



***Weddings & Blessings***  
***at the Episcopal Church of Our Saviour***

*Updated March 2019*

The Episcopal Church of Our Saviour  
10 Old Mill Street  
Mill Valley CA 94941  
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## ***Planning for a Wedding? Congratulations!***

Church of Our Saviour welcomes your desire to seek God's blessing upon your union, and we gladly invite you into conversation with us about this important life step you are taking together as a couple.

Church of Our Saviour, part of The Episcopal Diocese of California, welcomes all couples, regardless of their genders, to seek a blessing upon their marriage in the context of Christian community.

One of our parish clergy, normally the Rector, is happy to meet with you to discuss your preparation for marriage and help you plan your wedding.

## ***Renting Space for your Wedding***

You may wish to rent our parish space for your wedding and provide your own clergyperson to officiate at the ceremony. We require *at least 90 days' notice* to reserve parish space. We also ask that any wedding conducted in our space be done so reverently and in accordance with the Christian tradition as directed by the officiating clergy.

More details about renting our parish spaces for weddings are provided in the attached wedding policies.

## ***Having Parish Clergy Officiate at your Wedding***

In the Christian sacramental tradition, *individuals marry each another*. This mutual, life-long self-giving to one another reflects the mutual self-offering union between God and God's people, between Christ and the Church. The Church blesses and prays over the union of the couple and offers the support of the community for them in their shared life in Christ. A priest or other minister of the Church normally officiates at weddings to help lead the couple and community through this sacred rite.

**For all weddings in which parish clergy officiate, we require:**

- **That *at least 90 days*' notice be given to the clergy** and church office prior to the wedding date so that appropriate preparations may be made with the couple and community.
- **That at least one member of the couple is baptized.**
- **That the couple engage in at least four pre-marital counseling sessions** with the clergy officiating or a counselor that he or she approves.
- **That the couple sign a statement** indicating their commitment to a holy union articulated by Christian tradition and the teachings of marriage as this Church understands them.
- **If either or both parties were married previously**, that any outstanding matters from the previous marriage be fully settled prior to planning the wedding. In some cases, documentation demonstrating facts of divorce(s) may be requested.
- **That the couple make arrangements to establish the legal aspects of their marriage to the fullest extent of the law prior to the wedding by:**
  - Obtaining the appropriate license for legal marriage in the State of California and making it available for witnesses and the clergy officiating to sign immediately following the wedding ceremony;

– OR –

- Obtaining a civil marriage from the State of California.
- **Decisions regarding the venue and content of the liturgy will be made in close consultation with the couple.** The clergy officiating reserves the authority to approve or disapprove any wedding venue and the structure and content of the wedding liturgy. The wedding will be expected to *at least* follow the general order for marriage as found on [page 435 of \*The Book of Common Prayer\*](#) or be in keeping with any provisional rites for marriage blessings provided by The Episcopal Church under the pastoral direction of the Bishop of California.

**Additional directions if the Rector officiates:**

- Since Christian sacramental union is rooted fundamentally in the baptismal life, couples, if they are not doing so already, are strongly encouraged to regularly join in the life of a Christian community that will support and nourish them in their journey together in Christ.
- Clergy may advise the couple to seek supplemental or alternative pre-marital counseling from a formally licensed family and marriage counselor prior to the wedding. In such cases, the clergy officiating will gladly offer a referral.

- Couples are further encouraged to retain ongoing regular couple's counseling following the wedding to help them nurture the health of their relationship. Again, the clergy officiating will offer a referral for this support.

The Rector welcomes your questions regarding these requirements at any time. You may reach him by phone at (415) 388-1907 or email at [rector@oursaviourmillvalley.org](mailto:rector@oursaviourmillvalley.org).

### ***Reserving the Parish Facilities***

The couple must reserve parish space for the wedding *at least ninety days prior* to the wedding date by contacting the Parish Administrator at (415) 388-1907 or [office@oursaviourmillvalley.org](mailto:office@oursaviourmillvalley.org). The Parish Administrator will acquaint you with the wedding and facility use policies of the Church of Our Saviour.

### ***Music***

As soon as a date has been set, you may make arrangements with the Church of Our Saviour organist, who will offer appropriate choices for liturgical music for the service in coordination with the parish clergy or your officiating minister. If the Church of Our Saviour organist is not available, another organist may be employed in consultation with the parish office. You may invite other musicians to be part of the wedding in collaboration with the parish organist.

### ***Parish Administrator***

In addition to meeting with you to discuss planning, the Parish Administrator will assist the clergy by scheduling the rehearsal and the wedding. If you have hired an outside Wedding Coordinator, the clergyperson officiating at your wedding will gladly work with your coordinator in directing worship proceedings. The parish office will also work with your coordinator if parish space is being used for the reception.

### ***Flowers***

Floral arrangements may be obtained from the parish Altar Guild via the Parish Administrator. Additional floral decorations may be planned with the Parish Administrator, but need to be removed from the parish space following the wedding to accommodate regular weekly services. In all cases, we request that any wedding floral arrangements and decorations preserve the integrity of the worship space and its furnishings.

## ***Photography***

The blessing of a marriage is intended to be a joyful worship service for all who attend. Because it is a worship service, photography or videography during the wedding needs prior approval of the Rector or officiating minister, and under no circumstances will photographers be permitted to interrupt the wedding for posing or special shots. Instead, we encourage posed photographs to be taken in the worship space following the service. All photography and videography plans should be discussed with the officiating clergy before photographers and/or videographers are contracted. Photographers and videographers will be instructed by the couple, wedding coordinator, or officiating clergy in advance of the Church's policy.

## ***Wedding Fees***

Checks covering all wedding fees must be provided to the Church of Our Saviour prior to the rehearsal. Rehearsals may not proceed until fees have been received by the church, and the couple has met all the requirements of the officiating clergy.

## ***Rehearsal and Wedding Times***

Once set, the wedding itself and the rehearsal will begin promptly at the agreed upon scheduled times and the rehearsal should end as expeditiously as possible for the convenience of staff and volunteers.

## ***Reception***

Hammond Hall, the Fireside Room, the Shackelford Choir Room, or other public spaces in the parish may be reserved for a reception following the service by making arrangements with the Parish Administrator. Use of the church public spaces is subject to the Episcopal Church of Our Saviour Facility Use Agreement. The couple, their family, or their wedding coordinator must make all arrangements for catering.

The throwing of rice, birdseed, confetti, or balloon releases is discouraged at Church of Our Saviour for environmental and housekeeping reasons. We suggest the use of flower petals or other easy-to-tidy-up compostable materials for greeting the couple following the wedding.

## ***Fees***

Facility rentals at the Church of Our Saviour are subject to the terms and conditions of the Our Saviour Church Rental Agreement. Please write separate checks as appropriate.

### **# of Guests: Up to 100 / Over 100**

Church (non-pledging households) ( <i>payable to the Church of Our Saviour</i> )	\$1,200 / \$1,500
Church (pledging households and immediate family)	\$500 / \$750
<i>Use of the Church includes use of the Library for Bride's room and Sacristy for the Groom. It also includes the time for rehearsal, as well as set-up before and clean-up after the wedding. These details will need to be discussed with the Parish Administrator when planning the wedding, so that adequate time can be reserved.</i>	
Clergy (If the Rector officiates, <i>payable to "Church of Our Saviour Discretionary Fund"</i> )	\$500 / \$750*
Clergy fee <u>if premarital counseling is not provided by the officiant</u>	\$750*
Premarital Counseling ( <i>payable to the clergy providing the counseling</i> )	\$500*
Organist ( <i>payable to the organist</i> )	\$300 / \$400
Administrator's Fee	\$200 / \$300
Flowers ( <i>payable to Church of Our Saviour, marked The Altar Guild</i> )	\$250**
Deposit to hold the date	\$200

Use of any other rooms would be charged at their regular rate

\* The clergy may waive or renegotiate certain fees in cases of financial hardship.

\*\* Flower fees may be higher depending on choice and availability.

# *Episcopal Church of Our Saviour*

## *Wedding Agreement*

We, \_\_\_\_\_ and \_\_\_\_\_,

have read and will adhere to the wedding requirements and facility use policies of The Episcopal Church of Our Saviour. We reserve the following dates and times:

Rehearsal \_\_\_\_\_

Wedding \_\_\_\_\_

We plan to use the following space(s) and services:

	# of Guests	Up to 100 / Over 100
___ Church (non-pledging households) ( <i>payable to the Church of Our Saviour</i> )		\$1,200 / \$1,500
___ Church (pledging households and immediate family)		\$500 / \$750
___ Clergy ( <i>If the Rector officiates, payable to "Church of Our Saviour Discretionary Fund"</i> )		\$500
___ Clergy ( <i>If no premarital counseling is provided by the officiating clergy</i> )		\$750
___ Premarital Counseling ( <i>payable to the clergy providing the counseling</i> )		\$500
___ Organist ( <i>payable to the organist</i> )		\$300 / \$400
___ Flowers ( <i>payable to Church of Our Saviour, marked The Altar Guild</i> )		\$250
___ Deposit to hold the date		\$200
___ Administrator's Fee		\$200 / \$300
___ Use of other rooms _____		\$ _____

TOTAL Due \_\_\_\_\_

Deposit of \$ \_\_\_\_\_ received on \_\_\_\_\_.

\$ \_\_\_\_\_ due before \_\_\_\_\_ (*date before rehearsal*).

Signed:

\_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

\_\_\_\_\_

*Officiating Clergy*

Date