

Wedding Customary  
A Guide for Couples Planning a Joyous Marriage Ceremony at  
St. Paul's Episcopal Church  
Key West, Florida



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Key West, FL 33040  
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[www.stpaulskeywest.org](http://www.stpaulskeywest.org)  
The Very Rev. Larry D. Hooper  
Rector

God of tenderness and strength, you have brought our paths together and led us to this day; go with us now as we travel through good times, through trouble, or through change. Bless our home, our partings and our meetings. Make us worthy of each other's best, and tender with each other's dreams, trusting in your love.

In Jesus' name. Amen.

## ST. PAUL'S EPISCOPAL CHURCH

### *Wedding Customary*

*Congratulations on your upcoming Marriage! We are delighted you are seeking God's blessing on your marriage here at St. Paul's. May God continue to bless you and your new holy commitment.*

*Two are better than one, because they have a good reward for their toil.  
Ecclesiastes 4:9*

**Please Note: This customary is for weddings at St. Paul's Church. Our clergy, Fr. Larry D. Hooper, does perform off-site weddings and the information for them is on the wedding home page on our website [www.stpaulskeywest.org](http://www.stpaulskeywest.org).**

Currently, there is no firm policy at St. Paul' Episcopal Church that prohibits its clergy from presiding at weddings in locations other than Saint Paul' s Episcopal Church (e.g. an outdoor garden, the beach, or pavilion). However, it should be noted that the most appropriate place for a wedding, and asking for the blessing of God, is either the church, the chapel, or one of the outdoor chapels or gardens.

### **WELCOME**

The members, clergy, vestry and staff of St. Paul's delight in supporting you joyfully and lovingly in this process. The following customary will assist you in making plans and preparations in accordance with the customs and traditions of the Episcopal Church as well as with the policies and guidelines of the Episcopal Church, the Episcopal Diocese of Southeast Florida and St. Paul's Church.

The Episcopal Diocese of Southeast Florida permits clergy to perform weddings for same gender couples and St. Paul's is happy to do so. All couples interested in seeking the church's blessing must follow the same guidelines outlined in this customary.

This customary is designed to give you much of the information about celebrating a wedding at St. Paul's. But, we also recognize that there are likely to be other questions not addressed on these pages. If you have questions or need additional guidance, please contact our Rector, Fr. Larry D. Hooper, at any time. The phone number for the office is on top of this website. Please contact the office of St. Paul's at [info@stpaulskeywest.org](mailto:info@stpaulskeywest.org) or by phone to schedule an informational meeting with the Fr. Hooper, or the Wedding Coordinator for St. Paul's. The purpose of this meeting will be to review the guidelines for marriage and to check the availability of the church and clergy for the proposed date for the ceremony. No arrangements,

which involve the church, church facilities or the clergy who will perform the ceremony are to be announced until clergy approval has been received.

## **INTRODUCTION TO CHRISTIAN MARRIAGE AND WORSHIP AT ST. PAUL'S**

A wedding is one of life's great moments, a time for good wishes, feasting and joy. It is also an invitation for a couple to share life together in the spirit of Jesus Christ. It is based upon a public and life-long covenant between two people—celebrated in the presence of God and before a priest and congregation. Because marriage is a commitment “not to be entered into unadvisedly or lightly,” we ask that you read through this booklet carefully and then talk to us about your upcoming marriage.

*Christian Marriage is a solemn and public covenant between two people in the presence of God.* The celebration of a marriage is not a private act, but a public service of the church in the context of the community of faith. We welcome those who are interested in exploring the spiritual aspects of their marriage relationship, as this will guide and determine the role of the parish church and the priest in planning, scheduling, and celebrating a Christian marriage. The following guidelines have been established for wedding ceremonies celebrated at St. Paul's Episcopal Church. While elements of the customary may appear stringent, please remember that the Church and clergy are bound by Canons, or rules, of the Church. Holy Matrimony, while joyful and celebratory, is also a sacrament and is to be entered into reverently and deliberately. While some elements of the service or guidelines concerning pre-marital counseling are fixed, the church is also flexible concerning some parts of the service. The overriding concern is to make this a joyful celebration of your marriage in the context of Holy Matrimony. So, with that in mind, we hope the following helps answer some of the questions and concerns you might have for your memorable day ahead.

The Episcopal Church teaches that Holy Matrimony is a union "entered into within the community of faith." It is strongly encouraged that, under normal circumstances, those who are to be married at St. Paul's Church will nurture their relationship and future marriage through active participation in this worshipping community or in another community of faith.

## **WHO MAY BE MARRIED AT ST. PAUL'S?**

We are keenly aware that St. Paul's, as “Historic Key West's Church,” draws many to it as does the charm of Key West as a wonderful place for a destination wedding. The beauty and sanctity of the buildings and grounds make St. Paul's an appealing place for the Celebration and Blessing of a Marriage. Primarily, we perform weddings for our parishioners and their adult children—people and families who have been faithful in their life and witness and financial support of the life and ministry of St. Paul's Church over an extended period of time. Hence, any fees for parishioner as communicants (meaning faithful in attendance at worship) and contributing members of record (meaning faithful financial supporters of the church) have fees that are reduced. The fees for others seeking to be married at St. Paul's reflect a reasonable cost for all the services you will receive leading up to and celebrating your wedding. Hence, we make St. Paul's available to individuals seeking to be married bearing in mind the following guidelines.

- In the Episcopal church it is required that at least one of the parties entering into the marriage be a baptized Christian.
- The marriage must conform to the laws of the state of Florida and the canons (rules and laws) of this church and the Episcopal Diocese of Southeast Florida.
- A minimum of 30 days notice, dated from the first meeting with one of the clergy, is given. Reserving a date six months or more in advance is highly recommended in order to reserve the date on the church calendar.
- Marriage ceremonies may be taken from the 1979 Book of Common Prayer or from other approved Anglican liturgies (within which there is great flexibility).
- If one or both parties has been previously married, divorce is not in itself a barrier to remarriage, but the Episcopal Church requires certain steps to be followed in order to be remarried in the Church. The first step is to have the officiating clergy at St. Paul's obtain permission from the Bishop of the diocese to solemnize the wedding. This is with a minimum of thirty days notice. This permission is the Bishop exercising his oversight of the pastoral ministry of the clergy who will officiate. The officiating clergy at St. Paul's will meet with you and your fiancé to discuss how it is that you have come to this new relationship, that there is no legal impediment to being remarried, and that if there are children from a previous marriage there are provisions for their care and rearing.
- Marriage is both a legal and a spiritual union. The priest acts as an agent of the state and signs the marriage license. In the marriage ceremony, the priest pronounces God's blessing upon the couple's love and life together. It is the Church's hope that Christian marriage begins and matures within the context of a Christian community; and, indeed, one reason it exists is for the benefit of the Christian community.
- No weddings on Saturdays are scheduled after 5:30 PM.
- Finally, it is ultimately for the Rector of St. Paul's (in accordance with Canon Law) to decide who may or may not be married at St. Paul's, and he may decline any outside requests without cause

## **PREMARITAL COUNSELING**

It is a requirement of the Episcopal Church that couples obtain pre-marital counseling prior to their wedding. This can take shape in many forms. Some obtain this counseling from licensed mental health counselors and practitioners, or from their parish priest or other ordained clergy. Fr. Hooper accepts all those as fulfilling the requirement for premarital counseling. However, it is Fr. Hooper's great desire to get to know the couple as best he can and for them to know him and, thus he prefers to do the premarital counseling himself. This allows him to be resourceful to the couple in planning the wedding as a touchstone supporting the rest of their life together in marriage. It also allows for the couple to have him as an officiant at their wedding as someone who they know and as a pastor to them on their wedding day and not as a stranger.

Routinely there are four counseling sessions with Fr. Hooper. The first is when the couple meet with Fr. Hooper and with him fill out an information form. This can often be done via FaceTime or Skype (a video conference). The fourth meeting will be on the day of the rehearsal where Fr. Hooper wants to be the first appointment of the couple's day. At that meeting Fr. Hooper will go over all the service and make sure that the couple and he know all parts for the participants in the

liturgy (escorts, procession, seating, where people will stand, practicing the recitation of vows, etc.). This counseling session draws together what has been spoken of before and frames it within the context of the ritualized words of the liturgy. It also allows Fr. Hooper to go into the rehearsal later that day prepared to give clear directions to those who have been invited to participate in this happy and holy event.

The other two counseling sessions can be any time between the first and last sessions. Often, couples who are planning a destination wedding at St. Paul's can meet with Fr. Hooper when in town to meet with other individuals such as photographers, florists, and formal wear suppliers. One of the two sessions is focused on the family and friends history of the individuals to be married and its influence on each person coming together to create a new family history. The other counseling session explores avenues of negotiating the "bumps in the road" which will come in a marriage in a variety of areas such as, finances, work and career, sexuality, children (if applicable), stress, burnout, life together now and in the future, counseling, ways in negotiating with your partner through difficult times, hurt and forgiveness, taking care of each other, and spirituality.

All the sessions are conversational in form and designed to lead the couple into a more informed awareness of the solemn and public covenant they enter into at their wedding and as foundational experience for the rest of their lives together as a married couple.

## **THE CLERGY AND WORSHIP PLANNING**

The Rector of St. Paul's Church is in charge of all weddings at the church. All plans for the wedding ceremony must be made in consultation with the Rector and/or with the Wedding Coordinator who serves as the Rector's representative. Other clergy, either of the Episcopal Church or of other denominations, who have a special relationship with either the bride or groom, may be invited by the Rector to assist in the service. The Rector should be consulted before communicating with other clergy with regard to the wedding.

There is no firm policy at St. Paul's Episcopal Church that prohibits its clergy from presiding at weddings in locations other than Saint Paul's (e.g. an outdoor garden, the beach, or other pavilion, etc.). Fr. Hooper would be glad to speak with you about this. Click [HERE](#) for information about "Off-site Weddings". However, it should be noted that the most appropriate place for a religious wedding is either the church sanctuary, one of the chapels in the sanctuary, or the outdoor garden chapel of the church.)

Holy Eucharist (the sacrament of Holy Communion) is usual at a wedding, but always optional. It can be a very meaningful way for Christians to mark the beginning of their married lives together. The word "Eucharist" means "thanksgiving". By setting the wedding in the context of the Eucharist there is a focus on giving thanks to God for the gift of love and for this relationship. Whether or not to have Eucharist at the wedding is a decision that should be made by the couple with the advice of the officiating priest. If Holy Communion is planned as a part of the ceremony, it will be available to all who are present and desire to receive the sacrament.

## SCRIPTURE READINGS FOR THE WEDDING

Readings for the service come from the Holy Bible only. The bride and groom should work with the Rector to choose the actual selections for the wedding. While the list of recommended readings is from the *Book of Common Prayer* and other authorized sources in the Episcopal Church, there may be a passage from scripture that is particularly meaningful to the couple to be married and this may be selected in consultation with the rector. It is quite appropriate for members of the family, the wedding party, or guests to participate. Readers of lessons should prepare their readings from what they will be provided. You may have as little as one reading from scripture or as many as three. For a recommended scripture readings, click [HERE](#). If there is to be a Communion, a passage from the Gospel is always read and is the last of the readings. A list of the recommended Gospel readings is found [HERE](#).

## MUSIC FOR THE WEDDING CEREMONY

The parish organist should be contacted as soon as the wedding date is set, but **at least 60 days before the wedding** to ascertain availability and begin work on the music selection. If you plan to have music selections performed by vocalists and /or instrumentalists, please discuss it with the parish organist who must approve use of the piano or organ to be played by another musician. The organist's fee is \$250 (\$50 for consultation and \$200 for rehearsal and wedding day). Any fees for other musicians are the responsibility of the couple.

If you wish to use an organist who is not the organist of St. Paul's, and if the organist of St. Paul's is available to play at the wedding, the \$250 fee described above is still due to the organist of St. Paul's as well as any fee for such other organist (this is known as a "bench fee" and it a customary contractual arrangement with most church organists encouraged by the American Guild of Organists).

In the canons of the Episcopal church (Title II, Canon 5) it states, in part: "It shall be the duty of every Member of the Clergy to see that music is used as an offering for the glory of God and as a help to the people in their worship... To this end the Member of the Clergy shall have final authority in the administration of matters pertaining to music. In fulfilling this responsibility, the Member of the Clergy shall seek assistance from persons skilled in music. Together, they shall see that music is appropriate to the context in which it is used." Therefore, a church wedding as a Sacrament in the Episcopal Church, should have music in keeping with this act of worship. A church wedding is made sacred and holy by being performed before the Altar. Therefore, every effort is made to provide music that expresses both the reverence and the joy of the occasion. However, popular or secular music may be allowed before the wedding procession begins, that is, before the actual worship service of the wedding begins.

Pre-service music is generally left up to the organist – it is usually classical but light-hearted and jubilant. This is also an appropriate time for a vocal or instrumental solo. Music is selected in consultation with St. Paul's Music Director. The following are considered *inappropriate* for church wedding processions in the Episcopal Church:

- Bridal Chorus from "Lohengrin ("Here Comes the Bride"), R. Wagner
- Wedding March (Midsummer Nights Dream), Mendelssohn

This is because the entrance procession is a liturgical action that includes the bride, groom, the rest of the wedding party, and liturgical ministers. Therefore, “Here Comes the Bride”, by its very title, limits the full meaning of the procession. The over-used marches of Wagner and Mendelssohn in their original context promote a view that is inconsistent with the Christian understanding of marriage and have become commercialized and trivialized. It is respectfully suggested that “Here Comes the Bride” be more appropriately used at the wedding reception.

Examples of appropriate music are found under **Music Resources** at the end of this customary. The list of music suitable for a church wedding includes pre-wedding music during the seating of guests, choral selections, processional and recessional pieces.

### ***Solos***

Solos are optional and must be approved by the Organist and Rector. Show tunes and love songs are not appropriate at a wedding in the Episcopal church. The singer should be competent and well-prepared. If any rehearsal time apart from the performance on the wedding day is required, such a rehearsal is to be coordinated with the organist. An additional organist’s fee of \$50 is required unless the rehearsal takes place the day of the wedding.

### ***Congregational Hymns***

The Book of Common Prayer provides for hymns to be sung by the congregation during the marriage ceremony. If a reasonable number of wedding guests are churchgoers and familiar with the hymnal, congregational singing can be an effective means of celebrating this important event and is to be encouraged. Some appropriate hymns are (and there are many more):

- Joyful, joyful we adore Thee, 376
- Love divine, all loves excelling 657
- Praise to the Lord, the Almighty, 390
- From all that dwell below the skies, 380
- Now thank we all our God, 397

You will have the best possible music for your wedding if you will help us guide you and then rely upon the experience and judgment of our Music Director. If the parish organist is unable to play, an alternate organist may be found.

## **PHOTOGRAPHERS AND VIDEOGRAPHERS**

Photographers and videographers may be engaged by the couple for the wedding, but they must be informed that this is primarily a religious ceremony, and that there are certain rules which must be followed:

1. Flash photography during the service is prohibited.
2. Non-flash photography is permitted, as long as the photographer is not intrusive or conspicuous in the performance of his job.
3. No supplemental lighting may be used during the service.
4. Portions of the service may be “restaged” afterwards, if necessary.
5. All equipment setup must be completed at least 20 minutes prior to the *scheduled* start time of the wedding, so as to not be a distraction to those guests who may wish to pray before the service and to give the bride and groom a chance to center themselves and pray before the wedding.

6. The Church will be available after the service for pictures, but it is urged that this be completed within 30 minutes following the end of the ceremony to allow the wedding party to proceed to the reception and to allow the sexton and altar guild access to perform their duties. **The bride and groom are responsible for advising all photographers, lay or professional, of these guidelines.**

### **WEDDING PLANNERS/COORDINATORS**

Having a wedding coordinator can help the couple in planning for their special day, but it is not required. If you have a wedding coordinator/consultant, advise them that the priest shall handle all matters pertaining to the rehearsal and the service. The coordinator's services at the church will be strictly confined to the wedding day only in helping and preparing the bride and wedding party for the ceremony. If you do select a wedding coordinator, please make sure the coordinator agrees to these guidelines as part of their contract.

### **MARRIAGE LICENSE**

The Marriage License must be given to the priest no later than rehearsal, preferably the morning of the day of the rehearsal. The Monroe County Clerk of Courts will process your application for a Marriage License. You may also go online with the State of Florida and obtain a marriage license if you are out of state and/or Monroe County. NOTE: There will be no wedding service without a valid marriage license brought to the Rehearsal.

### **SAFETY CONSIDERATIONS**

An aisle runner may not be used for reasons of safety. The only exception to this is an aisle runner that is made of cloth that is lined and no more than 30 feet long and rolled out only for the entrance of the bride (with or without an escort) or couple if they enter together. Confetti, rice or other things thrown may not be used in the church. Rose petals are permitted and may be gently scattered by Flower Girls. Bird seed may be thrown outside or bubbles might be used to greet the couple as they leave the church. There is handicapped parking in the lot behind St. Paul's Church entering the grounds from Bahama Street. Only the wedding couple's car/limo may be parked in the restricted area in the parking lot of the church. Since the church has limited parking, the couple may be able to obtain the services of a trolley or "ConchTrain" on the island for those invited to the wedding. Otherwise, the invitation should advise guests that only street parking nearby is available for use.

### **ARRIVAL AT THE CHURCH PRIOR TO THE BEGINNING OF THE WEDDING**

All members of the wedding party are expected to be at the church no later than 1 hour before the service begins. This permits time to gather in quiet in advance of this sacrament. St. Paul's does have the parlor of the Historic Rectory adjacent to the sanctuary and it is available to the bride and her attendants to prepare for the wedding ceremony. This is a large room with ceiling to floor mirrors, large windows for ambient light, bathroom, and stands for hanging dresses. The groom and groomsmen may use the sacristy in the sanctuary for dressing.

### **USE OF ST. PAUL'S PARISH HALL, HISTORIC RECTORY, OR GARDENS FOR RECEPTION(S)**

The couple is welcome to use St. Paul's buildings and/or grounds and gardens for the wedding itself or a rehearsal dinner or for a reception following the rehearsal or wedding. The rearranging of furniture is permitted and appropriate decorations that are not affixed to the walls are approved. The extent of the sexton's services required for set up and clean up should be arranged through the church office. The church sexton should be consulted and paid in advance for any such services. If a caterer is employed to assist with the reception, the Guidelines and Rules for the Use of St. Paul's Parish Hall, Gardens or Grounds are to be followed and the fees specified in the Parish Hall, Gardens and Grounds Reservation Form (found as an appendix to this customary) are to be paid in advance. The use of alcoholic beverages is permitted but only in accordance to St. Paul's Alcohol Policies found [HERE](#).

## **FEES**

The fees for the wedding are listed on the appendix sheet at the end of this customary entitled **Wedding Fee Schedule**.

## **REHEARSAL**

The rehearsal will take no more than an hour. Persons needed for the rehearsal are the couple to be married, best man, maid/matron of honor, bridesmaids, ushers, readers, father of the bride (or whomever will walk her down the aisle), mothers of both the bride and the groom or couple. The Rector is in charge of the rehearsal as he is responsible for conducting the service itself.

## **FINALLY, THE WEDDING!**

In scheduling the hour of the wedding, please note that a wedding service takes about 30 minutes without Holy Communion, and about one hour with Holy Communion. This may be significant when figuring out the time of arrival at the place where the wedding reception is to be held.

Ushers should plan to be at the church, ready to play their important part in greeting and seating the guests, at least 30 minutes before the scheduled start of the wedding.

The Groom and the best man should meet at the Church 30 minutes ahead of time as well.

The Bride, maid of honor, and her bridesmaids will want to observe the same kind of timing, 15 minutes ahead of time if being driven to the church. Of course, people may arrive earlier, for instance if the bride is using the Historic Rectory as a place to dress and put on make-up or have hair arranged.

## **FINAL DETAILS, QUESTIONS OR CONCERNS**

Please do not hesitate to call with any questions you may have. We will do our very best to answer your questions and to make your wedding day a joyous beginning for your marriage!

We have done many weddings at St. Paul's and it is our great joy to assist you in celebrating your new life together. We feel confident in saying that if you work with us and allow us to assist you with what we know works well here you will have the wedding you want and people will come away saying it was the loveliest wedding they have ever been to. That would be a reflection on how you, as a couple, bless us by being invited to be present and serve you.

Now that you have read the above wedding customary, in order to reserve your wedding date at St. Paul's.

Again, congratulations and may God bless you.

***A Prayer for Couples***

God of tenderness and strength, you have brought our paths together and led us to this day; go with us now as we travel through good times, through trouble, or through change. Bless our home, our partings and our meetings. Make us worthy of each other's best, and tender with each other's dreams, trusting in your love. In Jesus' name. Amen.

**A FINAL CHECKLIST FOR THE COUPLE**

1. Secure Wedding Date and Time.
2. Reserve Rehearsal Date and Time.
3. Obtain Marriage License from the Clerk of the Circuit Court within a month before the wedding.
4. Set up 4-5 appointments to meet with the Priest for pre-marital counseling sessions.
6. Meet with Organist to discuss processional and recessional marches, any soloists, pieces to be played, special music requests, etc., allowing plenty of time before the wedding date.
7. Consult with Rector or Wedding Director regarding the altar flowers you wish to purchase and from which florist. In addition, you may wish to discuss any special decorations you had in mind.
8. Discuss with the Rector or Wedding Director the selection of bulletin covers and to set up your service bulletin.
9. Select Scriptures to be read during the service.
10. Choose and contact Readers. Remember, the readers must be able to be heard and understood. Be sure to give them the Scriptures well in advance so they can practice and be comfortable with their delivery.
12. Bring Marriage License to the Rector no later than the morning of the rehearsal.
13. Make checks covering all honoraria/fees (per attached list of all applicable, required fees) and send to the church no later than one week before the wedding. This may be paid by credit card for a total balance, however an additional 6% will be added to cover credit card fees and the clerical expense of additional check writing.

13. Those who are in charge of securing the building will be ready to leave 45 minutes after the wedding service is over. Please be mindful of this time limit.

## MUSIC RESOURCES

Since the available music that is suitable for the Sacrament of Marriage is so extensive, the list given here is of compositions that enhance and emphasize the joy of the Celebration. The bride and groom are encouraged to make an appointment with St. Paul's Music Director, Mr. Tim Peterson, so that selections can be heard and decisions about the music be made as early in the planning process as possible.

### PRELUDES

Jesu, Joy of Man's Desiring	J.S. Bach
Canon in D Major	J. Pachelbel
Aria in F Major	G.F. Handel
Air for the G String	J.S. Bach
Alleghretto - from Four Seasons ("Spring")	A. Vivaldi

### TRUMPET TUNES/PROCESSIONS

Prince of Denmark's March (Trumpet Voluntary)	J. Clarke
Trumpet Tune (Martial Air)	H. Purcell
Trumpet March	J.B. Lully
Rondeau (Festival Fanfare)	J.J. Mouret
Festival Te Deum	M.A. Charpentier

### MARCHES/PROCESSIONS

Riguadon	A. Campra
Festival March	G.F. Handel
Postlude in G Major	G.F. Handel
Thaxted (from the orchestral suite "The Planets")	Gustav Holst

### RECESSIONALS

Trumpet Voluntary	J. Stanley
Allegro Maestoso ("Hornpipe")	G.F. Handel
Psalm XIX	B. Marcello
Allegro Pomposo	Roseingrave
Processional of Joy	Beethoven/Hopson

### POSTLUDES

La Rejouissance	G.F. Handel
Organ Symphony V-Toccata	C.M. Widor
Organ Symphony I-Finale	L. Vierne

Of course, there are many others, but, these are lovely and hard to beat! Consulting St. Paul's Music Director will help you decide.

**ST. PAUL'S EPISCOPAL CHURCH**  
**401 Duval Street, Key West. FL 33040)**  
**(305) 296 – 5142**

**Wedding Fee Schedule**

Holy Matrimony is a sacramental rite in the Church, and we at St. Paul's are delighted that you are seeking God's blessing on your marriage. St. Paul's is a very busy church and wedding parties are our guests. We know what works smoothly here for everyone involved, and how to make your wedding day holy, gracious and beautiful. Amidst these guidelines, there is room for creativity. We welcome conversations about what that might include with our Rector.

The basic fee for a wedding at St. Paul's Church is \$3125.00. This fee is all-inclusive, covering all the essential services provided by the congregation and staff on your behalf. Additional fees and contributions may be added to the basic fee. These fees are set and approved by the Vestry of St. Paul's Church and are comparable to other venues in the area. While the members of the congregation regularly support the life and ministry of the church to provide the sanctuary and grounds, with all its beauty which is desirable by many wanting a church wedding, please bear in mind that the services provided by the church staff and volunteers are happily offered but are in addition to their usual duties. Their expertise and assistance will dispel any anxiety you may have allowing you to more fully delight in the service and to the spiritual benefit of all concerned.

**The \$3125.00 Basic Fee is disbursed as follows:**

Organist	\$300.00
Sexton	\$200.00
Office Manager	\$200.00
Altar Guild	\$ 25.00
Clergy Honorarium	\$600.00
Use of Sanctuary	\$1800.00 (This portion <u>is</u> tax-deductible)

Additional fees that may be added to the Basic Fee include things such as:

Flowers	The cost of floral arrangements is negotiated with approved florists for St. Paul's. Often this is a separate bill provided by the florist themselves.
Wedding Program	Highly recommended for the liturgy of the service. The fee for this is \$25.00. You may provide your own special paper for this printing, or appropriate paper will be provided by St. Paul's Church.
Other Musicians	Should you desire to have other musicians in addition to the parish organist/musician, a minimum of one consultation

with the organist must be arranged. There is a \$50.00 fee for this meeting.

A Wedding Reception and/or Rehearsal Dinner in the Parish Hall, Historic Rectory, Gardens, or Grounds is at the rates set for those venues for other similar events and often more reasonable in cost to other like locations in Key West. The schedule of those fees can be provided to you separately from this schedule by our Office Manager. If any of those venues at the church are used there will always be an additional fee of \$100.00 for the Sexton to assure the clean-up is complete and the area set up and ready for the next function in that space. This fee may be increased depending on the size of the event.

**NOTE:** Alcoholic beverages are allowed for Reception and Rehearsal Dinner if the Parish Hall, Historic Rectory, Gardens or Grounds are used. The families hosting the event are responsible for the safety and monitoring of amount consumed by their guests and abiding by the St. Paul's Church Alcohol Policy

**Fee Waiver for Active Members of Saint Paul's Church,  
Financial Hardship, or Size of Wedding:**

At the sole discretion of the Rector, some of the basic fee may be waived. The waiver is always granted in cases where either or both of the persons marrying are **Active Members** of the parish. The waiver may be granted if the parents (not grandparents, aunts, or uncles, etc.) of either or both of the couple are active members of Saint Paul's, and the bride and groom are active members of another Christian congregation.

A waiver may also be granted in cases of financial hardship and in consideration of the size of the wedding. This is to say, small weddings of 10 or fewer will be done in one of the chapels in the sanctuary at St. Paul's, or in one of the gardens. If the organist is desired to provide music, the fee is still the same as for a larger wedding (\$300.00). Also, the fee for the church is \$300.00 and clergy is \$200.00.

**An "active member" is a person who, at the time of the wedding, fulfills all these criteria:**

1. Is recorded in the Parish register as a baptized or confirmed member.
2. Is known to the Clergy as a regular participant in corporate worship.
3. Is known to the parish treasurer as a regular financial contributor.

When granted to active members, the clergy honorarium and sanctuary use fees are waived, making the basic fee \$725.00. Couples granted the waiver are encouraged to make thanksgiving offerings (tax deductible) for use of the sanctuary and for the clergy's efforts on their behalf. Members' offerings to clergy are placed in the Rector's Discretionary Fund to assist people in need.

## *Notes on the Policies and Fees for Weddings*

St. Paul's Episcopal Church is pleased to assist families in the celebration of special events for members of record of the parish and others who wish to use our facilities. In general, St. Paul's Church has an open policy for groups wishing to use our facilities. However, by canons of the Episcopal Church, the rector (who may seek advice from the Vestry of St. Paul's Church) can deny use of any facility for any reason. We try to keep fees reasonable, but we also believe we have a responsibility of stewardship for the facilities which will be used. Also the expertise, commitment, and the time people are setting aside to serve you should be justly compensated.

Fees may be adjusted by the rector of St. Paul's (Fr. Larry D. Hooper) related to size of the wedding. That is, the fees quoted here for the use of St. Paul's Church and/or grounds are likely to be less when the wedding is held in one of the chapels or garden areas.

**All fees due are to be remitted one week prior to the wedding. You will be provided with an itemized invoice and separate checks are to be made to the line items listed on the invoice that will be provided to you by the Office Manager.**

Fees for use of the Parish Hall, Historic Rectory, Garden and Grounds are in accordance with the standards set by the Vestry of St. Paul's Church and in light of the prevailing standard fees for comparable services in the community. These fees vary depending on whether the kitchen is used, if a caterer is brought in to serve a meal, if there is any DJ and dancing, etc.

Our Flower Guild (when available) is happy to arrange the flowers for your wedding. Flowers are for the High Altar and/or the two side altars only. The price will be for the cost of the flowers plus \$100.00. The check for this service is to be made out to St. Paul's Episcopal Church with a notation on the memo line of Flower Guild. NOTE: Bear in mind that many members of our Flower Guild are seasonal residents of Key West and may not be able to provide flower services. In that event there are several florists in town approved by St. Paul's, and we are happy to make a referral. Our recommendation to you is that you speak with us here at St. Paul's first to help you with floral decorations or arrangements. The beauty of St. Paul's itself does not need much by way of decoration and our general recommendation is "less is more."

It is the responsibility of the participants in the wedding to contact the Organist/Musician (Mr. Tim Peterson) directly for music selection. If Mr. Peterson is not retained for the wedding service, he is still remunerated for his availability, as St. Paul's Church Musician, at the printed rate. This is a contractual standard of the American Guild of Organists, of which Mr. Peterson and Fr. Hooper are members, and in accordance with the American Guild of Organists Code of Ethics and Professional Practices.

We ask that you assign someone from your wedding party to walk through the areas after the ceremony and pickup any items left behind which you wish to keep (e.g., hangers for dresses, shoe boxes, flower boxes, clothes, makeup, hair dryers, etc.).

Revision adopted and recorded in Vestry Minutes of meeting in December of 2015.

**SAINT PAUL'S EPISCOPAL CHURCH**  
**Wedding Worksheet**

**Couple Names:**

**Date/Time of Wedding:**

**Date/Time of Rehearsal:**

**Number of Guests Expected:**

**Notes:**

**Fees:**

**Sanctuary: \$1800.00** \_\_\_\_\_

**Clergy Honorarium: \$600.00** \_\_\_\_\_

**Organist: \$300.00** \_\_\_\_\_

**Additional organist consults (@\$100 each)** \_\_\_\_\_

**Office Manager: \$200.00** \_\_\_\_\_

**Sexton: \$200.00** \_\_\_\_\_

**Altar Guild: \$25.00** \_\_\_\_\_

**Other:** \_\_\_\_\_

**Waiver (if granted by Rector)** < \_\_\_\_\_ >

**SUBTOTAL** \_\_\_\_\_

**Additional Thank-offering, Church** \_\_\_\_\_

**Additional Thank-offering, Clergy** \_\_\_\_\_

**GRAND TOTAL** \_\_\_\_\_

*A single check made out to "Saint Paul's Episcopal Church" for \$600.00 (1/3 of the Sanctuary Use Fee) must be provided upon reserving a date for your wedding. You may cancel the wedding date with 45 days advance notice and receive a full refund; within 45 days there is no refund of this reservation fee.*