

**Wedding Policies**  
**St. Matthew's Episcopal Church**  
**5900 7<sup>th</sup> Avenue, Kenosha, WI 53140**

Congratulations on your upcoming wedding! We are glad you chose to receive the sacrament of Holy Matrimony at St. Matthew's. Weddings can be joyous, fun, stressful, overwhelming and many other emotions. The process leading up to your wedding day is designed to be a time when you continue to grow into the marriage into which God has called you.

**Requirements by Civil Law:**

Well in advance of your wedding, you should know the civil guidelines to getting married in the state of Wisconsin. Information can be found at <http://ww2.wisconsin.gov/state/license/> If you are having a wedding done by a clergy person of St. Matthew's outside of the state of Wisconsin, check the local guidelines of that state. The clergy person will check on his/her own ability to solemnize marriages in that state.

**Requirements by Canon Law of the Episcopal Church**

\*At least one of the candidates has received Holy Baptism in any denomination.

\*The couple has a right to contract in the state in which they intend to marry.

\*At least two witnesses need to be present at the wedding.

\*The couple must sign the *Declaration of Intention* near the beginning of the marriage preparation time (see appendix).

\*The service used is "The Celebration and Blessing of a Marriage" or "The Blessing of a Civil Marriage" found in *The Book of Common Prayer*.

\*If either candidate has previously been married to a person who is still living, the couple must fill out the *Application for Episcopal Consent to Solemnization of Marriage After Divorce* (see appendix). Information can be found at <http://www.diomil.org/clergy/clergy-resources/>

\*Any person seeking remarriage after a divorce or annulment must show the officiating clergy person legal documentation of the dissolution of each previous marriage.

**Requirements of the Parish of St. Matthew's**

\*Marriage preparation with the officiating clergy person should begin six months prior to the wedding. Exceptions to this will be made at the rector's discretion. Please note that the canons of the Episcopal Church do not allow for less than one month of preparation without the bishop's consent.

\*Normally, the rector is the officiating clergy for all weddings at St. Matthew's. Other clergy are welcome to assist at the wedding. The use of other officiating clergy will be at the discretion of the rector.

\*The couple will meet six times with the rector or a professional counselor deemed appropriate by the rector. Assuming the couple is meeting with the rector, the premarital sessions will be as follows:

1. Theology of marriage/review policies
2. Counseling session #1
3. Counseling session #2
4. Counseling session #3
5. Individual sessions with rector
6. Planning the wedding ceremony

\*The wedding date and time should be scheduled by the first meeting with the rector.

\*The wedding license needs to be turned in to the parish office one week prior to the wedding.

\*There will be a wedding rehearsal prior to the wedding. This normally takes place the day before the wedding, but the time can be scheduled with the rector.

\*If the parish facilities are used for the reception or rehearsal dinner, separate arrangements need to be made with the rector.

\*If the couple lives in the Kenosha area, they should attend Sunday services at St. Matthew's during their preparation time if they are able. This is not a requirement but will help them understand the theology and faith community into which they are being married.

## Music

\*Because the service is a worship service, music selected should be considered sacred music. Appropriate music can be found in *The Hymnal 1982* or any published church hymnal. Any other music that is considered sacred music may be used. All music must be decided upon in collaboration with the rector and organist.

\*Any music that the couple wishes to have in the wedding that is not considered sacred music may be used as a prelude (immediately preceding the service) or a postlude (immediately following the service) as decided upon in consultation with the rector and musician.

\*St. Matthew's has a music director who has priority to play for weddings. Alternate or additional musical arrangements need to be coordinated with the music director at least one month prior to the wedding.

\*The music director and other musician(s), if applicable, need all special music for the wedding one month prior to the wedding.

\*The couple needs to arrange for all additional musicians to meet with the organist at least one month prior to the wedding.

## Flowers and Decorations

\*The couple arranges all flowers and decorations for the wedding. While deciding upon decoration, consider liturgical movement of the ceremony. Please consult with the rector about decorations and arrangement of flowers before making any final decisions.

\*Because the altar is used to celebrate Eucharist, no flowers may be placed on the altar. However, an arrangement may be placed on the table behind the altar.

\*The wedding party is responsible for clean-up of all decorations in the church before the next scheduled service at St. Matthew's.

\*If the wedding party would like to employ the services of the custodian, please contact the parish office two weeks ahead of time. Custodial fees will apply.

\*Flowers may be left in the church for regular Sunday services as a reminder to the parish of your wedding.

## Photography

\*Because the ceremony is a worship service, flash photography is not permitted except during the procession and recession, as it distracts from the sacredness of the moment.

\*Posing for photographs may take place immediately before and/or after the wedding ceremony.

\*Videotaping, digital photography without flash, or high-speed film may be used during the ceremony if taken from a non-intrusive location and if no artificial lighting is used.

## Schedule of Fees

### Regular Attendees and Their Families:

Organist:	\$175	(check should be written to organist)
Additional fee if other musician(s) used:	\$50	(check should be written to organist)
Custodial fee:	\$50	(check should be written to St. Matthew's)
Clergy honorarium:	at couple's discretion	(check should be written to the rector)
<i>Prepare and Enrich Inventory:</i>	\$35	(check should be written to the rector)

### Non-attendees:

Building use for ceremony (custodial fee included):	\$650	(check should be written to St. Matthew's)
Organist:	\$175	(check should be written to organist)
Additional fee if other musician(s) used:	\$50	(check should be written to organist)
Hall use (if reception or rehearsal dinner on site):	\$15/hr.	(check should be written to St. Matthew's)
Clergy honorarium:	at couple's discretion	(check should be written to the rector)
<i>Prepare and Enrich Inventory:</i>	\$35	(check should be written to the rector)