of Completion**

When referred to an outside therapist or counselor, the Rector requires a written statement of completion at least six weeks prior to the wedding.

## **Marriage License**

### **Legal Necessity**

A marriage license is the instrument that conveys to clergy the authority of the state to officiate at the ceremony. Without a marriage license, the priest cannot proceed; it is illegal. Arrangements for the marriage license are the couple's responsibility and should be made at a county courthouse well in advance of the date of the ceremony. A discount is typically offered by the State of Georgia with proof of premarital counseling. Contact the Tift County Probate Court with questions at (229) 386-7914.

### **Inspection at Rehearsal**

The marriage license must be presented to the Rector for inspection at the time of the rehearsal. Without it, the rehearsal will not go forward. It is the responsibility of the Rector to complete and mail the license to the appropriate authorities after the ceremony.

# Couples Not Residing in Tifton

## Timeliness

If one or both parties live a considerable distance from Tifton, the Rector is often willing to perform the ceremony, but all premarital responsibilities must still be met. Timeliness is essential given the complications of geographical distance.

## Premarital Counseling

Premarital counseling is a mandatory requirement given by Church canon law, so the Rector cannot agree to solemnize the marriage of any couple who cannot fulfill that requirement. The Rector is happy to assist the couple in locating a suitable premarital counselor in their locale, but timely enrollment in counseling is the sole responsibility of the couple. The counselor must submit a written statement of completion to the Rector at least six weeks prior to the wedding.

# Remarriage of Divorced Persons

## Bishop's Consent

In cases wherein one or both parties have been divorced from a spouse who is still living, the Episcopal Church requires the Rector to petition the Bishop for consent prior to planning the wedding. The couple does not need the Bishop's permission to be married; rather, the Rector must have the Bishop's permission to officiate. **No invitations may be issued or dates announced until Bishop's consent is received.**

## Additional Steps

The petition process for remarriage involves extra steps and requires more preparation. Couples must work with the Rector to plan well ahead of the wedding date. In order, the steps of the petition process include:

- Early submission of all divorce decrees to the Rector
- Additional premarital counseling by a licensed counselor wherein the divorced person(s) discuss the previous relationship(s) and reasons for the divorce
- Receipt by mail of the counselor's written evaluation
- Submission by mail of the Rector's written petition to the Bishop, including a form to be completed by the couple
- Receipt by mail of the Bishop's written consent

## **One Year After Divorce**

Unless there are extreme extenuating circumstances, at least one year must elapse between the date of the final divorce decree and the date of the proposed wedding.

## **Multiple Divorces**

Only under the rarest of circumstances is it possible for a priest to receive consent to officiate at a third marriage, and such permission is by no means assured. The Bishop does not give consent for priests to officiate at weddings where one or both of the parties has been divorced three or more times.

# **The Wedding Ceremony**

## **Officiant(s)**

### **Rector**

The Rector is normatively the officiant for all weddings at St. Anne's. Other priests on staff at St. Anne's may officiate a wedding by appointment of the Rector. With the permission of the Rector, Episcopal clergy from other churches within the Diocese of Georgia (and from outside the Diocese with the permission of the Bishop of Georgia) may be invited to assist at a wedding.

### **Non-Episcopal Clergy**

A clergy person from another Christian denomination may be invited to assist at the invitation of the Rector. In cases of interfaith marriages (marriages involving a Christian and a non-Christian), it is possible to include a religious leader from another faith. It should be noted, however, that such arrangements are often complicated and require considerably more advanced notice. Not all religious leaders in other faiths are willing to participate in interfaith weddings.

## **Service Format**

### **The Book of Common Prayer**

All weddings at St. Anne's conform strictly to *The Book of Common Prayer*. Couples are strongly encouraged to familiarize themselves with the wedding ceremony, found on pages 422-432. Except where the BCP provides for choices and

flexibility, nothing may be added or deleted from the service. Marriage vows may not be written or edited. Practices such as unity candles, while perhaps customary in other churches, are not permitted at weddings at St. Anne's.

### **Holy Eucharist**

Holy Eucharist (i.e., Communion, the Lord's Supper) is a meaningful way for Christians to mark the beginning of their married lives and is the preferred liturgical setting for weddings at St. Anne's. The couple should decide whether to incorporate Holy Eucharist in conversation with the Rector and in consideration of the couple's predominant faith background.

### **Communion Available to All**

If Holy Eucharist is planned as a part of the ceremony, it will be available to all guests who are baptized and desire to receive the Sacrament. The Episcopal Church does not limit Communion to the couple or to the wedding party. Our experience has been that it is quite possible to invite wedding guests to the Holy Table without embarrassment or coercion.

## **Location of Ceremony**

### **St. Anne's v. Other Venues**

The most appropriate location for Christian weddings is in the church. With adequate planning, however, the Rector may officiate at other venues as long as the couple still desires a Christian wedding in accordance with the Episcopal *Book of Common Prayer*. If held at another church, the Rector will likely need to seek permission to officiate there. If held outside Tift County, the couple is asked to provide appropriately for the Rector's lodging and travel.

## **Facilities Available at St. Anne's**

### **Sanctuary and Chapel**

Weddings at St. Anne's are typically performed in the main sanctuary, which seats up to 250 guests. For guest lists numbering less than 40, our chapel—known as “Little St. Anne's”—is also available. Guest lists often balloon as plans unfold; please be realistic when you reserve your worship space. No furniture may be added or removed in either space.

## **Parish Hall**

The Parish Hall, including the kitchen, is available for receptions. See the Fee Schedule on pages 16-18 for applicable fees and deposits. The couple is responsible for ensuring that the Parish Hall is returned to its original condition within 24 hours of the reception or before 7 a.m. Sunday morning, whichever is earlier. Access to the Parish Hall includes use of 6-ft round tables, 8-ft banquet style tables, and stackable chairs. No furniture may be removed from the Parish Hall or used outside.

## **Outdoor Weddings**

Outdoor weddings are not performed at St. Anne's due to the unpredictable climate of the region, the labor required to set up appropriate worship space outdoors, and the pervasive assault of south Georgia gnats. (Seriously, you don't want gnats crawling into your nose while saying your vows.)

## **Master of Ceremonies & Coordinator**

### **Master of Ceremonies**

St. Anne's utilizes a corps of capable and well-trained masters of ceremonies for all services, including weddings. An MC will be assigned to assist the Rector at the rehearsal and wedding.

### **Wedding Coordinator**

St. Anne's will also provide a church-appointed Wedding Coordinator specially trained by the Rector to assist the wedding party with lineup, processions, etc. Outside consultants or wedding coordinators—whether paid or volunteer—are unnecessary and hold no authority in decisions concerning the rehearsal or the ceremony. If you hire an outside consultant or coordinator for the purpose of your reception, etc., she or he must understand that inside the sanctuary she or he is merely a guest. Please trust the Rector and his team with the integrity of your service.

### **Honoraria**

Because these persons give generously of their own time to assist in your rehearsal and wedding, an honorarium for each is customary. See the Fee Schedule on pages 16-18.

## **Other Liturgical Ministers**

If your wedding does *not* include Holy Eucharist, the Rector and MC will be the only liturgical ministers involved. If Holy Eucharist *is* included, a number of additional liturgical ministers may be required for the service to be performed correctly. These additional ministers may include:

- Minimum of 2 Acolytes
- Minimum of 1 Eucharistic Minister
- Minimum of 2 Ushers

Only persons who have been trained previously for these roles at St. Anne's will be asked to perform these functions. Couples who are current members and have personal relationships with the many lay ministers at St. Anne's may request specific people to fill these roles, utilizing the Planning Form on pages 22-24. Because these people are giving generously of their own time to assist in your service, an honorarium or gift to each person is customary. See the Fee Schedule on page 16-18.

## **Music**

### **Musicians**

The Rector delegates the responsibility of all wedding music to St. Anne's Organist, who by contract has first right of refusal for playing all weddings. If the couple prefers more contemporary instrumentation, such as guitar or piano, St. Anne's Minister of Music is typically available.

### **Appropriate Music**

It is important to remember that a wedding is first and foremost a worship service. There is much wonderful music appropriate for a wedding reception that is not suitable for worship. Selections from movies, Broadway shows, or popular culture typically are not suitable. The Organist (in consultation with the Rector) will be the final judge as to the appropriate nature of all selections. Appointments to discuss wedding music with the Organist may be made by calling the number listed on page 20 of this customary.

### **Guest Musicians**

Couples occasionally desire a friend or family member to provide special music, such as a solo, as part of the liturgy.

Requests of this nature must be coordinated with the Organist, who will meet with the soloist well ahead of time and will have final authority in determining permissibility.

## **Choir**

St. Anne's Choir is not typically involved in weddings given the demands on people's schedules and the difficulty in assembling a full representation outside of Sundays.

## **Flowers and Decorations**

### **Appropriate Restraint**

St. Anne's sanctuary is a beautifully appointed building in its own right, making elegant simplicity the best approach in planning floral decorations. Floral decorations may not surpass what is customarily used on Easter Sunday, typically a budget of \$1,000. No silk or synthetic flowers may be used. If floral decorations are determined to be inappropriate after they are delivered, the Floral Coordinator reserves the right to adjust them so they are in keeping with the standards for worship at St. Anne's.

### **Florists & Floral Coordinator**

St. Anne's strongly encourages the use of its regular florist, Vercie's Ground Floral, as they are familiar with our space and customs. If using a florist other than Vercie's, consultation must first be made with St. Anne's Floral Coordinator to ensure your floral plans conform to St. Anne's floral standards.

### **Flower Placement**

Flowers are limited to the chancel area only. Your florist should begin with a primary arrangement under the *Christus Rex* (the large cross), with the possibility of one or two more arrangements at the corners of the chancel area. Bows are not to be used on any arrangements in the chancel. Floral pew markers are permitted; arrangements on the walls are not. Tacks, nails, tape, and balloons may not be used anywhere on the premises.

### **Cushion & Runners**

A kneeling cushion is provided at St. Anne's for all weddings. Because of the danger of tripping, the use of a "runner" in the aisle is not permitted.

## **Rice, Bird Seed, etc.**

Please ensure that wedding guests do not throw rice, confetti, flower petals, birdseed or the like in the buildings or on the grounds at any time.

## **Scripture Readings**

*The Book of Common Prayer* provides several options for appropriate Scripture readings, listed below. Other scriptures from the Bible may also be used in consultation with the Rector; readings from sources other than the Bible are not permitted. St. Anne's utilizes the NRSV translation.

If your wedding does *not* include Holy Eucharist, choose one or two readings. For weddings *with* Holy Eucharist, choose three, one of which must be from the Gospels. Please designate one reader per reading who can project well and read clearly and slowly. Your readers will be expected to rehearse the reading at the rehearsal. The Rector will read the Gospel.

### **Old Testament**

- Gen. 1:26-28
- Gen. 2:4-9, 15-24
- Song of Solomon 2:10-13;8:6-7
- Tobit 8:5b-8 (*found in the apocrypha*)

### **New Testament**

- 1 Cor. 13:1-13
- Eph. 3:14-19
- Eph. 5:1-2, 21-33
- Col. 3:12-17 1
- John 4:7-16

### **Gospel**

- Mat. 5:1-10
- Mat. 5:13-16 7:21, 24-29
- Mark 10:6-9, 13-16
- John 15:9-12

## **Photography & Videography**

### **Photography**

At St. Anne's, we want your wedding to be joyful, holy, and

without distractions. With that in mind, flash photography by any photographer—whether professional or amateur—is prohibited during the service after guests have arrived.

Flash photographs may be taken before and after the ceremony. Photographs taken prior to the ceremony must be concluded 30 minutes before the ceremony's start time. Photographs taken after the ceremony should be limited to the wedding party and families.

Available light photographs may be taken during the service. At St. Anne's, the chancel, side chapel, and altar areas are holy space, and we ask that no tripods or other photographic equipment be used in those areas during the service. Photographers may setup up along the outside aisles or shoot from the back of the sanctuary. They may not shoot from the center aisle or in front of the pews.

### **Videography**

St. Anne's Media Ministry will retain control of all St. Anne's video and sound equipment, and at no time may anyone outside the Media Ministry modify settings or plug into St. Anne's equipment.

St. Anne's allows for no more than two videographers in the church for a service, and videography equipment should be placed in a way that does not obstruct traffic. Videographers may set up along the outside aisles or shoot from the back of the church. They may not shoot from the center aisle or in front of the pews, and they may not change position once the service begins. St. Anne's Media Ministry will provide sound for all services, and can provide videographers with a "clean" audio feed in mp3 format from the service upon request.

### **Dress & Decorum**

Photographers and videographers should dress and function in a manner that minimizes distraction.

### **Policy Agreements**

The couple is to submit the names and contact information of the photographer and/or videographer to the church office via the Planning Form on pages 22-24 so a copy of St. Anne's policy can be mailed to them. It is the couple's responsibility to review these instructions with their photographer and/or videographer so there are no misunderstandings at the time of

the wedding. Photographers and videographers are guests of St. Anne's and are expected to observe the rules and customs of the church. They are encouraged to keep their equipment with them at all times; St. Anne's is not responsible for loss or damage.

## **Printed Programs**

### **Programs Printed by St. Anne's**

You may request St. Anne's to create a one page printed order of service, which will offer your guests simple directions for navigating the service. Requests must be made at least six weeks prior to the ceremony via the form on pages 22-24. The couple will be asked to proofread the final program no later than three weeks before the ceremony. After that, no changes may be made.

### **Programs Printed Elsewhere**

You may choose instead to have programs designed and printed elsewhere at your own expense. The Rector and musicians must give final approval of the program proof, regardless of where or how it is printed.

## **The Rehearsal**

### **Rehearsal Time**

The time for the wedding rehearsal should be determined in consultation with the Rector. Rehearsals are scheduled on the evening preceding the wedding. No rehearsal will be scheduled to begin after 6:00 p.m.

### **Rehearsal Leader**

The Rector conducts the rehearsal with the aid of the MC and church-appointed Wedding Coordinator. Outside consultants or wedding coordinators—whether paid or volunteer—hold no authority in decisions concerning the rehearsal or the ceremony. They are, of course, welcome to attend to the couple's needs before and after the wedding, but inside the sanctuary they are merely guests.

### **Stand-Ins**

Both members of the couple are required to be full and active participants in the rehearsal. The purpose of the rehearsal is to

give participants a “feel” for the liturgy and the space in which it is conducted, so the use of stand-ins for either member of the couple is not permitted.

### **Full Participation**

All persons associated with the wedding—readers, ushers, wedding party, musicians, etc.—are required to be present at the rehearsal and to rehearse their parts. Every effort will be made to start and end the rehearsal on time. The rehearsal cannot begin until the Rector has seen the marriage license. Photographs may be taken during the rehearsal in the nave; they may not be taken from behind the altar rail.

### **Intoxication**

If any member of the wedding party, including the couple, appears to be intoxicated at the rehearsal, he or she will be excused from the premises by the Rector.

## **The Wedding Day**

### **Arrival**

The wedding party should arrange to arrive at the church no earlier than three hours prior and no later than 30 minutes prior to the scheduled start of the ceremony. All doors are unlocked 1 hour before the service unless otherwise requested via the Planning Form on pages 22-24. Specially designated rooms are made available to the wedding party for their comfort before the ceremony. Alcohol is not permitted in these rooms during this time.

### **Seating Guests**

The church-appointed Wedding Coordinator will instruct ushers at the rehearsal. Generally, members of the wedding party acting as ushers are expected to be in the back of the church 30 minutes prior to the start of the ceremony. They are expected to begin seating the guests as soon as they arrive.

### **Line-Up**

The church-appointed Wedding Coordinator will assemble the wedding party and space them properly for the procession.

### **Intoxication**

If any member of the wedding party, including the couple, appears to be intoxicated at the wedding, he or she will be

excused from the premises by the Rector without exception.

## **Alcohol Policy & Smoking**

Alcohol may be served only in St. Anne's Parish Hall and only during the reception. All other usage is prohibited. If alcohol is to be served, the couple must sign St. Anne's Alcohol Policy, which may be found at [www.stannestifton.com/documents](http://www.stannestifton.com/documents). Smoking is not allowed inside any building at St. Anne's.

## **Fee Schedule**

### **Fees and Deposits**

The following fees are due in the church office no later than six weeks before the date of the ceremony, accompanied by the forms on pages 22-24. Payment may be dropped off in person or mailed to St. Anne's Episcopal Church, P.O. Box 889, Tifton, Georgia 31793. Fees may be combined into one check, payable to St. Anne's Episcopal Church, with the couple's names in the memo line.

#### **General Wedding Fee: \$250**

The General Wedding Fee covers overhead and administrative costs incurred by the church. This fee applies to all weddings at St. Anne's, including those of members.

#### **Organist's Fee: \$300**

The Organist receives a fee as weddings are an additional duty not covered under the regular contract. The fee is \$200 for the wedding itself, and \$100 for the rehearsal.

#### **Parish Hall Fee & Cleaning Deposit: \$250 + \$250**

A \$250 fee and a \$250 cleaning deposit are required for couples utilizing the Parish Hall for their reception. The fee gives access to the Parish Hall for 48 hours before the ceremony to allow time for decorating, etc. and includes use of 6-ft round tables, 8-ft banquet style tables, and stackable chairs. Furniture may not be removed or used outside.

The \$250 cleaning deposit will be voided and returned by mail to the couple. It becomes non-refundable for failure to return the Parish Hall to its original condition and cleanliness.

### **Parish Hall Key Deposit: \$50**

A \$50 deposit grants key access to the Parish Hall for decorators, caterers, etc. The deposit becomes non-refundable if the key is not returned to the Parish Administrator within 48 hours of the reception.

## **Suggested Honoraria**

St. Anne's suggests the following honoraria for persons assisting in your wedding. While the actual amount is left to your discretion, it is polite to offer a gift of thanks to those who give freely of their time to make your wedding a special and memorable occasion.

### **Rector: \$150-\$300**

The Rector is not paid for performing his sacramental duty. However, many couples wish to honor the Rector's time with an honorarium given the amount of work involved in planning and executing a successful wedding. Such work includes, among other things: premarital counseling, planning sessions, paperwork and proofreading, and typically two weekend evenings away from spouse and children.

### **Master of Ceremonies: \$50**

The Master of Ceremonies is the Rector's primary assistant at all weddings and works to ensure a smooth ceremony.

### **Church-Appointed Wedding Coordinator: \$50**

The church-appointed Wedding Coordinator comes to the rehearsal and the ceremony to assist in lining up the bridal party, training the ushers, and providing cues for entry.

### **Media Minister: \$20**

A member of St. Anne's Media Ministry is responsible for running sound at your wedding.

### **Acolytes: \$20 each**

Acolytes are young people who assist the Rector in the preparation of Communion during the Eucharist. A minimum of two are required if your wedding includes Holy Eucharist. None are required for non-Eucharistic weddings.

### **Eucharistic Minister: \$20 each**

Eucharistic Ministers assist in the distribution of Communion during Holy Eucharist. A minimum of one is required if your

wedding includes Holy Eucharist. None are required for non-Eucharistic weddings.

### **Ushers: \$20 each**

Ushers assist in seating guests, directing traffic inside the church, and guiding people during Communion. While members of the wedding party may be trained at the rehearsal to perform these functions, experienced St. Anne's ushers are preferred if there is to be Holy Eucharist. A minimum of two are required if your wedding includes Holy Eucharist.

## **Timeline & Checklist**

The following timeline is not exhaustive but will give you a good sense of the responsibilities involved in arranging your wedding at St. Anne's. Please utilize the information below in conjunction with the instructions found in this customary.

### **Immediately upon Engagement**

#### **Make Appointment with Rector**

Your *first* action upon engagement is to set up an appointment with the Rector. To contact the church office, call (229) 382-7505. Please bring your calendar to this initial meeting.

#### **[Submit Divorce Decree(s) to the Rector]**

This applies only to those who have been divorced from a spouse who is still living.

### **3 Months Prior**

#### **Begin premarital counseling**

Premarital counseling is required by Church canon law and is typically performed by the Rector. There are usually six sessions. Those previously divorced should begin counseling earlier as more sessions and paperwork are required.

### **2 Months Prior**

#### **Decide if Ceremony Will Include Communion**

This is an important decision that should be made in consultation with the Rector and in consideration of the predominant faith backgrounds of the couple.

### **Contact St. Anne's Organist**

St. Anne's Organist has first right of refusal for playing at all weddings. The Organist will work with you to ensure that selections are in keeping with St. Anne's worship standards.

### **Contact St. Anne's Floral Coordinator**

Floral arrangements must be in keeping with St. Anne's floral standards. The Floral Coordinator can assist you in making floral plans.

## **6 Weeks Prior**

### **Pay All Fees & Deposits**

See Fee Schedule on pages 16-18.

### **Provide Forms to Parish Administrator**

A significant amount of internal paperwork and administration is involved in preparing weddings in the Episcopal Church. Please submit the form on pages 22-24 in a timely manner to allow the Parish Administrator ample time to process them.

### **[Submit Counselor's Evaluation to Rector]**

When referred to an outside therapist or counselor, the Rector requires a written statement of completion at least six weeks prior to the wedding.

## **3 Weeks Prior**

### **Obtain Marriage License**

The marriage license may be obtained at any county courthouse in Georgia. The Tift County Courthouse can be reached at (229) 386-7914.

### **Proofread & Approve Program**

Whether programs are printed at the church office or elsewhere, the couple, Rector, and Organist must approve the final copy no later than 3 weeks prior to the ceremony.

### **Day of Rehearsal**

Present marriage license to Rector for inspection.

### **Day of Wedding**

Doors are unlocked 1 hour prior to ceremony, unless otherwise requested via the Planning Form on pages 22-24.

# Helpful Contacts

## **Parish Administrator**

Ms. Emily Guerry  
St. Anne's Episcopal Church  
P.O. Box 889, Tifton, Georgia 31794  
(229) 382-7505  
office@stannestifton.com

## **Rector**

The Rev. Lonnie Lacy  
(229) 382-7505  
lonnie@stannestifton.com

## **Church Organist**

Ms. Sally Adamson  
(229) 382-8880  
tomme@friendlycity.net

## **Minister of Music**

Mr. Stan Smith  
(229) 402-2855  
stan@stannestifton.com

## **Floral Coordinator**

Ms. Ann Clayton  
(229) 382-3689  
amclayton@friendlycity.net

## **Tift County Courthouse**

225 Tift Ave. S., Tifton, Georgia 31793  
(229) 386-7914

## **Vercie's Ground Floral**

225 Love Ave., Tifton, GA 31793  
(229) 238-3887

# Planning Form

The following three pages must be completed and submitted to the church office with all applicable fees **no later** than six weeks prior to the ceremony. Please cut these pages from the book.

**Couple's Full Names:**

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**Couple's Faith Backgrounds:**

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**Couple's Permanent Mailing Address:**

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**Wedding Location:** \_\_\_\_\_

**Wedding Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Rehearsal Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Number of Guests Invited:** \_\_\_\_\_

**Is St. Anne's printing the program?**  Yes  No

**Attendants:** Please list the full names of all attendants (e.g. bridesmaids, groomsmen) as they should be listed in the program.

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**Parents' Full Names & Hometowns:**

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**Holy Eucharist:** Do you wish to include Holy Eucharist (Communion) as part of the ceremony?  Yes  No

**Music & Flowers:** Have you coordinated all appropriate details with St. Anne's Organist and Floral Coordinator?  Yes  No

**Doors Open:** Do you wish the doors to the facilities to be unlocked  
1 2 3 hours prior to the ceremony?

**Lay Ministers:** If you are a current member, list the names of any lay ministers you would especially like to participate (Master of Ceremonies, acolytes, Eucharistic minister, ushers etc.):

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**Florist's Name & Address:** \_\_\_\_\_

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**Photographer's Name & Address:** \_\_\_\_\_

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**Videographer's Name & Address:** \_\_\_\_\_

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**Readings:** For a wedding *without* Holy Eucharist, choose one or two readings. For a wedding *with* Holy Eucharist, choose three, one of which must be from a Gospel.

**Old Testament:**  Gen. 1:26-28  Gen. 2:4-9, 15-24  
 Song of Solomon 2:10-13;8:6-7  Tobit 8:5b-8

**New Testament:**  1 Cor. 13:1-13  Eph. 3:14-19  
 Eph. 5:1-2, 21-33  Col. 3:12-17  1 John 4:7-16

**Gospel:**  Mat. 5:1-10  Mat. 5:13-16  7:21, 24-29  
 Mark 10:6-9, 13-16  John 15:9-12

**Readers' Full Names:** \_\_\_\_\_

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**Applicable Fees:** We have included the following fees with this Planning Form:

- \$250 General Wedding Fee**
- \$300 Organist's Fee**
- \$250 Parish Hall Fee**
- \$250 Parish Hall Cleaning Deposit** (refundable)
- \$50 Parish Hall Key Deposit** (refundable)

## **Declaration of Intention**

*All couples married in the Episcopal Church are required to sign the following Declaration of Intention.*

We understand the teaching of the church that God's purpose for our marriage is for our mutual joy, for the help and comfort we will give to each other in prosperity and adversity, and, when it is God's will, for the gift and heritage of children and their nurture in the knowledge and love of God. We also understand that our marriage is to be unconditional, mutual, exclusive, faithful, and lifelong, and we engage to make the utmost effort to accept these gifts and fulfill these duties, with the help of God and the support of our community.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Acknowledgment of Policies**

We have received, read, understand, and agree to the policies for weddings at St. Anne's Episcopal Church as outlined in the Wedding Customary.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_