Planning Your Wedding at St. Martin's



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Wedding Ceremonies at St. Martin's

A marriage is a festive and joyous event in the life of a family and the Church. It was at a wedding in Cana in Galilee that Jesus chose to perform His first public miracle of changing water to wine. However, Christian marriage is to be entered into reverently and with the understanding that both discipline and dedication are required.

The Christian Church's teaching is that Christian marriage is a life-long monogamous union of husband and wife, in heart, body and mind, and is intended to provide an environment in which the couple support one another in prosperity and adversity; and, when it is God's will, for the procreation of children and their nurture in the knowledge and love of the Lord. It is therefore vital for persons planning to be married within the Church to understand that Christian marriage implies a belief in God, through Jesus Christ, and that this belief should be a cornerstone in this new relationship. Both persons should feel comfortable with these disciplines and dedicate themselves to the principals required by Christian marriage itself in order to pursue a wedding within the Church. As well, couples to be married at St. Martin's are expected to actively participate in the worship and life of the Parish before and after the wedding itself.

It is a positive feature of the age in which we live that we speak honestly and openly about such matters. If, indeed, you have seriously considered the implications involved in a Christian marriage and determine that these can and will be applicable to your common life, you are ready to begin exploring weddings at St. Martin's.

The staff of St. Martin's will do everything possible to enhance this crucial step in your Christian journey. Please contact St. Martin's Wedding Coordinator if you have any questions.

Marriage in the Episcopal Church

Marriage is a solemn, sacramental rite in the Anglican tradition. A sacrament consists of an outward and visible sign of an inward and spiritual grace. The principal part of the outward and visible sign of marriage is the lawful union of a man and woman brought about through the wedding ceremony. The inward grace of marriage is the presence and power of God given inwardly to the man and woman for them to use (when they do not have the power of themselves) to keep the vows and promises they have made. The "Catechism" in "The Book of Common Prayer" reads, "Holy Matrimony is Christian marriage, in which the woman and man enter into a lifelong union, make their vows before God and the Church, and receive the grace and blessing of God to help them fulfill their vows" (page 861).

A wedding, therefore, involves not just a man and a woman, but also God and His Church – His people. Each Parish wedding is an act of worship of Almighty God and, as such, must reflect the character and traditions of the worshiping community known as St. Martin's Episcopal Church and witness to the teaching of Christ and His Church concerning marriage.

The Policies, Rules and Advice in this Manual Have Three Purposes:

- First, to uphold the sacramental character of marriage and the reality that a wedding is a worship service of the Church.
- Second, to enable an attitude of reverence and devotion by all participants at each marriage celebrated at St. Martin's.
- Third, to make sure your marriage ceremony is done with dignity, beauty and order. Therefore, we remind you of the following guidelines:

    1. The administration of the Sacrament of Matrimony is governed by the rubrics of "The Book of Common Prayer," the Canons of the Episcopal Church, the directives of our Diocesan Bishop, and St. Martin's policies.

    2. The marriage ceremony is that of 'The Celebration and Blessing of a Marriage" as set forth in "The Book of Common Prayer." (page 423)

Prior to Scheduling a Wedding at St. Martin's Episcopal Church

- **The bride, groom or a parent of the bride or groom must be a member in good standing of St. Martin's Episcopal Church for at least one year prior to the wedding date.**
- The Canons require at least 30 days' notice before a wedding can occur.
- The Canons of the Episcopal Church require that each couple meet with their Clergy Officiant three times prior to their wedding for pre-marriage instruction. St. Martin's also requires attendance at a half-day Marriage Preparation Class. These classes are held several times during the year. A schedule will be provided to you. This class is tailored to young couples who have never been married. There are special counseling requirements if you have been previously married.
- A St. Martin's priest must be requested to be the Clergy Officiant.
- As the Clergy Officiant prepares a couple for marriage, he or she may deem it appropriate or necessary to refer a couple for professional counseling in addition to the regular pre-marriage instruction prescribed by St. Martin's and the Episcopal Church. More information and suggested counselors will be provided at that time. When we encourage couples to visit a counselor, we feel it is an important piece of the preparation, providing a foundation that helps couples find healthy ways to work through differences.
- If the bride or groom has been divorced, the Canons of the Episcopal Church require that the Clergy Officiant must petition the Bishop for permission to perform the ceremony. The Bishop needs to be petitioned at least 30 days before the date of the ceremony. An additional 60 days is needed to ensure all special counseling requirements are met. We cannot make a commitment to perform a marriage ceremony until the Bishop's consent has been given. If either party is divorced, the couple should immediately consult the Wedding Coordinator about the special counseling requirements and the process for securing the Bishop's consent.
- St. Martin's Clergy may not officiate at a "fourth" wedding when the previous marriages ended in divorce. However, there are other pastoral services we can offer a couple in this situation. Please consult the Wedding Coordinator with any questions you may have on this matter.

- Other Episcopal clergy, and clergy of other traditions, may be invited by the St. Martin's Clergy Officiant to assist at a wedding. This invitation must be extended by the St. Martin's officiating priest.
- Wedding ceremonies are not celebrated during Lent, Advent or on other major holiday weekends.
- The use of music for all Episcopal Church services is governed by the rubrics of "The Book of Common Prayer" (1979) and "The Hymnal" (1982). It may not be altered or ignored for any reason. All music is under the direction of St. Martin's Director of Music and Parish Organist.
- In keeping with St. Martin's orthodox tradition, attendants for the bride must be ladies and attendants for the groom must be men.

The Wedding Coordinator

The Wedding Coordinator has been appointed by the Vestry of St. Martin's to coordinate all information, and to manage the practical arrangements, for all weddings at St. Martin's.

- The Wedding Coordinator is thoroughly familiar with St. Martin's wedding policies.
- For answers to your questions involving protocol, décor, logistical arrangements, etc., please consult the Wedding Coordinator.
- The Clergy Officiant handles the liturgical details concerning the wedding ceremony.
- The Music Department handles the arrangements regarding the music.

If you have an outside Wedding Planner assisting you, she/he should remain with the bride and bridesmaids in the dressing area to help with personal needs and to maintain a timely schedule for the pre-ceremony photographs.

St. Martin's Wedding Coordinator and the Wedding Guild will escort the bride, groom and wedding party to The Church, Christ Chapel or Parish Life Center in preparation for the wedding procession.

Scheduling Your Wedding and Rehearsal

The Wedding Coordinator maintains St. Martin's wedding calendar. Please call the church office at 713-621-3040 (during office hours) to inquire regarding scheduling a wedding at St. Martin's.

Wedding dates are scheduled on a first-come, first-served basis.

Please note that weddings are only held on Saturdays. Rehearsal arrival time for weddings in The Church is 5 p.m. (concluding by 6:30 p.m.). Rehearsal arrival time for weddings in Christ Chapel is either 2:45 p.m. (concluding no later than 4 p.m.) or 5:15 p.m. (concluding by 6:30 p.m.).

The couple must be engaged before they can reserve a date.

- The Wedding Coordinator will email you a Wedding Information Form and request you return it via email as soon as possible.
- When the Wedding Coordinator receives your completed Wedding Information Form, she will place a tentative hold on your requested date.
- The engaged couple should then request a St. Martin's priest to officiate the ceremony and notify the Wedding Coordinator once a priest accepts.
- When your wedding fee and signed Confirmation Letter are received by the Wedding Coordinator, your date will be firm on St. Martin's master calendar.
- In accordance with our policies, if St. Martin's does not receive the registration fee within 14 days, you will be notified that your date will be dropped from the calendar within 10 days.
- In your Confirmation Letter, the Wedding Coordinator provides a checklist of meetings with persons on St. Martin's Staff, as well as things to do in preparation for planning your wedding.

Weddings in The Wayside Chapel

The Wayside Chapel is open 24 hours a day, seven days a week for prayer, contemplation, meditation and solace. There are no fees associated with the usage of the Wayside Chapel, but any religious services or gatherings must be scheduled through St. Martin's Wedding Coordinator and must also conform to the guidelines and policies of St. Martin's Episcopal Church. Use of the Wayside Chapel is on a first-come first-served basis.

Schedule of Fees:

The wedding fee schedule for The Church, Christ Chapel and Parish Life Center is as follows:

The Church – $3,000
Christ Chapel – $2,000
Parish Life Center – $2,000

- The organist/pianist's base fee is included in the initial wedding fee. Instrumentalists, soloists or choir are not included and would involve additional costs. Arrangements may be made, and fees discussed, at your meeting with the Director of Music and Parish Organist.
- An honorarium for the officiating priest performing your ceremony is strongly recommended. Please consider the amount of time the priest has spent preparing for and performing your ceremony.

The Marriage License

The State of Texas requires a marriage license to be secured from the County Clerk's office. You must provide a valid marriage license to your officiating priest at the rehearsal for your wedding ceremony to be performed. After the ceremony, the officiating priest will sign your license, and the Wedding Coordinator will mail it to the County Clerk's office where it will be recorded. The original should be mailed back to you within four to six weeks.

We urge you to call the County Clerk's office immediately to ask for the requirements that need to be fulfilled to secure your marriage license, such as: time limits, proof of identity and fee. In the State of Texas, a marriage license must be procured no less than 72 hours (three days) before the date of the wedding and the marriage must take place within 90 days from the date of issuance.

Music for Your Wedding

- St. Martin's Principal Organist has been designated to be in charge of all music, instrumental and vocal, at every service.
- Please do not negotiate in advance with anyone to be involved with the music of your wedding, as any music-related personnel must first be approved by the Principal Organist.
- Contact the Principal Organist during the hours of 8 a.m.-5 p.m., Monday through Friday, to arrange a meeting to discuss the music for your wedding. This meeting will be especially helpful to you in deciding what music is appropriate for your wedding.
- When you meet with the Principal Organist, or his assistant, he or she will offer many options for the use of the organ, and other instruments, and the appropriate use of vocal music and anthems during the wedding.
- There is a schedule of fees for extra music services, which the Principal Organist will discuss with you at your meeting.
- You may have a hymn; however, a vocalist will need to be hired.

Your Wedding Program

- Following your meeting, a template for the ceremony liturgy, with music selections included, will be provided to you by the Director of Music and Parish Organist.
- The liturgy and music listed in your wedding program must be approved in advance of printing ***at least two weeks prior to the wedding date*** by the Wedding Coordinator, clergy officiant, and the Principal Organist. ***St. Martin's does not provide wedding programs.***

The following text needs to be included on your wedding program:

Please remember that this is a worship service.
Please turn off cell phones.
The congregation is asked not to take photographs
or videos during the service.

Scripture Selections for Your Wedding Ceremony

You need to select three scripture readings to be read during your ceremony: one Old Testament reading, one New Testament reading and one Holy Gospel reading.

Listed are the text selections; make one choice from each group:

Old Testament	Genesis 1:26-28 Genesis 2:4-9, 15-25 Song of Solomon 2:10-13; 8:6-7
New Testament	First Corinthians 13:1-13 Ephesians 3:14-19 Ephesians 5:1-2, 21-33 Colossians 3:12-17 First John 4:7-16
Holy Gospel	Matthew 5:1-10 Matthew 5:13-16 Matthew 7:21, 24-29 Mark 10:6-9, 13-16 John 15:9-12

Old Testament (choose one from this group)

A Reading from the Book of Genesis [1:26-28]
God said, "Let us make man in our image, after our likeness; and let them have dominion over the fish of the sea, and over the birds of the air, and over the cattle, and over all the earth, and over every creeping thing that creeps upon the earth." So God created man in his own image, in the image of God he created him; male and female he created them. And God blessed them, and God said to them, "Be fruitful and multiply, and fill the earth and subdue it; and have dominion over the fish of the sea and over the birds of the air and over every living thing that moves upon the earth." The Word of the Lord.

A Reading from the Book of Genesis [2:4-9, 15-24]
These are the generations of the heavens and the earth when they were created. In the day that the LORD God made the earth and the heavens, when no plant of the field was yet in the earth and no herb of the field had yet sprung up—for the LORD God had not caused it to rain upon the earth, and there was no man to till the ground; but a mist went up from the earth and watered the whole face of the ground—then [the LORD God formed man of dust from the ground, and breathed into his nostrils the breath of life; and man became a living being. And the LORD God planted a garden in Eden, in the east; and there he put the man whom he had formed. And out of the ground the LORD God made to grow every tree that is pleasant to the sight and good for food, the tree of life also in the midst of the garden, and the tree of the knowledge of good and evil. The LORD God took the man and put him in the garden of Eden to till it and keep it.] And the LORD God commanded the man, saying, "You may freely eat of every tree of the garden; but of the tree of the knowledge of good and evil you shall not eat, for in the day that you eat of it you shall die." [Then the LORD God said, "It is not good that the man should be alone; I will make him a helper fit for him." So out of the ground the LORD God formed every beast of the field and every bird of the air, and brought them to the man to see what he would call them; and whatever the man called every living creature, that was its name. The man gave names to all cattle, and to the birds of the air, and to every beast of the field; but for the man there was not found a helper fit for him.] *So the LORD God caused a deep sleep to fall upon the man, and while he slept took one of his ribs and closed up its place with flesh; and the rib which the [LORD God] had taken from the man he made into a woman and brought her to the man.* [Then the man said, "This at last is bone of my bones and flesh of my flesh; she shall be called Woman, because she was taken out of Man." Therefore a man leaves his father and his mother and cleaves to his wife, and they become one flesh.] The Word of the Lord.

A Reading from the Song of Solomon [2:10-13; 8:6-7]

My beloved speaks and says to me: "Arise, my love, my fair one, and come away; for lo, the winter is past, the rain is over and gone. The flowers appear on the earth, the time of singing has come, and the voice of the turtledove is heard in our land. The fig tree puts forth its figs, and the vines are in blossom; they give forth fragrance. Arise, my love, my fair one, and come away." Set me as a seal upon your heart, as a seal upon your arm; for love is strong as death, jealousy is cruel as the grave. Its flashes are flashes of fire, a most vehement flame. Many waters cannot quench love, neither can floods drown it. If a man offered for love all the wealth of his house, it would be utterly scorned. The Word of the Lord.

New Testament (choose <u>one</u> from this group)

A Reading from the First Letter of Paul to the Corinthians [13:1-13]
If I speak in the tongues of men and of angels, but have not love, I am a noisy gong or a clanging cymbal. And if I have prophetic powers, and understand all mysteries and all knowledge, and if I have all faith, so as to remove mountains, but have not love, I am nothing. If I give away all I have, and if I deliver my body to be burned, but have not love, I gain nothing. Love is patient and kind; love is not jealous or boastful; it is not arrogant or rude. Love does not insist on its own way; it is not irritable or resentful; it does not rejoice at wrong, but rejoices in the right. Love bears all things, believes all things, hopes all things, endures all things. Love never ends; as for prophecies, they will pass away; as for tongues, they will cease; as for knowledge, it will pass away. For our knowledge is imperfect and our prophecy is imperfect; but when the perfect comes, the imperfect will pass away. When I was a child, I spoke like a child, I thought like a child, I reasoned like a child; when I became a man, I gave up childish ways. For now we see in a mirror dimly, but then face to face. Now I know in part; then I shall understand fully, even as I have been fully understood. So faith, hope, love abide, these three; but the greatest of these is love. The Word of the Lord.

A Reading from the Letter of Paul to the Ephesians [3:14-19]
I bow my knees before the Father, from whom every family in heaven and on earth is named, that according to the riches of his glory he may grant you to be strengthened with might through his Spirit in the inner man, and that Christ may dwell in your hearts through faith; that you, being rooted and grounded in love, may have power to comprehend with all the saints what is the breadth and length and height and depth, and to know the love of Christ which surpasses knowledge, that you may be filled with all the fullness of God. The Word of the Lord.

A Reading from the Letter of Paul to the Ephesians [5:1-2, 21-33]
Be imitators of God, as beloved children. And walk in love, as Christ loved us and gave himself up for us, a fragrant offering and sacrifice to God. Be subject to one another out of reverence for Christ. Wives, be subject to your husbands, as to the Lord. For the husband is the head of the wife as Christ is the head of the church, his body, and is himself its Savior. As the church is subject to Christ, so let wives also be subject in everything to their husbands. Husbands, love your wives, as Christ loved the church and gave himself up for her, that he might sanctify her, having cleansed her by the washing of water with the word, that he might present

the church to himself in splendor, without spot or wrinkle or any such thing, that she might be holy and without blemish. Even so husbands should love their wives as their own bodies. He who loves his wife loves himself. For no man ever hates his own flesh, but nourishes and cherishes it, as Christ does the church, because we are members of his body. "For this reason a man shall leave his father and mother and be joined to his wife, and the two shall become one flesh." This mystery is a profound one, and I am saying that it refers to Christ and the church; however, let each one of you love his wife as himself, and let the wife see that she respects her husband. The Word of the Lord.

A Reading from the Letter of Paul to the Colossians [3:12-17]
Put on then, as God's chosen ones, holy and beloved, compassion, kindness, lowliness, meekness, and patience, forbearing one another and, if one has a complaint against another, forgiving each other; as the Lord has forgiven you, so you also must forgive. And above all these put on love, which binds everything together in perfect harmony. And let the peace of Christ rule in your hearts, to which indeed you were called in the one body. And be thankful. Let the word of Christ dwell in you richly, teach and admonish one another in all wisdom, and sing psalms and hymns and spiritual songs with thankfulness in your hearts to God. And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him. The Word of the Lord.

A Reading from the First Letter of John [4:7-16]
Beloved, let us love one another; for love is of God, and he who loves is born of God and knows God. He who does not love does not know God; for God is love. In this the love of God was made manifest among us, that God sent his only Son into the world, so that we might live through him. In this is love, not that we loved God but that he loved us and sent his Son to be the expiation for our sins. Beloved, if God so loved us, we also ought to love one another. No man has ever seen God; if we love one another, God abides in us and his love is perfected in us. By this we know that we abide in him and he in us, because he has given us of his own Spirit. And we have seen and testify that the Father has sent his Son as the Savior of the world. Whoever confesses that Jesus is the Son of God, God abides in him, and he in God. So we know and believe the love God has for us. God is love, and he who abides in love abides in God, and God abides in him. The Word of the Lord.

Holy Gospel (choose <u>one</u> from this group)

The Holy Gospel of Our Lord Jesus Christ According to Matthew [5:1-10]

Seeing the crowds, Jesus went up on the mountain, and when he sat down his disciples came to him. And he opened his mouth and taught them, saying: "Blessed are the poor in spirit, for theirs is the kingdom of heaven. Blessed are those who mourn, for they shall be comforted. Blessed are the meek, for they shall inherit the earth. Blessed are those who hunger and thirst for righteousness, for they shall be satisfied. Blessed are the merciful, for they shall obtain mercy. Blessed are the pure in heart, for they shall see God. Blessed are the peacemakers, for they shall be called sons of God. Blessed are those who are persecuted for righteousness' sake, for theirs is the kingdom of heaven." The Gospel of the Lord.

The Holy Gospel of Our Lord Jesus Christ According to Matthew [5:13-16]

Jesus said, "You are the salt of the earth; but if salt has lost its taste, how shall its saltness be restored? It is no longer good for anything except to be thrown out and trodden under foot by men. You are the light of the world. A city set on a hill cannot be hid. Nor do men light a lamp and put it under a bushel, but on a stand, and it gives light to all in the house. Let your light so shine before men, that they may see your good works and give glory to your Father who is in heaven." The Gospel of the Lord.

The Holy Gospel of Our Lord Jesus Christ According to Matthew [7:21, 24-29]

Jesus said, "Not every one who says to me, 'Lord, Lord,' shall enter the kingdom of heaven, but he who does the will of my Father who is in heaven. Every one then who hears these words of mine and does them will be like a wise man who built his house upon the rock; and the rain fell, and the floods came, and the winds blew and beat upon that house, but it did not fall, because it had been founded on the rock. And every one who hears these words of mine and does not do them will be like a foolish man who built his house upon the sand; and the rain fell, and the floods came, and the winds blew and beat against that house, and it fell; and great was the fall of it." And when Jesus finished these sayings, the crowds were astonished at his teaching, for he taught them as one who had authority, and not as their scribes. The Gospel of the Lord.

The Holy Gospel of Our Lord Jesus Christ According to Mark [10:6-9, 13-16]

Jesus said to the Pharisees, "But from the beginning of creation, 'God made them male and female.' 'For this reason a man shall leave his father and mother and be joined to his wife, and the two shall become one flesh.' So they are no longer two but one flesh. What therefore God has joined together, let not man put asunder." And they were bringing children to him, that he might touch them; and the disciples rebuked them. But when Jesus saw it he was indignant, and said to them, "Let the children come to me, do not hinder them; for to such belongs the kingdom of God. Truly, I say to you, whoever does not receive the kingdom of God like a child shall not enter it." And he took them in his arms and blessed them, laying his hands upon them. The Gospel of the Lord.

The Holy Gospel of Our Lord Jesus Christ According to John [15:9-12]

Jesus said to his disciples, "As the Father has loved me, so have I loved you; abide in my love. If you keep my commandments, you will abide in my love, just as I have kept my Father's commandments and abide in his love. These things I have spoken to you, that my joy may be in you, and that your joy may be full. This is my commandment, that you love one another as I have loved you." The Gospel of the Lord.

Preparations in The Church, Christ Chapel and Parish Life Center

The Church, Christ Chapel and Parish Life Center are consecrated spaces set aside solely for the worship of God. These holy spaces are a reminder of God's presence and Kingdom on this earth. During all preparations, photography sessions, rehearsals and other times in the spaces, all present are expected to conduct themselves with reverence and to treat The Church, Christ Chapel and Parish Life Center, and all furnishings, fixtures and fabric, with respect and care. The reverent conduct of the couple to be married and their families will set the example for the appropriate behavior of any unchurched guests or members in the wedding party. The regulations concerning decorations in The Church, Christ Chapel and Parish Life Center are designed to honor and observe the fact that they are holy spaces and to protect the fixtures and fabric of the buildings.

About The Church, Christ Chapel and Parish Life Center:

- The Church guest capacity is 1,300 people.
- Christ Chapel guest capacity is 150 people.
- Parish Life Center guest capacity is 600 people.

The following are some definitions that describe the interior spaces of The Church, Christ Chapel and Parish Life Center. These terms will be helpful to you and those participating in your wedding:

Chancel:	*the raised part of The Church, Christ Chapel and Parish Life Center where the Parish Clergys and choir sit*
Sanctuary:	*the part of the chancel containing the altar*
Nave:	*the main body of The Church, Christ Chapel and Parish Life Center below the steps where the pews are located*
Narthex:	*the "foyer" of The Church, Christ Chapel and Parish Life Center*

Wedding Flowers and Decorations

The two wedding altar flower arrangements (required) and the narthex flower arrangement (optional in The Church) **must be provided by St. Martin's florist of record, Flowers by Nino.**

Flowers by Nino

- Please reach out to Flowers by Nino (281-873-6466) to schedule an appointment to choose the flowers for your altar arrangements (required) and narthex arrangement (optional in The Church).
- Flowers by Nino will ensure the appearance and dimensions of the flower arrangements are proportionate and appropriate for the ceremony space.
- The starting price for each arrangement is $500.
- **You do not need to hire Flowers by Nino for your wedding reception or personals (bouquets and boutonnieres).**

The following are some of the regulations regarding the flower arrangements in The Church, Christ Chapel and Parish Life Center.

- Only St. Martin's supplied vessels for the arrangements, and living flowers and fillers, may be used.
- The ornaments and appointments in The Church, Christ Chapel, and Parish Life Center – including seasonal hangings and ornaments, such as the Advent Wreath, Christmas decorations, and the Paschal Candle – are a part of the permanent liturgical furnishings and may not be disturbed or removed.
- The altar arrangements (and Narthex arrangement) are considered a gift to God in honor of the marriage and may not be removed from The Church, Christ Chapel or Parish Life Center. Floral gifts are acknowledged in the upcoming Sunday's worship booklet.
- There is no provision for the use of a unity candle in the liturgy of the Book of Common Prayer.
- **Flower girls may carry flowers but may not throw petals.**
- **Rice, petals, confetti, bubbles and similar items are not permitted in The Church, Christ Chapel or Parish Life Center, or anywhere on St. Martin's Campus.**
- **Besides the two altar arrangements (and Narthex arrangement in The Church), there is no provision for any other flowers or decorations in the ceremony spaces or outside on St. Martin's Campus.**

Wedding Photography

Our rules and regulations concerning wedding photography are solely intended to maintain the dignity, beauty, order and reverence of the marriage ceremony. Our experience is that not all photographers understand the Episcopal Church liturgy and the high standards of dignity and discretion required of all present. The detailed expectations of photographers set out below allow all participants to observe the high standards, making your wedding the worship service it is meant to be. We require the bride and groom to present these guidelines to their photographer emphasizing their expectation that the guidelines will be reviewed and followed.

- Photographers are reminded that they are guests of St. Martin's and are working in the House of God. Photographers should abide by the rules of St. Martin's. Photographers should not go inside the altar rail and are to conduct themselves in a quiet and reverent manner.

Before the Wedding:

- Pre-ceremony photographs of the groom, his party and family members must conclude 45 minutes prior to the ceremony.
- Pre-ceremony photographs of the bride, her party and family members must conclude 45 minutes prior to the wedding. No inappropriate photographs of the bride or bridesmaids may be taken – they must be fully dressed.
- No photographs may be taken inside The Church, Christ Chapel or Parish Life Center 45 minutes prior to the ceremony.
- Non-flash photographs may be taken in the narthex prior to the ceremony.

During the Wedding:

- Photographers are not permitted in The Church, Christ Chapel or Parish Life Center nave or chancel during the wedding ceremony. Time exposure (non-flash) photos from the center aisle of the balcony in The Church and Christ Chapel are permitted during the ceremony. Photographers will have a designated area in Parish Life Center and must remain in place until the wedding has ended.
- ***Guests are asked <u>not</u> to take photos or videos during the wedding ceremony.***

After the Wedding:

- Photos of the bride and groom as they leave the nave of The Church, Christ Chapel and Parish Life Center are admissible only from just inside the nave doors. Under no circumstances may the photographer stand forward of the last pew.
- ***Photographers may spend no more than 15 minutes inside The Church, Christ Chapel or Parish Life Center posing and taking pictures of the wedding party.*** These spaces must be prepared for Sunday services and this time limit allows for that process to move forward. This also facilitates the wedding party's arrival at the reception.

If the photographer has any questions, he/she should check with the Wedding Coordinator and follow his/her instructions.

****Photographers new to St. Martin's are required to schedule a meeting with the Wedding Coordinator well in advance of the wedding day.***

This is a listing of photographers who have done weddings at St. Martin's and are thoroughly familiar with St. Martin's expectations and facilities.

Your preferred photographer must be approved by the Wedding Coordinator, if not listed. Please contact the photographers directly.

Photographers
Guidelines will be emailed to the photographer you select.

Christopher Bailey Photography	713-518-1452
D. Jones Photography	713-521-1550
Kelli Durham Photography	713-254-8828
Kelly Hornberger Photography	832-481-3440
MD Turner Photography	713-623-1980
Marco Wang Photography	832-451-4298
Nancy Aidee Photography	713-862-6226

Wedding Videography

If you wish to have your ceremony filmed, you must hire one of the videographers listed below:

31 Films
Aaron Tharpe
aaron@31films.com
281-259-1220
31films.com

Bear Hands Media Group
Anna Boyter
anna@bearhandsmedia.com
970-729-8799
bearhandsmedia.com

Cakewalk Films
Obinna and Tutu Okongwu
info@cakewalkfilms.com
832-534-2253
cakewalkfilms.com

Crescent Films
Diane Smith
diane9293@gmail.com
512-468-6754
crescentvideo.com

St. Martin's Audio Visual Services
Jorge Ibarra
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346-335-8675
(ceremony only)

- **Tripods are not permitted in the narthex (The Church, Christ Chapel or Parish Life Center).**
- **Video operators are only permitted in the balcony and/or on the video platform.**
- **Video operators must remain stationary for the entirety of the wedding ceremony. Cameras must be operated silently and without movement or auxiliary lighting. Additional microphones are not permitted.**

Content Creators

- Content creators are *not permitted inside worship buildings*, including The Church, Christ Chapel, and the Pastoral Care Center.
- Only one content creator is permitted on St. Martin's Campus.
- Content creators must schedule an in-person meeting with St. Martin's Wedding Coordinator in advance of the wedding day.

Children in the Wedding Party

- It is St. Martin's policy that children ***under five are not permitted*** to participate in the wedding procession. However, a child under five may be escorted or carried down the aisle by a parent.
- We have this policy because we have learned from experience that children under five years cannot and should not be relied upon to conduct themselves in an adult manner during the ceremony. Remaining in place, standing still, not talking, not crying and not engaging in distracting behavior while in public view is adult behavior, and is usually more than a young child can manage. Please do not risk the possibility of an embarrassing situation for you and an innocent child.
- We request you prepare young children in advance for the clothing they will be expected to wear. Children will sometimes react negatively when presented with unfamiliar, unusual and elaborate clothing, and refuse to wear it.
- It is our policy that the wedding rings are placed in the custody of the best man and maid/matron of honor. If there is a ring bearer, a representative ring is placed on the ring bearer's pillow. It is our experience that deviating from this policy carries with it the risk of a disrupted wedding.
- **Flower girls and ring bearers must be 5-9 years of age and must be accompanied by a parent at all times at the rehearsal and on the wedding day.**

The Day of the Rehearsal

The Rehearsal

- All weddings in The Church, Christ Chapel and Parish Life Center require a full rehearsal the Friday before the wedding.
- All those in the wedding party (including the readers) need to attend the rehearsal.
- Rehearsal arrival time for weddings in The Church is 5 p.m. (concluding by 6:30 p.m.).
- Rehearsal arrival time for weddings in Christ Chapel is either 2:45 p.m. or 5:15 p.m. (2:45 p.m. rehearsals must conclude by 4 p.m. – 5:15 p.m. rehearsals conclude by 6:30 p.m.).

Bring these items to St. Martin's the night of the rehearsal:

1. Marriage license
2. If the bride is dressing at St. Martin's on the wedding day, she may bring her dress and veil before the rehearsal. Please arrange delivery time with the Wedding Coordinator.
3. Guest book
4. Wedding programs
5. Payments for extra musicians
6. Honorarium for officiating priest

The Wedding Day

- All participants must be at St. Martin's at least one hour prior to the ceremony. If photographs will be taken beforehand, everyone needs to arrive at St. Martin's two hours before the ceremony.
- Gentlemen in the wedding party need to arrive fully dressed. Pictures will begin promptly after arrival.
- The wedding party will be allowed access to dressing areas no more than two hours before the wedding.
- ***Bridesmaids need to arrive dressed if there are more than three.***
- ***The wedding party must arrive with hair and makeup done.***
- Bridal consultants, dressers and other related professionals are welcome to assist in dressing. Bridal consultants function at St. Martin's as guests under the direction of St. Martin's Wedding Coordinator.
- If you do not have an outside wedding planner, please designate someone to collect these bags on the wedding day 30 minutes before the ceremony.
- Advise the Wedding Coordinator of any special transportation arrangements to and from the wedding by limousine or bus, so appropriate measures may be taken to ensure that street traffic is not disrupted.

No alcoholic beverages are permitted on St. Martin's Campus. Please notify members of your wedding party about this policy.

Smoking is prohibited on St. Martin's Campus.

Do not leave valuables unattended anywhere on St. Martin's Campus – inside or outside.

St. Martin's does not assume responsibility for lost or stolen items.

Notes

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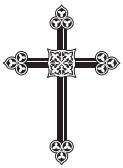

ST. MARTIN'S
EPISCOPAL CHURCH
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