

Wedding Customary and Application Form

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



401 Duval Street Key
West, FL 33040
(305) 296-5142

www.stpaulskeywest.org

The Rev. Donna S. Mote, PhD
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 Episcopal Church. Our Rector does perform off-site weddings and the information for them is on the wedding home page on our website www.stpaulskeywest.org.

Currently, there is no firm policy at St. Paul's Episcopal Church that prohibits its clergy from presiding at weddings in locations other than St. Paul's Episcopal Church (e.g., an outdoor garden, the beach, or a 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 Church and the Episcopal Diocese of Southeast Florida permit clergy to perform weddings for same gender couples, and St. Paul's is happy to do so. All couples interested in seeking the blessing of the Church 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. 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. The phone number for the church office is 305.296.5142. Please contact the office of St. Paul's at info@stpaulskeywest.org or by phone to schedule an informational meeting with the Rector or the designated 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, clergy, and organist 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 the rector's approval has been received. Please note, if you wish to proceed, we ask that you complete the Wedding Application form at the end of this document.

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 worshiping community or in another community of faith.

WHO MAY BE MARRIED AT ST. PAUL'S?

We are keenly aware that St. Paul's “in the heart of Key West” 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 parishioners as communicants (meaning faithful in attendance at worship) and contributing members of record (meaning faithful financial supporters of the church) have fees that are substantially reduced. The fees for others seeking to be married at St. Paul's are comprehensive of all uses of space and all services **except** coordinating, catering, photographic, floral, and any musicians other than the church organist.

We make St. Paul's available to persons 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 the clergy, must be given. Reserving a date six months or more in advance is highly recommended in order to secure 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's exercise of oversight of the pastoral ministry of the clergy who will officiate. The officiating clergy at St. Paul's will meet with you as a couple to discuss how it is that you have come to this 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 the Rector may decline any outside requests without giving a reason.

PREMARITAL COUNSELING

It is a requirement of the Episcopal Church that couples obtain pre-marital counseling prior to their wedding. This requirement can be fulfilled in several forms. Some couples obtain this counseling from licensed mental health counselors and practitioners, from their parish priest, or other ordained clergy. The Rector is willing to consider any of these as fulfilling the requirement for premarital counseling. A minimum of four sessions of counseling are required. Regardless of whether another professional does the required counseling with the couple or if it is done with the Rector of St Paul's, the couple must meet with the Rector at least twice as detailed below.

If the required counseling is done with the Rector, it allows the clergy and the couple to become acquainted in advance of the wedding and makes it easier for the Rector to be a more competent resource to the couple as they plan together. In this way also a relationship can be developed so that on the wedding day there is a sense of the Rector as a pastor and advocate rather than merely as a stranger performing the ceremony. There is no additional charge for this counseling if done with the Rector.

Routinely, there are four counseling sessions with the Rector. The first is when the couple and Rector meet to complete an information form together. This can usually be done via Zoom or FaceTime. The fourth meeting will be on the day of the rehearsal where the Rector wants to be the first appointment of the couple's day. At that meeting the Rector will go over the entire service to ensure both the couple and the clergy are clear on who is doing what 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. This meeting also allows the Rector 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 mutually convenient time between the first and last sessions. Often, couples who are planning a destination wedding at St. Paul's can meet with the Rector when in town to meet with other service providers 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 will enter into at their wedding and as a 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 member of the couple, 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.). The Rector 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 couple 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 list of recommended scripture readings, click [HERE](#). If there is to be 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 \$500.00 (\$100.00 for consultation and \$400.00 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 even though the organist of St. Paul's is available to play at the wedding, the \$500.00 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 is a customary contractual arrangement with most church organists encouraged by the American Guild of Organists.

The canons of the Episcopal church (Title II, Canon 5) state, 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.

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 Night's Dream*), Mendelssohn

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, so long as the photographer is not intrusive or conspicuous in the performance of their job.
- 3) No supplemental lighting may be used during the service.
- 4) Portions of the service may be “restaged” afterwards, if necessary.
- 5) The set-up of all equipment 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 couple a chance to center themselves and pray before the wedding.

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 couple are responsible for advising all photographers, whether 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 couple and wedding party for the ceremony. Coordinators must be selected from a pre-approved list of local coordinators available from the church office.

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 or given to the Rector before 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 couple whether they enter together or individually. Confetti, rice, or other things traditionally thrown may not be used in the church. Rose petals are permitted and may be gently scattered. 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 Conch Train on the island for those invited to the wedding. Otherwise, the invitation should advise guests that only street parking nearby is available for use and that arriving by taxi or ride sharing service is a good option.

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. The parlor of the

Historic Rectory adjacent to the sanctuary is available for use by one member of the couple and their 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 clothes. The other member of the couple and their attendants may use the sacristy next to the sanctuary for dressing. It also has large mirrors and places for hanging clothes.

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, for 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 regarding any such services.

If a caterer is employed to assist with the reception, they must be chosen from the current list of pre-approved list of caterers available from the church office. The use of alcoholic beverages is permitted but only in accordance to St. Paul’s Alcohol Policies found [HERE](#).

FEES

The fees for weddings at St. Paul’s 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,
- their principal attendants (best person/man/woman, maid/matron/man of honor, etc.),
- all other attendants of the couple (sometimes called “bridesmaids,” “groomsmen,” etc.),
- ushers (if any),
- readers,
- soloists (if any),
- any escorts of either member of the couple (if, for example one or more of their parents or another significant person will walk either or both of them down the aisle)
- any other significant persons or loved ones (such as parents, grandparents, other family elders who will be seated in assigned locations before the beginning of the service and who need to be made familiar with the space).

The Rector is in charge of the rehearsal as the person who 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.

Both members of the couple to be married and all their attendants should be at the church at least 30 minutes ahead of time as well.

Of course, people may arrive earlier, for instance if either member of the wedding couple is using the Historic Rectory as a place to dress and/or receive final makeup and hair preparations, etc.

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 over many years, and it is our great joy to assist you in celebrating your new life together.

Having read through this wedding customary carefully, if you would like to move forward with planning a wedding at St. Paul's, please be in touch with our church office.

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.
11. Bring Marriage License to the Rector no later than the morning of the rehearsal day.
12. 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 nave (church 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 some room for creativity. We welcome conversations with our Rector about what that might include.

The fee for a wedding at St. Paul's Church for non-members is \$25,000.00. This fee includes use of the nave, historic rectory, parish hall, parking area, courtyard, and memorial garden.

- It does not include fees for flowers, caterers, photographers/videographers, wedding coordinators, wedding programs, DJs, or musicians other than the church organist.
- The fees for all of these additional services will be billed and collected by the various service providers who must be chosen from pre-approved lists available from the church office.

- If additional musicians besides the church organist are desired and are arranged through the organist/director of music, those fees will be added to the other wedding fees and payable to the church.
- The majority of this fee is applied to the ongoing restoration costs of the three buildings on the St Paul's campus which are over 100 years old.

The basic fee for a wedding at St. Paul's Church for members is \$4,500.00. This fee covers all the essential and required services provided by the congregation and staff on your behalf. (Additional contributions may be added to the basic fee as the couple chooses.)

- It does not include fees for flowers, caterers, photographers/videographers, wedding coordinators, wedding programs, DJs, or musicians other than the church organist. The fees for all of these services will be billed and collected by the various service providers who must be chosen from pre-approved lists available from the church office.
- If additional musicians, including vocalists, besides the church organist are desired and the church organist is expected to accompany them during the service, an additional fee of \$100/rehearsal will be added to the other wedding fees and payable to the church.

These fees for both non-members and members are set and approved by the Vestry of St. Paul's Church. 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.

The \$4,500.00 Basic Fee for Members is disbursed as follows:

Organist	\$500.00
Sexton	\$500.00
Office Manager	\$500.00
Clergy Honorarium	\$500.00
Use of Sanctuary	\$2,500.00 (This portion <u>is</u> tax-deductible.)

Added to this total will be any rehearsals with vocalists or other musicians with the church organist at \$100/rehearsal.

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 because of 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 couple 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 persons 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 (\$500.00). Also, the fee for the church is \$500.00 and for the clergy is \$400.00.

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 \$1,000.00. 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 Special Assistance 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 related to size of the wedding. That is, the fees quoted here for the use of St. Paul's Church and/or grounds may 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 for 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 are set in light of the prevailing standard fees for comparable services in the community.

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 is a member, 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 pick up 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 August 2021.

Wedding Worksheet

Names of Couple:

Date/Time of Wedding:

Date/Time of Rehearsal:

Number of Guests Expected:

Notes:

Fees for Members: \$4,500.00

A single check made payable to "St Paul's Episcopal Church" for \$1,000.00 must be provided upon reserving a date for your wedding. You may cancel the wedding date with 45 days or more advance notice and receive a full refund; for cancellations made fewer than 45 days in advance there is no refund of this reservation fee.

Fees for Non-Members: \$25,000.00

A single check made payable to "St Paul's Episcopal Church" for \$7,000.00 must be provided upon reserving a date for your wedding. You may cancel the wedding date with 45 days or more advance notice and receive a full refund; for cancellations made fewer than 45 days in advance there is no refund of this reservation fee.



St. Paul's Episcopal Church



"In the Heart of Key West"

401 Duval Street

Key West, FL 33040

(305) 296-5142

www.stpaulskeywest.org

WEDDING APPLICATION FORM

WEDDING DATE: _____ TIME: _____

WHERE ARE YOU INTERESTED IN HAVING YOUR WEDDING? (Please check one)

NAVE (SANCTUARY)__ CHAPEL__ ONE OF THE GARDENS? _____

REHEARSAL DATE: _____ TIME: _____

OFFICIATING CLERGY (St Paul's rector unless otherwise specified) _____

WOULD YOU LIKE TO HAVE A GUEST CLERGYPERSON? _____

PERSONAL INFORMATION

SPOUSE 1

SPOUSE 2

Please print full legal name

Please print full legal name

MARITAL STATUS: Please circle one

SINGLE DIVORCED WIDOWED

MARITAL STATUS: Please circle one

SINGLE DIVORCED WIDOWED

ADDRESS: _____

ADDRESS: _____

E-MAIL: Please print clearly

E-MAIL: Please print clearly

CELL NUMBER: _____

CELL NUMBER: _____

SPOUSE 1

SPOUSE 2

DATE OF BIRTH: _____

DATE OF BIRTH: _____

DO YOU HAVE CHILDREN? _____

DO YOU HAVE CHILDREN? _____

CURRENT RELIGIOUS AFFILIATION

CURRENT RELIGIOUS AFFILIATION

ARE YOU BAPTIZED? _____

ARE YOU BAPTIZED? _____

WHAT DENOMINATION FOR BAPTISM?

WHAT DENOMINATION FOR BAPTISM?

YOUR FATHER'S/PARENT'S FULL NAME

YOUR FATHER'S/PARENT'S FULL NAME

YOUR FATHER'S/PARENT'S BIRTHPLACE

YOUR FATHER'S/PARENT'S BIRTHPLACE

CITY STATE COUNTRY

CITY STATE COUNTRY

YOUR MOTHER'S/PARENT'S FULL NAME

YOUR MOTHER'S/PARENT'S FULL NAME

YOUR MOTHER'S/PARENT'S BIRTHPLACE

YOUR MOTHER'S/PARENT'S BIRTHPLACE

CITY STATE COUNTRY

CITY STATE COUNTRY

TODAY'S DATE: _____