

Wedding Guidelines
St. Mary's Episcopal Church
Kansas City, Missouri

Christian marriage is a solemn and public covenant between a man and a woman in the presence of God. In the Episcopal Church it is required that one, at least, of the parties must be a baptized person; that the ceremony be attested by at least two witnesses; and that the marriage conform to the laws of the State and the canons of this Church.

The Book of Common Prayer

Reservation and Scheduling Guidelines

- Weddings must be scheduled a minimum of 60 days in advance of the date of the marriage.
- Premarital counseling is required. Special arrangements can be made for couples residing outside the Kansas City metro area.
- Weddings of non-members are permitted. One member of the couple is required to have been baptized in any Christian church or denomination.
- A non-refundable deposit is required to reserve the church for a wedding.
- Weekday weddings may begin no earlier than 6:30 p.m.
Saturday weddings may begin no earlier than 4:00 p.m.
Sunday weddings may begin no earlier than 2:00 p.m. The latest available start time on any day of the week is 7:30 p.m.

Ceremony & Rehearsal Guidelines

- Wedding ceremonies follow one of the marriage liturgies in the *Book of Common Prayer*.
- Musical selections must be either sacred or classical. They are subject to review and approval by the Rector.
- All music, including the instrumental accompaniment must be performed live.
- The marriage liturgy of the Episcopal Church does not include the lighting of a unity candle.
- Staff clergy of St. Mary's officiate at weddings at the church. Arrangements may be made for a visiting priest or bishop of the Episcopal Church to officiate at a wedding, subject to approval by the Rector and the Bishop of West Missouri. Visiting clergy of other faiths and denominations may assist at the discretion of the Rector.
- The staff organist of St. Mary's plays for weddings if keyboard music is desired. Additional instrumental or vocal musicians may be engaged subject to approval by the Rector. The cost of additional musicians is not included in the price of a wedding.
- Rehearsals are typically scheduled the evening before the wedding. Other arrangements may be made with advance notice and subject to prior events on the calendar. Rehearsals are usually scheduled to begin between 5:00 and 6:00 p.m.

Additional Guidelines for a Wedding Ceremony

- Use of the church building for a wedding ceremony includes the sacristy, parish hall, chapel, nave, brides' room, rest rooms and parking lots.

- Seating is available for 300 guests maximum.
- Distribution of materials such as rice, bird seed, confetti, feathers, bubbles, flower petals (or any others) is not permitted.
- Aisle runners are not permitted.
- The wedding party and guests have access to the building for two hours before the ceremony begins and one hour after it ends.
- Property of the wedding party and guests cannot be stored overnight. This includes clothing, guest books, flowers or any other items.
- Candles that are not the property of St. Mary's may not be used except for battery powered models.
- Designated placements are available for flowers and other decoration. These will be explained during the wedding consultation. Bows may be tied on chairs. Tape, staples, tacks or other items that may damage the chairs may not be used.
- Wedding decorations may not be placed on the exterior doors or anywhere outside of the building.

Special Guidelines for the Blessing of a Civil Marriage

- The Blessing of a Civil Marriage follows the order of service in *The Book of Common Prayer 1979*.
- This service does not allow for the giving of a bride in marriage.
- The husband and wife may enter the church in procession with their attendants as with a wedding.

- Rings may be blessed and exchanged by the couple using the relevant portion of the Marriage liturgy in the *Book of Common Prayer, 1979*.

Payment policies

- Payment may be made for weddings by check, Visa or MasterCard.
- A non-refundable deposit is required to reserve a date on the church calendar. A date is considered open until the reservation deposit is received by St. Mary's.
- Payment of at least half of the remaining balance is due 90 days before the wedding date.
- Payment in full is required 60 days before the wedding date.
- For an additional fee of \$100 St. Mary's will prepare a wedding program. The program is printed on ivory paper on the church's copier. It contains the entire marriage service and if the couple desires it a listing of the names of the bridal party and other participants in the wedding.
- In the event of cancellation of a wedding, the refund of fees paid is determined on a case by case basis. In case of illness or emergency, a wedding for which payment has been made may be rescheduled on an available future date at no additional charge.

Wedding Reception Guidelines

- The parish hall, nave and kitchen and basement rest rooms are available for use during a wedding reception.
- Wedding receptions must exit the building by 11:00 p.m.

- Cleaning is included in the price of the reception.
- Dancing may take place in the parish hall.
- Food may be served in the nave or the parish hall.
- The altar area is not available for use during wedding receptions.
- The baptismal font may not be used for any purpose during a wedding or reception.
- The church's sound system is not available for use at wedding receptions.
- St. Mary's maintains a list of approved caterers for wedding receptions. The use of one of these caterers is required.
- Beer and wine may be served at a wedding reception. You provide these beverages.
- Cash bars are not permitted.
- Use of the church's tables and chairs are included in the price of a reception. If additional tables and chairs are needed, arrangements for their rental and the cost of their rental are not included in the price of a wedding reception.
- Tableware, serving pieces and linens are not provided by the church.
- Arrangements will be made to accommodate delivery and pick-up of rented items before and after a wedding reception. For Saturday weddings delivery may take place on Friday,
- On site security to patrol parking lots is available during a wedding and/or reception for an additional charge.
- St. Mary's assumes no responsibility for theft or damage to vehicles parked in the church lots regardless of whether on-site security is engaged.
- A damage deposit of \$500 is required for wedding receptions. The deposit will be refunded if no repairs are required.

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