Sacrament of Marriage
Guidelines
at St. Mark's Episcopal Church, Altadena, California

Thank you for considering St. Mark's for your wedding ceremony. These guidelines are designed to give you an overview of our procedures and policies established to offer you a successful wedding within the policies of St. Mark's Parish and the Episcopal Diocese of Los Angeles.

Checklist and Outline for the Planning of your Marriage Ceremony:

1. Call the Church office (626-798-6747) to set a meeting time with the Rector.
2. Locate court-certified dissolution papers (for prior marriage), if appropriate. Bring these papers with you to the meeting with the Rector.
3. Meet with the Rector and establish wedding date, counseling dates, and to discuss the marriage ceremony and additional celebrants (if requested).
4. Mail or deliver deposit check (minimum $100.) to reserve church for your wedding date.
5. Talk with the Wedding Coordinator about the wedding ceremony and reception (if held in Parish meeting hall) and set rehearsal date.
6. Talk with the Organist about music.
7. Inform your photographer and your florist of our guidelines.
8. Obtain Marriage License (given to Wedding Coordinator at the rehearsal).
9. Complete premarital counseling and MFCC counseling.
10. Mail or deliver check for balance due at least two (2) weeks before wedding.
11. Arrange the delivery time of the flowers with the Wedding Coordinator.
12. Attend wedding rehearsal.
13. Be at the church one (1) hour before ceremony.
14. Relax and enjoy!

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Additional information:

1. Arrange with the office to meet with the **Rector** at least 30 days in advance of the intended date. Most weddings will require more planning. The Rector prefers that weddings are not performed during the four weeks of Advent.

2. A **court-certified** copy of the final decree of dissolution, if either person has been previously married, must be brought to the rector at the time the wedding is arranged.

3. Plan to see the Rector as soon as possible to establish a relationship with him and to begin planning the celebration. Please understand that the marriage date is not definite until after you and the Rector have met.

   The Celebrant of a marriage at St. Mark's must be a Bishop or a Priest of the Episcopal Church, normally the Rector. Arrangements can be made for the participation of other clergy when circumstances make that desirable and possible. If these arrangements are desired, the Rector will extend the invitation to the other clergy member.

4. **Wedding Costs**: A single contribution of $800 to St. Mark's covers the fees for the church (Organist, Rector, Wedding Coordinator, candles, utilities, church cleanup and maintenance of furnishings). Pledging members of the parish pay $700.

5. The **Wedding Coordinator** will acquaint you with our facilities, instruct ushers, oversee placement of flowers and candles, conduct the rehearsal, and coordinate the movement of all wedding service participants. Our Wedding Coordinator will do everything she can to make you welcome and comfortable at our church. We ask you to remember that we have given her full authority regarding your wedding and expect you to respect her direction. It is your responsibility to contact her when the date of your ceremony is set.

6. All music must be arranged with, and approved by, the **Organist** prior to the wedding. The Organist will recommend festive pieces suitable for procession and recession of the bridal party. The organ prelude begins 15 minutes before service and consists of music to prepare the congregation for the ceremony. Singers must rehearse with the Organist before the day of the wedding. Although other instruments may be permitted, no amplified music is allowed. The Rector is the final authority on which music may be used in the service of the church.

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Additional information: (continued)

7. **Photography**: Pre-wedding photos must be completed at least **20 minutes** before the ceremony begins. Your party will have **30 minutes** following the ceremony for your formal pictures in the church. If you want the clergy in any photos, please have those pictures taken first.

   Flash pictures are **not permitted** during the ceremony, please notify all guests. Your wedding is a sacramental occasion, to be shared without obtrusive photography. Videotaping is permitted only from a stationary tripod at the front door.

   Flowers and Decorations: The Wedding Coordinator will assist you in the planning of decor for the Church. Any reputable florist may work for you under the Wedding Coordinator's supervision and at your expense. Flowers for the altar are not to be removed following the ceremony (except during Lent, when flowers are to be removed). Please no artificial flowers. Weddings at Thanksgiving, Christmas and Easter will use the church flowers of the season. Before you make a deposit on the wedding flowers, be sure to clear your ideas with the Wedding Coordinator.

8. A **marriage license** should be obtained at least two weeks prior to the wedding date and presented to the Wedding Coordinator at the rehearsal.

9. **Premarital Counseling**: The Rector will meet with the couple to become acquainted and to describe the Sacrament of Marriage as set forth in the Prayer Book wedding service. In the case of any prior marriage, he will ask for information required by the Episcopal Church, showing readiness to enter a new marriage. The parties will decide at the meeting whether to proceed with plans at St. Mark's Parish.

   Additional Counseling: The couple will also meet for one session with a designated **MFCC**, using the Myers Briggs Type indicator to clarify means of effective communication. Cost is $100.00.

10. The balance due on the Wedding fee must be paid **two weeks** prior to the ceremony. Make the check payable to "St. Mark's Church," with your wedding date and couples' names noted in the memo section. Deliver or send the check to St. Mark's Church, 1014 E. Altadena Dr., Altadena, CA 91001.

11. Confirm **wedding rehearsal** date and time with all of your wedding party and the wedding coordinator at least two (2) days prior. Be on time for the rehearsal.

12. The ceremony will follow the form of the Book of Common Prayer (1979).

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Additional Directions and Concerns:

- Maximum seating capacity in the church is 250 guests.
- The Wedding coordinator and Organist are representatives of the Rector. They want to help you have a great celebration. They must be treated with due courtesy and respect.
- Plan to be on time for your rehearsal. One hour is allocated and needed for a good rehearsal.
- The bride and groom are expected at the church one (1) hour before the ceremony.
- Flower deliveries should be arranged with the Wedding Coordinator.
- No alcoholic beverages will be consumed by anyone on the parish grounds, before or after the wedding (unless a reception is involved). At the discretion of the Celebrant, persons who have been drinking and are in the wedding party, will not be allowed at the ceremony. You are responsible for your attendants.
- Receptions are generally available for up to 120 guests. Champagne and wine punch may be served. No wine, beer or "hard liquor" can be served (the Episcopal Diocese of Los Angeles policy). The Parish Hall may be used for your wedding reception for a donation of $100 per hour. Of this amount, $50 is refundable when the Hall and Kitchen are left as clean as found.

People to Call:

Priest-in-Charge:	Fr. Andrew O'Connor	(626) 798-6747
Church Office:	Joanne Morse	(626) 798-6747
Wedding Coordinator:	Lisa Auyong	(626) 798-6747
Organist:	Robert Killgore	(213) 255-4944