



Best wishes as you plan your wedding! Remember, we are here to help. Just a reminder: getting requested information to the office is your responsibility. If in doubt about whether an item has been scheduled, double check with the parish office. Taking care of details now allows your wedding day to go smoothly. Stay in touch, we care about you and your big day!

IMPORTANT CONTACTS

Interim Rector

The Rev. Joanna Leiserson
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Parish Administrator

Emily Joyce
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Wedding Coordinator

Kelli Myers
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Organist

Yun Kim
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I Do



YOUR WEDDING AT CHRIST EPISCOPAL CHURCH

A GUIDEBOOK FOR MEMBERS

Christ Episcopal Church

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RECEPTION The Parish Hall can be made available for the wedding reception, and accommodates 140 people. Arrangements must be made as early as possible by speaking with the Parish Administrator. The Janitor will clean the hall, but will not wash dishes or clean off the tables. Those sponsoring the reception must see to the cleaning of the kitchen after the reception.

No open bar will be permitted. Champaign and/or a wine punch may be served as long as any punch bowl containing alcohol is clearly marked. Non-alcoholic beverages must also be available.

FEES

Clergy	<i>(money donated goes to the clergy's discretionary fund)</i>	
Organist	250.00	
Janitor	75.00	<i>(wedding only)</i>
	150.00	<i>(wedding and reception)</i>
Aisle candles	25.00	
Programs	50.00	<i>(up to 200 programs)</i>

**Special paper to be provided by couple. If a non-standard bulletin is wanted, there may be an extra charge for a non-standard program.*

Cancellation policy: If your event is cancelled less than one month in advance, you will be charged \$100. If cancelled less than 72 hours in advance, you will be charged the full amount.

While there is no fee charged for the services of the priest, it is always appropriate and customary to make a thank offering to the Parish Discretionary Fund.

Please note that it is possible to have a wedding at Christ Church with almost no fees involved. However, it is necessary to charge fees for professional services. These fees are intended to reflect actual costs. However, they are not intended to prevent anyone from enjoying a celebration and blessing of their marriage. If fees are a problem for you, then please speak to the Rector.

LICENSE The couple must procure a legal Ohio marriage license and deliver it to the church at the time of the rehearsal, or if there is no rehearsal, on the day preceding the ceremony.

OHIO REQUIREMENTS:

Age: Without parental consent, both parties must be 18 or older.

License is valid for 60 days from the date of application.

Five day waiting period (the County Court can waive this).

If one of the parties is a resident of Ohio, they must obtain the marriage license in the resident's county (or if both parties are residents of Ohio, they may get the license in either county.) If both parties reside out of the state of Ohio, they must obtain the license in the county where the ceremony will take place.

(Call the county's number for details of each county's requirements.)

Montgomery County Marriage License Bureau, (937)225-4656

41 North Perry Street, Second Floor, Downtown Dayton.

Hours: 8:30 a.m. to 4:15 p.m.

To obtain a marriage license in Montgomery County: Couple must come in together; bring in your last divorce decree if applicable.

(Call License Bureau for fee amount.)

Greene Country Marriage License Bureau, (937) 562-5282

45 N. Detroit St., Xenia, Ohio 45385

Hours: 8:00 a.m. to 3:30 p.m., Monday thru Friday

To obtain a Marriage License in Greene County: Both parties must appear together; \$40 in cash; Age verification (Driver's License, State ID, Military ID, Birth Certificate); Social Security Number; Address Verification (Current Driver's License; Evidence of all divorce decrees (or annulments/dissolution). *(Call License Bureau for fee amount.)*

Miami County Probate Court, (937) 332-6823

201 W. Main, Troy, OH 45373.

Hours: 8:00 a.m. to 4:00 p.m. (M-F)

To obtain a Marriage License in Miami County: Both parties must come in together; bring in evidence of all divorce decrees; *(Call Probate Court for fee amount.)*

YOUR CHRISTIAN MARRIAGE

Your wedding is a sacred occasion. It is our prayer that your wedding be both beautiful and meaningful. For this reason, we are pleased to offer this booklet outlining the customs, policies, and procedures for weddings at Christ Church.

When you come to a minister requesting that he/she officiate at your marriage, you are not simply asking that he/she pronounce that you are now married (a Justice of the Peace can do that), but that the Church bless your marriage. The wedding service is, therefore, first of all a religious service. It is secondly, a social event; an important one. It is one of the major events in the lives of two people. We want above all to please the couple on their "big day," but this should be within the teaching of the Church.

To be married in the Church:

- At least one of the parties must be baptized.
- Both parties shall receive instruction regarding the nature, meaning and purpose of Holy Matrimony.
- Parties shall provide at least 30 days notice to the minister.

On the remarriage of divorced person(s):

- A civil court of competent jurisdiction must annul or dissolve the former marriage (s).
- The Minister shall consult and obtain the consent of the Bishop, and then shall report to the Bishop, the solemnizing of any marriage under his jurisdiction.

CHRIST CHURCH GUIDELINES

While Christ Church does not require couples to become members in order to be married here, we do ask that they worship regularly. No charge is made for the use of the church building for those who are pledging members of the parish. There is a \$500.00 charge for the use of the church (payable to Christ Episcopal Church) for persons who are not pledging members of the church. The nave seats 380. Christ Church has no control over the times the parking lot is open.

(Please see section on parking.)

CLERGY Individual members of the clerical staff of the parish will be assigned to officiate at weddings. You may request specific members of the staff.

A clergyperson who is not on the staff of the parish may officiate at a wedding, by the invitation of the Rector.

The staff or other clergy performing the ceremony must counsel the couple, as many times as clergy deems appropriate, prior to the wedding. The purpose of these sessions is to get to know the priest, to work on any matters the couple and priest wish to cover, and to plan the details of the wedding. This will generally require three or four sessions at the minimum.

JANITOR The Janitor is engaged by the church to keep the building in good condition for services. Weddings and other services require considerable extra work. He/she is here to serve you; however, we ask that persons using the church be considerate of the building. The fee for the Janitor is \$75.00 for wedding clean-up. The fee for the Janitor if the reception is on the church property is an additional \$75.00 for clean-up plus negotiable fees for additional services.

ORGANIST Consult with the organist as early as possible in the planning stages of the wedding (*as soon as you have scheduled your wedding date with a priest*). The fee for the church organist is \$250.00 and includes a consultation to select music, and the wedding ceremony. (*Optional Fees: \$100/hr—organist at rehearsal; \$50 practice with soloist; \$150—to hire a soloist through Christ Episcopal Church*) Please contact the organist directly to see if he/she is available for your wedding ceremony. The church organist must approve all guest musicians. In such circumstances, the church organist acts as a consultant and the full fee is due.

MUSIC For wedding marches, the "traditional" music of Wagner (from *Lohengrin*) and Mendelssohn (from *A Midsummer Night's Dream*) may be used. Your serious consideration is requested, however, for other processional and recessional music.

For the Procession, such works as the following are appropriate:

"Trumpet Tune"	Henry Purcell
"Trumpet Voluntary"	Jeremiah Clark
"Trumpet Voluntary"	John Stanley

For the Recession, the following pieces might be considered:

"In Thee Is Gladness"	J. S. Bach
Prelude in G Major	J. S. Bach
"Toccata" (<i>Symphonie V</i>)	Charles M. Widor
"Finale" (<i>Water Music</i>)	G. F. Handel
"Theme from Ninth Symphony"	Ludwig van Beethoven
"Now Thank We All Our God"	Sigfrid Karg-Elert

For music during Communion, consider the following:

"Jesu, Joy of Man's Desiring"	J. S. Bach
"Panis Angelicus"	Cesar Franck

Vocal soloists may participate in the service. The church suggests that most solos precede the service. Since the Lord's Prayer in the Episcopal Church is intended to be a corporate response of the worshipping community, it should not be used as a solo performance. Discuss solos with the organist before making a final selection. The use of hymns during the ceremony is quite appropriate and recommended.

PRINTED PROGRAM Standard printed programs are available from the church at a cost of \$50.00. The couple must provide any special paper. Please provide all necessary information for the program at least three weeks prior to the wedding. If the wedding falls near a major church feast (Christmas, Easter), bulletin information will be needed four weeks before the wedding. The office will prepare a draft for the couple's approval.

SCRIPTURE SELECTION You will need to select at least one passage of Scripture. You may have up to four (Old Testament, New Testament Epistle, Psalm, and Gospel). If you plan to have Holy Communion, then one of the passages must be a gospel reading. You may also include a reading that is not from the Scripture. The following is a list of suggestions:

Old Testament:

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 [Apocrypha] (That she and I may grow old together)

New Testament:

I Corinthians 13:1-13 (Love is patient and kind)
Ephesians 3:14-19 (The Father from whom every family is names)
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)

Gospel:

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 the 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)

SCHEDULING Weddings are only arranged at times that do not conflict with regularly scheduled Church liturgies. It is wise to have an alternate date in case of a conflict.

COORDINATOR An experienced wedding coordinator is available for each wedding. It will be the coordinator's responsibility to supervise the rehearsal and to coordinate the wedding at the church on "the day." The coordinator receives no fee. After meeting with the minister, couples should telephone or e-mail the wedding coordinator. She will request all of the details concerning times of arrival, flowers, candles, unique needs, etc. She will assist with flowers, directing guests and organizing the bridal party on the day of the wedding.

PARKING If your wedding is at a time when the parking lot may be open, we will make arrangements for your guests to park in our lot for free. We do not have any arrangement with other parking lots downtown. If you will need additional parking and wish to rent another lot, please contact PMI (Parking Management, Inc.-222-4171).

DIRECTIONS *Directions to the Church: Christ Episcopal Church, 20 West First Street, Downtown Dayton*

From the North: Take I-75 South, get off at the OH-48 Main Str/Grand Avenue Exit (Exit 54a). Turn left on OH-48/Main Street. Cross the bridge and turn right onto W. Monument Avenue. Turn left on Ludlow Street and left again on First Street. The Church is on your right. Parking is available at the church and on the street.

From the South: take Main Street to the north through Downtown Dayton. Turn left on Monument Avenue and left again on Ludlow Street. Turn left one more time onto First Street. The Church will then be on your right. Parking is available at the church and on the street.

FLOWERS AISLE CANDLES & DÉCOR

Flowers: Flowers at the altar are normally limited to two large vases placed in stands in front of the altar. More than this detracts from the simplicity and beauty of the Altar and its ornaments. Any additional decorations and arrangements are subject to the approval of the Wedding Coordinator and the priest. (Furst Florist is the Christ Church florist; however, feel free to use any florist you desire.)

Delivery of Flowers: Please check with the wedding coordinator or the church office as to the time the church will be open for the delivery of the flowers.

Aisle Candles: Upon request, aisle candles are available for a \$25.00 fee. Small bouquets, ribbons or simple wreaths may be placed on the aisle candles. We ask that someone designated by the couple remove them after the ceremony.

Aisle Cloth: We discourage the use of aisle runners because they are unwieldy and are a hazard to anyone with high heels.

Rice/Birdseed: As our main entrance to the church is also our only handicap accessible entrance, we ask you to refrain from throwing rice or birdseed. Bubbles or sparklers may be used outside.

Miscellaneous Décor: Candle holders, flower vases, and other miscellaneous décor owned by the church are also available for use. Please make arrangements with the wedding coordinator.

Equipment and decorations which are the property of florists or caterers must be removed from the building, and church belongings returned to their proper places, immediately following the event.

PICTURES It is the responsibility of the couple to direct the photographer to communicate with the clergy for instructions prior to the service. Please instruct your ushers to inform guests carrying cameras to refrain from taking pictures during the service, as this is distracting to other guests and may interfere with your professional photographer. We strongly suggest including time for pictures in your schedule for the day. Photos may be taken before the ceremony, after or a combination of the two. The wedding coordinator can assist you in creating a timeline for photo sessions.

Video cameras without lights may be used from a fixed position during the service. Still photos with flash may only be taken before and after the service. During the ceremony, photographers may take non-flash photos from the choir balcony.

REHEARSAL The rehearsal prepares the wedding party to participate in the liturgy as a way of praising God and creating a joyous occasion for the couple. In deference to the nature of the liturgy and to the many people who must be on hand for a rehearsal, **all** members of the wedding party are expected to be present and **on time**.

DRESSING ROOM A dressing rooms are available for the couple and their wedding party. Various options are available to accommodate your needs. Please discuss your dressing room needs with the wedding coordinator so they can make room arrangements that will meet your needs.

USHERS Ushers should be at the church no later than 45 minutes before the service. They will be instructed in their duties by the wedding coordinator at the time of rehearsal.