

**Saint Philip's
Episcopal Church
522 Main Street
Laurel, MD 20707-4118
(301) 776-5151**

Wedding Planner



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522 Main St.
Laurel, MD 20707-4118

We are delighted that you would like to have your marriage ceremony take place at St. Philip's Church. Our parish has served the Laurel area for over 150 years, and we value our heritage as an Episcopal congregation on historic Main Street.

This booklet contains the information you will need to plan your wedding at St. Philip's, as follows:

1. Service Structure
2. Flowers and Decorations Policy
3. Wedding Photography Policy

You will need to complete the Application, found on the following pages, and return it to the St. Philip's office at the address shown above. Receipt of your Application initiates the wedding planning process, at which time your first meeting will be arranged with our Rector.

As you plan your wedding, please keep in mind that our church has a maximum capacity of 150 people. We also rent out our banquet hall (Wyatt Hall) for wedding receptions.

If you have any questions, please feel free to call the St. Philip's Church office at (301) 776-5151, or send an email to admin@stphilipslaurel.org. We will be happy to assist you in the completion of these forms.

GLOSSARY OF TERMS

Rector: Chief sacramental and liturgical leader of the parish.

Celebrant: Person officiating at the altar during a celebration of the Eucharist.

Eucharist Also known as The Lord's Supper, and Holy Communion, from Greek word *eucharista*, meaning "thanksgiving." The sacrament commanded by Christ or the continual remembrance of his life, death, and resurrection, until his coming again.

Narthex: An entry space, foyer, or anteroom of a church between the front door and the nave.

Nave: The place in the church building for the congregation, between the chancel and the narthex.

Chancel: Area around the altar which may include the choir area.

Gospel: Third scripture reading, always taken from one of the four gospels, (Luke, Mark, Matthew, or John). From the Greek, meaning "good news."

KEY NAMES & PHONE NUMBERS

Rector The Rev. Robert Bunker
(301) 776-5151 ext. 13
Email: rev.bunker@gmail.com

Parish Administrator (301) 776-5151 ext. 10
Email: admin@stphilipslaurel.org

Organist* Saunders Allen
(410) 962-8913
Email: saunj@msn.com

Altar Guild Coordinator* Wendy Bain
301.466.0159

**Please contact these individuals as soon as your wedding date has been confirmed.
You cannot call too early, and if the Organist is not available for the date you have selected,
you will need to work with him to find a suitable organist.*

WEDDING PARTY INFORMATION

Preferred Rehearsal Date _____ Time _____

Location of Reception _____

*Would you like to receive information for a reception in Wyatt Hall (Y/N) _____

Maid/Matron of Honor _____

Best Man _____

Number of Bridesmaids _____ Ushers _____ Wedding Guests _____

Address after Marriage _____

The name by which the bride will be known after the wedding

1. Concerning the Service

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 at least one of the parties must be a baptized Christian; 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.

A priest or a bishop normally presides at the Celebration and Blessing of a Marriage, because such ministers alone have the function of pronouncing the nuptial blessing, and of celebrating the Holy Eucharist.

When both a bishop and a priest are present and officiating, the bishop should pronounce the blessing and preside at the Eucharist.

A deacon, or an assisting priest, may deliver the charge, ask for the Declaration of Consent, read the Gospel, and perform other assisting functions at the Eucharist.

Where it is permitted by civil law that deacons may perform marriages, and no priest or bishop is available, a deacon may use the service which follows, omitting the nuptial blessing which follows The Prayers.

It is desirable that the Lessons from the Old Testament and the Epistles be read by lay persons.

In the opening exhortation (at the symbol of *N.N.*), the full names of the persons to be married are declared. Subsequently, only their Christian names are used. Additional directions may be found on page 437 of the Book of Common Prayer.

Your rector will discuss with you the type of service you desire; i.e., Rite I or Rite II, with or without the Holy Eucharist (communion). If you've already been married by a Justice of the Peace or at the County Court House, the Blessing of a Civil Marriage may be appropriate for you. For information on the types of services, please refer to the Book of Common Prayer, beginning on Page 423.

A. THE MARRIAGE

Procession to the altar? (Y/N) ___ Music? (Y/N) _____

Vows: ___ Repeated ___ Memorized ___ Read

Rings: ___ Two ___ One Other gifts _____

B. PRAYERS

Lord's Prayer: ___ Traditional Version ___ Contemporary Version

Intercession: Read by _____

Changes: _____

C. THE BLESSING OF THE MARRIAGE

___ Prayer 1 (p. 430) ___ Prayer 2 (p. 431)

D. THE PEACE

___ Omit ___ Exchanged with wedding party ___ With congregation

E. THE OFFERTORY

Bread and wine to be offered by couple? (Y/N) _____

Brought from _____

F. THE EUCHARISTIC PRAYER

For Rite I: ___Prayer I ___Prayer II

For Rite II: Prayer: ___A ___B ___C ___D

G. THE DISMISSAL

___ “Let us go forth in the Name of Christ”

___ “Go in peace to love and serve the Lord”

___ “Let us go forth ... in the power of the Spirit”

___ “Let us bless the Lord”

___ Other

SERVICE INFORMATION

Presiding Priest: _____

Email: _____ Phone _____

Assisting Priest or minister: _____

Email: _____ Phone: _____

Bride’s Witness: _____

Groom’s Witness: _____

Service Program to be Printed (Y/N) _____

Parish Print Program * _____ Bridal Party Print Program _____

**If program is to be printed by church staff, Parish Administrator must have program at least 10 days in advance of wedding date.*

PROGRAM INFORMATION

A. SERVICE

Holy Eucharist Rite I _____

Holy Eucharist Rite II _____

Marriage Ceremony Only _____

B. MUSIC

Organist: _____

Phone#: _____ Email: _____

Conference Appointment Date & Time: _____

1. Prelude Selection: _____

2. Entrance music (Bridal party) _____

3. Entrance Music (Groom's party) _____

Hymn/Musical Selections during service

a. _____

b. _____

c. _____

Recessional Hymn _____

4. Soloist's Name _____

Musical Selection(s) _____

5. Instrumentalist's Name _____

Musical Selection(s) _____

C. THE ENTRANCE

___ Bridal procession only ___ Informal entrance ___ Bride and Groom process

D. THE PRESENTATION

___ Bride's escort "gives" the bride ___ Bride's escort "presents" the bride

___ I ___ Her mother and I

E. THE MINISTRY OF THE WORD

First Reading: Reader _____

___ Genesis 1:26—28 ___ Genesis 2:4—9, 15—24

___ Song of Solomon 2:10—13, 8:6—7 ___ Tobit 8:5b—8 (*New English Bible*)

Psalm _____ and/or Hymn _____ Leader _____

___ Psalm 67 ___ Psalm 127 ___ Psalm 128 ___ Other

Second Reading: Reader: _____

_____ 1 Corinthians 13:1—13

_____ Ephesians 3:14—19

_____ 1 John 4:7—16

_____ Ephesians 5:1—2, 21—33

_____ Colossians 3:12—17

Psalm _____ and/or Hymn _____ Leader _____

Gospel Reading: Reader: _____

_____ Matthew 5:1—10

_____ Matthew 5:13—16

_____ Matthew 7:21, 24—29

_____ 1 John 4:7—16

_____ Mark 10:6—9, 13—16

The Apostles' Creed (Y/N) _____

The Nicene Creed (Y/N) _____

2. DECORATIONS, FLOWERS, RICE

The Church maintains a custom of decorative simplicity for all services, including weddings. Your flowers should be arranged through the St. Philip's Altar Guild, to be delivered to the sacristy at a time to be determined by the Altar Guild. Rainbow Florist (Laurel Florists?) is to be the source for all altar flowers. Altar Flowers are to remain on the altar as a thank offering on the following Sunday. The Altar Guild also prepares the sanctuary area, places white hangings and prepares the altar for Holy Eucharist if needed. The Altar Guild contact is Betsy Brothers, who may be reached at (301) 604-1981.

If a couple so desires, ribbon bows may be fastened to the pews along the center aisle, **using twist ties only, no tape**. Every 2nd pew is suggested. This is the responsibility of the wedding party. It should be noted that over-use of flowers or decorations detracts from the historic beauty and simplicity of the church. No roping off of pews is permitted as a matter of fire safety.

A Unity candle is not part of the Episcopal service.

For insurance purposes, neither rice nor birdseed nor anything resembling these items may be thrown (could cause guests to slip and fall). Instead, bubbles are suggested. Small white bottles of bubbles can be purchased at many arts and crafts shops.

3. WEDDING PHOTOGRAPHY POLICY

Weddings at St. Philip's are services of worship, intended to glorify God; as such, photography is strictly limited. ***Amateur flash photography by guests at the wedding is expressly prohibited.*** This is a long-established tradition at St. Philip's as well as in many Episcopal churches. Any questions should be addressed to the Rector in advance. Please let your guests know of this prohibition in advance to prevent any embarrassment and/or misunderstandings on your wedding day.

Professional photographers must observe the following rules. It is the responsibility of the wedding couple to review these rules with the photographer in advance. A 15 amp circuit is available if required.

1. Procession in/out: One photo with available light (**no flash**) may be taken of each person processing up and down the aisle. The photographer is to be positioned no further than midway up the aisle and must not block doorways.
2. **No** dollies are permitted; **no** flash or video lights; photographers are not permitted to be moving up and down the aisles.
3. During the service, absolutely **no** still photography, is allowed, with or without flash. Any use of flash or other lights is disruptive of the service and may temporarily blind the participants. The Rector **will stop** the service, if necessary, if this policy is not followed.
4. Videotaping is allowed, using one camera that is positioned on a tripod at the rear of the church. No movement from the tripod is permitted. Distracting movements are disruptive to the ceremony.
5. **No** person is to enter the sanctuary (beyond the steps and lectern). No books or church possessions are to be moved.
6. Pictures of the vows, rings, blessing, etc., may be posed in the church immediately after the formal ceremony has concluded. Thirty (30) minutes is allowed for this purpose before the church must be vacated for cleaning. The rector will pose, if requested, immediately after the ceremony.