

Weddings

at St. James's Episcopal Church



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Weddings at St. James's

Congratulations on your plan to be married! We hope that this time of preparation is joyful and meaningful. The celebration and blessing of a marriage is a sacred occasion. As your faith community, St. James's is grateful to share in your special day. It is our hope that these guidelines will offer you a clear understanding of our particular procedures and policies and insight into what a marriage and wedding ceremony at St. James's Episcopal Church entails.

First Steps

Who can get married at St. James's?

We are a faith community. As such, we expect that either the bride or the groom is baptized and at least one of them, or a member of their immediate family, is a member of St. James's.

Who should you talk to about a wedding at St. James's?

All arrangements for a marriage are made with the clergy. The Canons of the Episcopal Church require 30 days notice. The availability of the church for a wedding may be determined by calling the Parish Coordinator; however, only the clergy can confirm a wedding date.

When can weddings take place?

Weddings may be scheduled on Saturdays between 11:00 a.m. and 7:00 p.m. To ensure that each ceremony is as beautiful and memorable as you hope it to be, only one wedding may be scheduled on any day.

After the Date is Set

Pre-marital counseling is a healthy beginning for all couples (and is required by the Canons). The bride and groom should arrange for a conference with the officiating priest as soon as possible. If either the bride or the groom has been married before (except for widows and widowers), the Officiant must petition the bishop and the couple receive permission to remarry.

Now it's time to call the Organist! Music is a very important part of every wedding ceremony. Ask the Organist to reserve your wedding date on her calendar and set a time for a consultation. (*For further information regarding music, see "Music for Weddings" on page 7 in this booklet.*)

Wedding rehearsals are usually scheduled for 5:00 p.m. the day before the wedding. St. James's provides each couple with extra help from its Wedding Director, who assists at both the rehearsal and the wedding. An outside wedding coordinator is not needed at the church.

Please complete the Holy Matrimony Information Form (*which is included in your wedding information packet*) as soon as possible and send it to "St. James's Episcopal Church, Attention: Wedding Director," 1205 W. Franklin St., Richmond, VA 23220. The marriage license, Bulletin Information Form (if applicable), *and all fees* (see page 12) are due into the church office at least **TWO WEEKS BEFORE THE WEDDING.**

Please provide your marriage license to the Wedding Director no later than the Monday prior to your wedding rehearsal.

At the Church

Rooms are available at the church for the bride and her attendants to use to dress. Please make arrangements with our Wedding Director. While this is a glorious day of celebration, please wait until the reception to enjoy any alcoholic beverages. Consumption of alcohol (such as champagne and other spirits) is not permitted in the dressing rooms or on church property.

Because it creates a safety hazard, St. James's does not permit any substance to be thrown or dropped on church property. This includes flowers or petals dropped in the aisle by a flower girl and materials such as rice or birdseed on the outside steps.

Parking at St. James's

Ample parking is available at the church for both the wedding and the rehearsal. St. James's has a surface lot at 1127–1129 West Franklin Street, one half-block east of the church. The parking deck is across the street at 1100–1104 West Franklin Street. Each of these will be available.

It is possible to reserve a parking place in front of the church for the wedding party. Please ask the Wedding Director to make those arrangements well in advance of the wedding date.

Altar Flowers and Chancel Decorations

Flowers set the stage for the wedding ceremony, and under the direction of the church's Altar Guild, every wedding service is resplendent with floral arrangements that provide a beautiful frame for the wedding couple and guests.

All altar flower arrangements are made by the church's Altar Guild, whose Flower Chairman will order flowers for the ceremony. Outside florists are only permitted to arrange flowers in the urns in the narthex and the bridal party's bouquets and boutonnieres. Notify the Altar Guild Flower Chairman of your preferences for the types of flowers and colors. Neither wreaths, petals nor balloons are allowed outside the church.

The Altar Guild Information Sheet (*which is included in your wedding information packet*) is designed to serve as a useful guide for making the various decisions required for flowers and decorations. This form should be completed and returned to the Altar Guild Flower Chairman at least two months prior to the wedding. Please call the Altar Guild Flower Chairman prior to completing the form to discuss flower options.

Altar flowers are distributed to the sick and home-bound at the conclusion of the last service on the following Sunday. The couple may request that some of the flowers be sent to a local person of their choice. If you choose to do so, please make arrangements through the Parish Coordinator the week before the wedding.

In addition to the candles on the Altar, seven branch candelabras are available for use in the Chancel. If a wedding is scheduled post-sunset, hurricane lamps are available to place in the windows. The bride is responsible for supplying magnolia leaves or other greens to decorate around the lamps. St. James's does not permit use of a "unity" candle.

Suggested Scripture Readings for the Celebration and Blessing of a Marriage

The service for the Celebration and Blessing of a Marriage can be found on page 423 of the *Book of Common Prayer*. The clergy will be happy to discuss how family members may be involved in the liturgy.

Old Testament Readings NRSV

Genesis 1:26-28 (*Male and female He created them*)

Genesis 2:4-9, 15-24 (*A man cleaves to his wife and they become one flesh*)

Song of Solomon 2:10-13, 8:6-7 (*Many waters cannot quench love*)

Tobit 8:5b-8 (*That she and I may grow old together*)

New Testament Readings (Epistles) NRSV

I Corinthians 13:1-13 (*Love is patient and kind*)

Ephesians 3:14-19 (*The Father from whom every family is named*)

Ephesians 5:1-2, 21-33 (*Walk in love, as Christ loved us*)

Colossians 3:12-17 (*Love which binds everything together in harmony*)

I John 4:7-16 (*Let us love one another for love is of God*)

New Testament Readings (Gospels) NRSV

Matthew 5:1-10 (*The Beatitudes*)

Matthew 5:13-16 (*You are the light...let your light so shine*)

Matthew 7:21, 24-29 (*Like a wise man who built his house upon a rock*)

Mark 10:6-9, 13-16 (*They are no longer two but one*)

John 15: 9-12 (*Love one another as I have loved you*)

John 2:1-12 (*Wedding at Cana*)

All scripture readings come from the New Revised Standard Version (NRSV) of the Bible. If other readings are preferred, the clergy must approve them.

Music for Weddings

Music is an integral part of the wedding ceremony. A marriage service in the Episcopal Church is a worship service, and the music selected for the ceremony should reflect the sacred and joyful nature of the service and enhance the beauty of the wedding liturgy.

Consultation

St. James's Organist plays for all weddings held in the church nave. If she is unavailable for a wedding, she will secure a suitable substitute.

The Organist consults with the wedding couple to select music for the service: the processional, hymns, recessional, and any vocal solos or instrumental pieces. At this consultation the Organist will suggest several appropriate choices from her repertoire from which the couple will choose. The Organist is happy to consider any special requests.

Music Before the Service

Appropriate music is played before the service while guests are assembling. This prelude usually consists of six or seven pieces ordered to reflect the moods of the service: joyful, festive, serious, grand. While you are welcome to request specific pieces, the final selection of prelude music is left to the discretion of St. James's Organist.

Music During the Service

The service begins with the formal procession into the church of the wedding party (the priest, groom, best man, groomsmen, bridesmaids, and bride). The procession may be an appropriate organ piece(s) or a hymn, either sung by the congregation or simply played on the organ.

Hymns of praise or solos may be sung during the service, and at the conclusion of the service a joyous and exuberant or stately organ piece or hymn is played for the procession of the wedding party out of the church.

Soloists and Other Musicians

Couples may choose to add vocalists or instrumentalists for the wedding service. St. James's has a number of accomplished choristers on staff who are available to sing anthems or augment hymn singing. If these vocalists, a soloist or an additional instrumentalist is desired, the organist will arrange for the services of the musician(s) and schedule additional musical rehearsals as necessary.

Chimes

The St. James's chimes are a beautiful and joyous way to conclude the wedding celebration. If you wish, the chimes can be manually pealed as the wedding party and guests exit the church. Please let the organist know if you would like this at your wedding, and she will secure a pealer.

Please note that there is an additional fee associated with the use of any extra musicians.

Note: You will find it helpful to bring the following list of music recommendations with you to the consultation with the organist, so that you can more easily identify and remember the various choices as they are played.

Music Recommendations

Processional:

- Trumpet Tune in D – Henry Purcell
- Trumpet Voluntary in D – Jeremiah Clarke
- Trumpet Tune and March – Jeremiah Clarke
- Musique Royale – Michel Delalande
- Trumpet Fanfare (Masterpiece Theatre) – Jean Mouret
- Air from *Water Music Suite in F* – George Frideric Handel
- Rigaudon – André Campra
- Processional in E flat – David Johnson
- Trumpet Tune in D – John Stanley

Recessional:

Hornpipe from *Water Music Suite* – George Frederic Handel
La Rejouissance from *Music for the Royal Fireworks* – Handel
Prelude and Fugue in C major – Johann Sebastian Bach
Festal Flourish – Domenico Zipoli
Festival Toccata – Colin Brumby
Toccata from *Symphonie No. V* – Charles Marie Widor
Toccata Brevis – Daniel Gawthrop

Hymns:

Joyful, joyful, we adore thee – 376
Praise to the Lord, the Almighty – 390
Now thank we all our God – 397
Praise, my soul, the King of heaven – 410
For the beauty of the earth – 416
Lord of all hopefulness – 482
Christ is made the sure foundation – 518
Love divine, all loves excelling – 657

Seating the Mothers:

Air from *Water Music Suite* – George Frederic Handel
To a wild rose – Edward MacDowell
Simple Gifts – Shaker Hymn Tune, arr. Jon Spong
Jesu, joy of man's desiring – Johann Sebastian Bach

Photographs and Videos

A wedding is an important event in the life of a family, and photographs and videos provide treasured lasting mementos of the occasion. While these will preserve a connection to this wonderful day for years to come, it's important to be aware that the wedding itself is a worship service.

We want to protect the sanctity of the sacrament and remind everyone associated with the wedding that nothing may be allowed to interfere with the service. **To avoid misunderstanding and confusion on the day of the wedding, it is the couple's responsibility to provide a copy of the following guidelines for the photographer and/or videographer before the wedding day.**

Guidelines for Photographers and Videographers:

1. Photographs and videos may be taken freely outside the church before and after the service.
2. Photographs may be taken in the church before the service. The church will be open for photographers two hours before the service and photographers must be finished 30 minutes before the service is scheduled to start.
3. Professional still and video photographers may take pictures during the service using only a stationary camera or cameras set up on tripods in the balcony, which must be in position at least 60 minutes before the service begins. No movement is permitted in the balcony after the organist begins to play. All photos and videos made during the service must be made with natural light. No flashes or video lights are permitted during the service. Care should be taken to lessen the sound of the shutter during vows and prayers.
4. After the service, picture taking is only permitted for 30 minutes. Photographers must not move chancel furniture or items on the altar or in the choir loft.
5. The photographer is permitted to take flash pictures inside the church building only in the narthex just as the bride prepares to walk down the aisle and as the couple leaves the sanctuary immediately after the service.

Service Bulletins

St. James's will provide bulletins for the wedding or, if you prefer, you may create your own with approval from the church's Wedding Director. The bulletin is a worship leaflet and, while it makes a nice memento of the occasion, its purpose is to help your guests participate in the service.

The outline of the service, the music, the readings, and the participants in the service (including the wedding party) are all you need to include. Other announcements, such as directions to the reception, are best conveyed by other means. Sample bulletins are available from the church office.

If you would like the Church to provide your wedding bulletin, please complete a Bulletin Information Sheet (*which is included in your wedding information packet*) and return it to the Wedding Director at least two weeks before the wedding.

What Will it Cost?

The fees attached to wedding ceremonies at St. James's go toward the work and time of the many people required to make the liturgies possible.

St. James's Wedding Liturgies and Associated Fees

In the Chapel:

St. James's chapel is a beautiful and intimate space. A wedding in the chapel is ideal for couples seeking a small ceremony involving no more than 25 people (including the wedding party).

Fees:

As a chapel wedding does not normally involve as many people to make the wedding possible, the only fee required is for the priest. Neither music nor altar flowers are provided; however, should a couple choose to have either, the following arrangements may be made and fees will be assessed.

- If flowers are used at the altar, arrangements must be made through the Altar Guild Flower Chairman at a cost of \$100. Special flower requests may be made and the cost of the arrangement requested will be applied instead.
- Music must be arranged through the organist. A fee of \$250 is required if her service is rendered at the wedding; other fees may be applicable if other musicians are used.
- A tax-deductible contribution of \$400 should be made payable to the priest's discretionary fund for the furtherance of his or her ministry.

In the Nave:

A wedding in the nave is ideal for couples seeking a larger ceremony involving a larger wedding party and more guests. The church seats as many as 750 persons, including the balcony space. The church's Fisk organ is a magnificent instrument, and the balcony offers plenty of space for guest musicians.

Fees:

A fee of \$1,600, payable to St. James's Episcopal Church, includes:

- Premarital counseling, the rehearsal and wedding with the Officiant
- The services of the wedding director
- Consultation, rehearsal and wedding with the organist (*This fee does not include the cost for any additional musicians.*)
- Altar Guild services, altar flowers and pew markers, candelabra, candles, and other sanctuary expenses (*This fee does not include special flower requests, floral pew markers or greens for candelabras.*)
- Bulletins
- Setup, security and cleanup by a sexton
- A contribution to the priest's discretionary fund

Receptions at St. James's

While many couples choose to have a wedding reception at clubs and facilities around the Richmond metropolitan area, St. James's beautiful Valentine Hall in the Michaux House located across Birch Street from the church is also available for receptions. Please make arrangements with the Parish Coordinator when scheduling your wedding date.

A \$1,000 fee to hold a reception here includes the use of the first floor of the Michaux House, including Valentine Hall, and the kitchen for three hours, plus one hour setup and one hour cleanup times. Extra set up time may be arranged for an additional \$50 per hour.

Unless other arrangements are made, the kitchen is to be used as a catering kitchen, with caterers providing not only the food and beverages, but also all tablecloths, plates, utensils, glasses, napkins, etc. A list of preferred caterers is available upon request. Beer and wine, including champagne, may be served if an ABC permit is obtained, but "hard" liquors and spirits are not permitted.

General Rules for Use of the Michaux House:

1. Smoking is not permitted anywhere on the premises.
2. All events on Saturdays must end and be cleaned up no later than 9:00 p.m.
3. The user will designate a person who will be responsible for keeping order during the event and will be personally liable for excessive cleanup and any damage.
4. Tables and chairs are available for use and do not need to be brought in from an outside source.
5. The Michaux House is designed and furnished in a residential style. Please do not move furniture or rugs without permission. No decorations or signs may be placed in the building using tape, tacks, etc.

Contact Information

Clergy:

The Rev. Randolph Marshall Hollerith, Rector
rhollerith@doers.org; 355-1779, ext. 318

The Rev. Ann Dieterle, Associate Rector
adieterle@doers.org; 355-1779, ext. 317

The Rev. Carmen Germino, Assistant Rector
cgermino@doers.org; 355-1779, ext. 319

Staff:

Anita S. Lisk, Parish Coordinator
alisk@doers.org; 355-1779, ext. 313

Poconna Thiel, Wedding Director
pthiel@doers.org; 355-1779, ext. 311

Virginia Whitmire, Organist
vwhitmire@doers.org, 355-1779, ext. 324

Altar Guild:

Mrs. Mary Waller Fergusson, Altar Guild Flower Chairman,
may be reached by calling (804) 200-1472

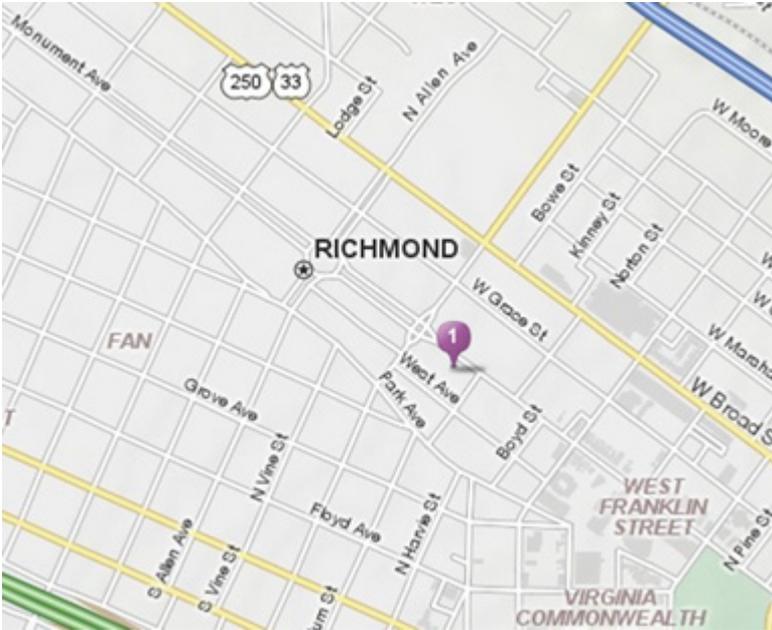
Checklist

WHAT YOU NEED:

WHO TO CALL:

Request a marriage ceremony.....	Clergy
Reserve the church.....	Parish Coordinator
Pre-marital counseling.....	Clergy
Plan the music.....	Organist
Flowers.....	Altar Guild Flower Chairman
Parking arrangements.....	Wedding Director
Service bulletin.....	Wedding Director
Dressing rooms.....	Wedding Director
Reception at church.....	Parish Coordinator

Directions for Guests



Directions from West of Richmond:

1. Take I-64 E.
 2. Take exit number 78 towards BOULEVARD. 0.24 miles
 3. Turn **RIGHT** onto VA-161/N BLVD. 0.18 miles
 4. Turn **LEFT** onto ROBIN HOOD RD. 0.17 miles
 5. Turn **RIGHT** onto HERMITAGE RD. 1.11 miles
 6. Stay straight to go onto N MEADOW ST. 0.04 miles
 7. Turn **LEFT** onto W BROAD ST/US-250/US-33. 0.30 miles
 8. Turn **RIGHT** onto N LOMBARDY ST. 0.07 miles
 9. N LOMBARDY ST becomes STUART CIR. 0.08 miles
 10. Turn **LEFT** around the J.E.B. Stuart monument onto W. FRANKLIN ST. (Franklin is a one-way street) 0.10 miles.
- St. James's is located a few hundred feet down Franklin your right.

Directions from North of Richmond:

1. Take I-95S.
2. Take exit number 78 towards BOULEVARD. 0.24 miles
3. Turn RIGHT onto VA-161/N BLVD. 0.18 miles
4. Turn LEFT onto ROBIN HOOD RD. 0.17 miles
5. Turn RIGHT onto HERMITAGE RD. 1.11 miles
6. Stay straight to go onto N MEADOW ST. 0.04 miles
7. Turn LEFT onto W BROAD ST/US-250/US-33. 0.30 miles
8. Turn RIGHT onto N LOMBARDY ST. 0.07 miles
9. N LOMBARDY ST becomes STUART CIR. 0.08 miles
10. Turn LEFT around the J.E.B. Stuart monument onto W FRANKLIN ST. (Franklin is a one-way street) 0.10 miles
St. James's is a located a few hundred feet down Franklin your right.

Directions from South of Richmond:

1. Take I-95 N towards RICHMOND.
2. Take the VA-195 TOLL/DOWNTOWN EXPRESSWAY exit number 74A towards I-195. 0.30 miles
3. Merge onto DOWNTOWN EXWY (Portions toll). 0.82 miles
4. Take the exit towards US-1/US-301/BELVIDERE ST. 0.20 miles
5. Merge onto W CANAL ST. 0.17 miles
6. Turn RIGHT onto S BELVIDERE ST/US-1 N/US-301 N. 0.42 miles
7. Turn LEFT onto W BROAD ST/US-250/US-33. 0.45 miles
8. Turn LEFT onto LOMBARDY ST. 0.08 miles
9. N LOMBARDY ST becomes STUART CIR. 0.08 miles
10. Turn LEFT around the J.E.B. Stuart monument onto W FRANKLIN ST. (Franklin is a one-way street) 0.10 miles
St. James's is a located a few hundred feet down Franklin your right.

Directions from the Airport (East of Richmond):

1. Start out going West on RICHARD E BYRD TERMINAL DR towards S AIRPORT DR. 0.16 miles
- 2: Turn SLIGHT RIGHT onto S AIRPORT DR. 1.63 mile
- 3: Take the I-64 W ramp towards RICHMOND. 0.26 miles
- 4: Merge onto I-64 W. 7.33 miles
- 5: Take the CHAMBERLAYNE AVE exit number 76A. 0.16 miles
- 6: Turn RIGHT onto CHAMBERLAYNE AVE/CHAMBERLAYNE PKWY. 0.25 miles
- 7: Turn SHARP LEFT onto N BELVIDERE ST/US-S/US-301 S. 0.55 miles
- 8: Turn RIGHT onto W BROAD ST/US-250/US-33. 0.44 miles
- 9: Turn LEFT onto LOMBARDY ST. 0.08 miles
- 10: N LOMBARDY ST becomes STUART CIR. 0.08 miles
- 11 : Turn LEFT around the J.E.B. Stuart monument onto W FRANKLIN ST. (Franklin is a one-way street) 0.10 miles
St. James's is a located a few hundred feet down Franklin your right