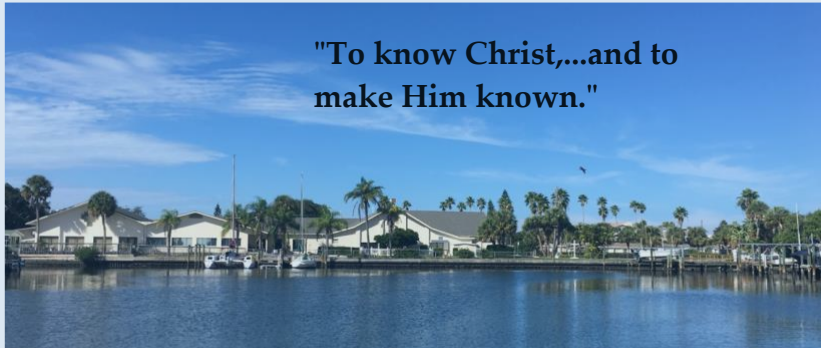


Calvary

Episcopal Church



"To know Christ...and to
make Him known."

The WEDDING GUIDE

FOR THE BRIDE AND GROOM

IN PLANNING YOUR WEDDING

AT CALVARY

1615 First Street, Indian Rocks Beach, FL
727-595-2374 ✘ www.calvaryirb.org ✘ admin@calvaryirb.org

Revised November 2022

TABLE OF CONTENTS

A WORD FROM THE RECTOR	3
WHAT IS HOLY MATRIMONY?	3
WHO PERFORMS THE SERVICE?	4
WHO MAY BE MARRIED AT CALVARY?	4
MARITAL COUNSELING	5
MUSIC	6
ALTAR GUILD	7
ACOLYTES	7
CANDLES & FLOWERS	8
THE REHEARSAL	9
THE “WEDDING COORDINATOR”	9
PHOTOGRAPHER/VIDEOGRAPHER	10
DRESSING AND PREPARATION AREA	11
GROOMSMEN/USHERS	11
FACILITIES	11
THE RECEPTION	13
BEVERAGES & APOTHECARY	14
KEY ACCESS	15
INSURANCE	15
CURFEW	17
FEES	17
Questionnaire	18

A WORD FROM THE RECTOR

At Calvary Episcopal Church your wedding is a joyful occasion and your marriage a sacred and solemn union of the Bride & Groom. The Guidelines in this booklet will be helpful to you as you plan your wedding service and the details contained within. Please enter the planning phase with joy, wonder and awe, for God has great plans in store for you. Our church is a holy place that rejoices when man and woman come together as one, and it is my good pleasure to assist you through marital counseling, wedding plans and so much more, making the experience an unforgettable and longstanding one.

May God's peace, that passes all understanding, keep your hearts and your minds in the knowledge and love of God, and the blessing of God, the Father, the Son and the Holy Spirit keep you in eternal life.

Fr. Jon Roberts

The Season of Michaelmas 2022

WHAT IS HOLY MATRIMONY?

Holy Matrimony is a sacrament of the Church and as such, is conducted at Calvary by an Episcopal priest as a public service of worship. The priest is obligated to use the ***Book of Common Prayer*** in accordance with the **Canons of the Episcopal Church** and the **rubrics** pertaining to the marriage service as found on pp. 422-438. You may also find this literature online at <http://bcponline.org/>, under "Pastoral Offices." In accordance to the 1978 and 1998 Lambeth Conference, Resolution 1.10 continues to be upheld by the Worldwide Anglican Communion.

We ask that you consider seriously your Christian preparation and responsibilities for entering into the sacrament of marriage as you consider Calvary Episcopal Church for your exchange of vows.

WHO PERFORMS THE SERVICE?

The Rector of the parish is the Officiant and Celebrant of all wedding ceremonies held in the Church. At the Rector's discretion, other Episcopal clergy or clergy of other denominations may be invited to participate. In every case the Rector must be asked first and the invitation to another clergy must be issued by the Rector.

FIRST, before any dates, invitations or other plans are put into place, you must make an appointment with the Rector. No wedding date can be assumed until this meeting with the Rector. Canon law requires a minimum thirty (30) day notice prior to the marriage ceremony. In addition, Canon Law requires attendance at premarital sessions with the Rector and that withstanding, a minimum of three (3) sessions.

It may be helpful to understand that traditionally neither Lent nor Advent seasons are used for wedding services. These seasons are of a penitential nature and therefore, to be avoided in your planning. Advent begins on the first Sunday of December and continues until Christmas Eve. Lent begins on Ash Wednesday, forty (40) days before Easter. Since the actual date varies, checking the calendar is imperative before securing any date.

WHO MAY BE MARRIED AT CALVARY?

To be eligible it is preferred that either the Bride or Groom is a member of Calvary Episcopal Church; or

Attending New Member's Confirmation classes with the definite intention of being confirmed; or

An "active" Episcopalian whose residence is outside Pinellas County and for family reasons, wishes to be married at Calvary Church; or

An Episcopalian living in Pinellas County whose Letter of Transfer is in process and will be in hand prior to the marriage; and

A Bride and Groom who are both faithful and devout Christians, who are baptized, who have hopefully been raised either Catholic, Orthodox or Protestant and who accept the doctrines of our faith found in the Nicene Creed; and

In accordance with the Canons of the Episcopal Church (TEC); and

In accordance as members of the Worldwide Anglican Communion.

DIVORCED PERSONS who desire to be married in the Church must have the Bishop's approval. Requests must be submitted at least sixty (60) days prior to the proposed date of the ceremony. A meeting with the Rector is required to submit this request for the petition. Submitting a petition does not guarantee that the Bishop's permission will be granted.

NON-CHRISTIAN PERSONS who desire to have a Civil Blessing inside the Church may be permitted upon the Rector's permission and under certain circumstances (Pastoral reasons, Physical impediments, Terminal illness, etc.). An outdoor wedding is permitted and more suitable for the Non-Christian event, but limited due to space.

MARITAL COUNSELING

The Canons of the Church require that every bride and groom take personal inventory of their lives with the moderation of a member of the Clergy prior to Holy Matrimony. This counseling may/may not be provided by the Celebrant of the event at the Rector's discretion. It is highly recommended to have three (3) appointments, together, with the Clergy to review the interpretation of Holy Matrimony through scripture, receive a spiritual gifts assessment, and confront any personal reasons or barriers that may discourage or inhibit this eternal covenant where "two become one flesh." The Bride & Groom must set these appointments with the Rector more than ten (30) days prior to the wedding.

MUSIC

The selection and placement of music is a most important decision if you are choosing to incorporate music in your wedding. The music used at wedding ceremonies is under the strict control of the Rector. Canon Law and the Book of Common Prayer require that only sacred music be used for your wedding. Please consult with the Rector and the parish organist before choosing your wedding music. Example: the *Bridal Chorus* by Richard Wagner ("Here comes the bride, here comes the bride...") is not theologically sound nor other secular music that is not adaptive to the preferences of liturgy in the Episcopal Church. The traditional entry of the bride is most suitable to the *Prince of Denmark's March*, a Trumpet voluntary, by Jeremiah Clarke, as it conforms to our Anglican heritage.

If organ music is desired, you must use the parish organist unless for just cause the Rector and Organist consent to a suitable alternative. With permission of the Rector, other sources of music such as strings, guitar or horn may be used along with, or in place of, organ music. The Church piano or harpsicord may be used.

The use of taped music, CDs, overhead projections are not appropriate for ceremonies in the Church.

Any Soloist, if desired, is usually selected by the Wedding party and the approval of music, is once more to be approved by the Rector.

The Lord's Prayer is an integral congregational part of the ceremony and is appropriate for a vocal solo if desired. Arrangements should be made with the Organist/Music Director of Calvary through an initial meeting with the Rector for all selections.

Fees related to all music, including the Church Organist, are arranged on an individual basis between the wedding family and the approved musician(s). Should the Calvary Organist be unavailable, every effort will be made to secure an excellent substitute.

Fees for the wedding music are provided in this Guide.

If you plan to hire a Band or a Disc Jockey for your reception, afterwards, you must instruct them to end all sounds that can be heard from outside prior and during the service and curfew observed on all property by 10pm. Between then and 11pm, soft play only. You are responsible for paying all musicians directly.

ALTAR GUILD

The Calvary Altar Guild is a ministry serving under the Rector's authority and supervision. This Altar Guild is responsible for maintaining the spirituality and integrity of the Altar according to the Rector's direction and for the glory of God. The Altar Guild representative will be one of the first persons you will be advised to meet to answer questions concerning the appropriateness of flowers and the setting of the Altar. The Holy Eucharist (The Great Thanksgiving) is always important for Christians and the first act shared by the newlyweds. It is optional to invite families and/or the entire congregation to partake of the Holy Eucharist and it is encouraged. Unless those present are not Christian or from a different Christian tradition and see conflict over reception, only the bride & groom should partake, before all who witness.

ACOLYTES

Generally, our Calvary volunteers are used as acolytes. These are essential participants of the liturgical preparations and depending on the size of your wedding, their participation may be required. If you have any questions, please ask the Rector.

CANDLES & FLOWERS

The Altar is always the focal point of the Episcopal Church. Therefore, candle and floral arrangements are created with a direct intention of focusing on the Altar. Flowers in other areas of the Church are generally considered to be distracting to the sacramental nature of the ceremony and are inappropriate.

Planning the use and presentation of candles and flowers must have the approval of the Rector who will guide you in the regulations of the church customs and traditions. Your florist will need to arrange a time to deliver the flowers with the Administration or a member of the Altar Guild, as entrance to our sanctuary (altar area) is reserved for the Clergy and Lay ministers. Leaving the Altar flowers for the following Sunday service is seen as a gift from the bride and groom in thanksgiving for their marriage. All other flowers used for adornment in other areas of the Church may be removed, after their use for the reception.

The Episcopal Church does not use the Unity Candle in its ceremonies, but our Pascal Candle would serve the same purpose.

Flowers are permitted and “white” is the standard color of floriation for weddings, but not exclusive. No flower petals may be dropped inside the church unless the family has agreed to an intentional “picking up” of such leftovers directly after the service has ended. No rice nor paper confetti or similar substances may be thrown outside the building as that has become a hazard to wildlife. A mixture of birdseed and grass seed is more suitable. It adds to the cycle of life, symbolic of the marriage itself.

We will always choose “White” as the liturgical color found on our altar, the clergy vestments and elsewhere. Having matching, blending arrangements with selected flowers is appropriate.

THE REHEARSAL

The rehearsal is an integral part of the wedding planning and is guided by the Rector. We stress the importance for all persons involved being on time to begin. We remind you that no food and drink are allowed in the Church. We will advise you on the dressing room/preparation areas for the bridal parties at this time along with processions, seating and position. The Rector will collaborate with the Bride & Groom on the rehearsal time, unless it is a smaller, more private ceremony where a rehearsal may not be necessary.

THE WEDDING COORDINATOR

The Rector will guide you in the liturgical aspect of the wedding planning. It is not appropriate to have anyone interfere as an uninvited consultant regarding the liturgical service. This person should be happy to help guide the bridal parties with their questions or last-minute adjustments, and we consider them a valuable part of the overall preparation of aesthetic, only.

If you have a Wedding Coordinator/Planner who you would like to assist you, the main areas they are invited to take part relate to your attire, flower presentation and meeting the Bride's needs in the Bridal room prior and after service. Meeting with you, your Wedding Coordinator/Planner and the Clergy to answer any questions before the rehearsal and wedding is both necessary and encouraged.

A most important aspect of your wedding is punctuality. We do not want to keep our Lord Jesus, your Groom, nor the sacred assembly waiting. Remind everyone to arrive thirty minutes in advance. One important caveat to know is that traffic between February and June is horrendous, the bridges may sometimes raise and prevent people from arriving on time. The Celebrant will keep the ceremony to task and on time with no exception.

THE PHOTOGRAPHER/VIDEOGRAPHER

Because a wedding is a religious occasion, a sacramental service of worship, photographers and video cameramen must abide by the rules established by the Church. If there is a question or doubt, the Rector is to be consulted.

The following rules must be observed:

1. Photos may be taken in the Church or Chapel before the guests arrive and after the ceremony or congregation has departed. However, please remember that members of the lay ministry and staff must wait to complete their work until the photo taking is over. It is suggested that some photos be taken prior to the ceremony.
2. Flash photography may not be used during a service in the Church or Chapel. This includes any photos taken from the balcony or from invited wedding guests or family members. No guests are allowed to take photos (with flash) during the procession or the service, nor be obvious. *Please share this information with your family and guests before the wedding.*
3. During the service, the photographer or videographer may take photos from the balcony or the sides. We ask for quiet and very limited motion from either, so they do not detract from the service.
4. Flash photography may be used after the service.
5. Photographers and video cameramen are not allowed in the area nearest the Altar (Sanctuary), during the service where they may be intrusive to the sacred occasion. They should arrive well before the service and complete their set up of equipment before the seating of guests and the organist begins the music. *They should provide all equipment, including electrical cords.*

DRESSING AND PREPARATION AREA

The groom and groomsmen may dress for the wedding in Barge Hall or our Conference room. The bride and her party may prepare in the Bridal room. You will want to be sure that someone in your family is responsible for removing all items before the wedding begins.

GROOMSMEN/USHERS

Ushers are important to the organized seating of the guests. These are people that you have recruited. They should dress the part and be at the church, ready to assist at least thirty minutes prior to the wedding, depending on the number of guests expected. You will need at least two (2) usher per 50 people in attendance. Your wedding service includes The Holy Eucharist, and the ushers will need additional instruction and review during the rehearsal.

FACILITIES

1. We have four locations/spaces at Calvary to be considered for your event. They are the Main Church Nave & Sanctuary, Barge Hall, Parish Hall and the Back Deck. The capacity of each and their function is listed in this Guide.
2. There are two main bathrooms in the main hallway and three more located in the main church and office.
3. A full kitchen is provided and if food is catered in, appropriate refrigeration, freezing and warming apparatus are provided. Both commercial and residential dishwashers available but no ice maker. Caterers have a separate entrance to the kitchen and two service entries into the Parish Hall.

4. Calvary will provide as many as 20 round tables (seats 6-8), 150 folding metal/padded chairs. You may decline either if renting them.
5. Calvary will provide round top table linens and basic plate, silverware, unless you decline due to renting your own.
6. Calvary will provide 3 high top, metal tables and umbrellas with 12 metal/padded stools for the Back Deck. You may also use any of our round tables. The back deck overlooks the “Cove” and has a walking deck that runs all the way behind the church and to the north parking.
7. No church furnishings may be moved, covered, or otherwise altered without the approval of the Rector. At a typical Christian wedding, the altar, cross, vessels and furniture, etc. are to be used.
8. A Sexton (Custodial) Fee includes opening church facilities, cleaning church after wedding, and closing/locking church afterward. This fee may be waived by the Rector or Jr. Warden if the family agrees to a checklist of DIY cleaning, along with a cleaning deposit that is returned after inspection.
9. You are responsible for securing our building when your event is over, turning off all lights and adjusting ACs, before leaving.
10. Our church is on holy ground. Please ask your guests to honor our house of worship and to treat it reverently.

CAPACITY

The Main church Nave & Sanctuary – 250	Wedding Only
The Barge Hall – 35	Reception/Bar
The Parish Hall – 125	Reception/Bar
The Back Deck – 35	Reception Only

FOR A SMALLER WEDDING

IN CHAPEL OF THE HOLY CROSS

All of the same rules apply. It is helpful to know that the Chapel will hold up to 15 people. The Altar is smaller and the floral arrangement should be in proportion to its size. Fees are relative to the size.

THE RECEPTION

You have a significant amount of our Church facilities for your wedding reception. Those who wish to be married elsewhere, may still use our premises for a wedding reception. It is a close second to the actual wedding as it is a festive celebration. As it is with any wedding, planning and preparation is necessary but the reception can sometimes be more intense. Calvary intends to give you the space and the time you need to commit to its preparation. Calvary has a unique footprint with nearly 20,000 square feet. Our Parish Hall would be comfortable for a reception of 150 or less in your party but no more. Make sure you are aware as more people may attend your wedding if held inside our parish verses those who can safely and comfortably attend the wedding reception to follow. Even though you could spread out your reception attendance in several rooms at Calvary, it is not recommended to exceed 150 total for reception. That is the comfort level overall.

The spaces available for reception revolve around our Parish Hall, including our Barge Hall, Back Deck and our Meeting Room. The Wedding Reception typically requires the most discernment as there are many moving parts including: Food & Beverage, Music/dancing, Cake, Gifts and so much more. You are responsible for those individual details and to present for approval to the Rector, so he may communicate to the rest of the church and its guests.

BEVERAGES & APOTHECARY

Alcoholic beverages such as champagne toasts or the serving of wine or liquors, to “raise one’s glass” is an important aspect of the ceremony and permitted if it is not inside the Main Church. It is appropriate in the other designated areas - Parish Hall, Barge Hall, etc.

Kegs of beer or hard liquor may be permitted **ONLY** if a hired bartender controls the substances and monitors individual consumption. The Parish Hall or Barge Hall are available for bars to be in either or both locations.

The general beverage choice and quantities that you have ordered must be provided no later than a week prior to the reception. The sale of alcohol is forbidden and places our general insurance liability at risk. Tip jars are not recommended.

Calvary is a non-smoking facility; however, a smoking section will be provided in the back, outside with a pleasant waterside view, with seating and “pit” for discards. Cigarette Smoking and Vaping are not permitted anywhere else on the grounds and people will be asked to leave if they fail to abide. We trust this will be internally policed and respected. Ceremonial use of cigars to celebrate the occasion is permitted, outside only, at the designated area mentioned.

Illegal and Illicit use of drugs are absolutely forbidden. Note: Marijuana use, in any quantity is forbidden. Any such activity on our campus is a violation.

KEY ACCESS

You may decide in advance how much time you require to set up for the wedding reception. You will need to have a set of keys for access. You will be required to have one (1) main contact who we will administer a key. This person will be responsible for being trained by

our administrator on our expectations for security and maintenance. They will be led through the entire facility as a walk-through, with written and verbal instructions.

Keys will be provided, at the earliest, five days prior to the wedding date if it is held on a weekend. Access for purpose of setting up is determined by our church calendar of events and will not interfere with our main, Sunday services. Lights, thermostats and doors being secured is of utmost importance, along with where to find janitorial supplies if needed in case of an accident.

Emergency call-ins, for a staff member to give you access will have a fee applied, and taken from your deposit, no matter what time.

INSURANCE

Calvary provides in the total cost our general liability insurance for the entire property. If there is an incident, we will require that to be reported right away while the facts of an accident are within mind. The incident report will be provided in your agreement in the case you have an incident, and we will place on file as required.

There are First Aid kits, and we recommend you designate a “First Responder” who knows best practices in case of a medical emergency.

If you have any food catered, your caterer **MUST** be insured and provide proof of insurance. Food contamination is a serious issue and the caterer, if on premises, will be held accountable. If you privately order food from a restaurant and it is delivered by anyone in your party or by a delivery service, you must indicate the week before and will be required to sign a “Hold harmless” agreement, releasing the Church of all problems related to food handling and contamination. Whatever decision you make, apply utmost care and safety practices when handling food.

CURFEW

Due to the City of Indian Rocks Beach Noise Ordinance, no sounds/noises are permitted to disturb local neighbors after 10pm. Due to beach traffic we encourage your wedding service to begin at 5-6pm and ending by 10pm. Lights out and cleanup is permitted until 11pm. Parking in-season (mid-February to end of May) will require sectioning off portions of our parking lot for your event as our lots are full with beachgoers all the way to sunset. Fees to secure appropriate parking attendants, in season, will be incurred based on the time, date of service and number of expected vehicles you anticipate. It would be most unfortunate to have our venue to enjoy but nowhere in which your wedding party can park.

FEES

A deposit to retain and initiate planning of your event is due a month in advance of your wedding date. All required fees, in total, are due and payable no later than one week before the wedding date. If there is a cancellation, a refund request "may" be made if the Church office is notified no later than a week before the wedding date.

All Calvary members in "Good Standing" are given a separate fee schedule. To be eligible, you must have been an active member of the church for at least a year leading up to your wedding date, be a financial giver of record and over the age of 18 and make a verbal declaration of your future commitment to participate in our parish.

The Parish Hall Fee is higher due to the nature, weight and impact the wedding reception activity creates, along with the Waterview aesthetic that is desirable for such celebrations. An average reception also comes with a significant appropriated time to set up, decorate and prepare the space, along with an average of five hours for the duration of the event.

	Capacity	Cost
Main Church (Sanctuary, Nave, Entrances, Bridal Room, Nursery)	250	\$500
Parish Hall (Banquet and dance area, Music stage, Kitchen), 5 day setup)	125	\$2,000
Barge Hall (Waterview, Potential Bar or Children's Room)	40	\$250
Back Deck (Outside Waterview, Eatery goes along with Parish Hall)	25	Included
Meeting Room (Facing front parking, possible Gift or Children's Room)	25	\$150

Bathrooms are in the main hallway and accommodate adequate number of toilets and urinals for men and women. There are additional private restrooms (ie. Bridal Room) and are ADA compliant.

Electricity and Insurance Liability included in costs.

Retainer Deposit (Refundable)		\$500
Marital Counseling	3 hours	\$300
Clergy Honorarium		\$350
Organist		\$300
Altar Guild		\$100
Cleaning Fee (DIY available with terms)		\$300

Optional Fees

Table Linens, Gold Chargers	15	\$150
Reserved Parking Lot (To reserve space in-season)	20 Cars	\$150
In House Customary Printing	200	\$200
Chapel of the Holy Cross	15	\$500

Your family, planner, etc. will be allowed to bring in rented features, decorators and so forth on the condition that it does not harm the physical property in any way and that the theme, out of courtesy, is provided to the Rector for his approval. The fee is non-negotiable.

The Main Church may only be decorated, per the permission of the Rector, no earlier than 24 hours in advance and with no Church conflict.

General Questionnaire Checklist

Wedding

Did you complete the Marriage Application Form and give to the Rector?

Did you arrange for three sessions of required marital counseling?

Will you receive Holy Communion as a couple or invite all present?

Do you desire music, and have you discussed selections with the Rector?

Did you provide names of those participants you want in your wedding?

Have you reserved a time with the Rector for a rehearsal?

Will you have flowers and have you made those arrangements?

Reception

Did you complete the Wedding Reception Form and give to the Admin?

Did you give approximate number for those attending the Reception?

Will you have a caterer?

Do you have a rental company who will be decorating/setting up?

Are you aware of the Noise Ordinance and Curfew requirements?

Did you assign a contact for the Admin to present key(s)?

Did your contact meet with the Admin and review instructions?